

DataCandy Tetra Point-of-Sale (POS) Terminal Activation Guide

NOTE:

In order to complete the activation of the DataCandy application on your payment terminal, you will need the **Initialization Code** and **Merchant Password** that were provided to you by DataCandy.

ACTIVATION

1. Press the **Menu key [Black Circle/Dot]** to access the main menu.
2. Select **DATA CANDY**.
3. Select **Initialize Terminal**.
4. Enter the Initialization Code provided to you and press **OK (Green key)**.
5. Enter your Merchant Password provided to you and press **OK**.
6. You are now ready to start using your terminal for gift or loyalty card transactions.
 - When no EMPLOYEE IDs have been set, transactions are assigned to a generic EMPLOYEE ID (99).
 - It is recommended that you assign an EMPLOYEE ID to each of your employees. This will allow you to track the transactions done by each employee. See the section MANAGING EMPLOYEE IDs to learn how.
 - Once you set one or more EMPLOYEE IDs, the prompt for EMPLOYEE ID and EMPLOYEE PASSWORD will be displayed at each transaction.

MANAGING EMPLOYEE IDs

1. Press the Menu key [Black Circle/Dot] to access the main menu.
2. Select **DATA CANDY**.
3. Select **SETTINGS**.
4. Enter the ADMIN PASSWORD (12345) and press **OK**.
5. Select the PERMISSIONS.
6. Select EMPLOYEE LIST, this menu will allow you to:

Adding a new EMPLOYEE ID

- Select **ADD**.
- Enter the EMPLOYEE ID and press **OK**.
- Enter the EMPLOYEE PASSWORD and press **OK**.
- Repeat these steps as necessary.

NOTE: To hide the screen keyboard, press the down arrow.

Removing a new EMPLOYEE ID

- Choose the EMPLOYEE ID you want to remove.
- Select **REMOVE**.

SUPPORT

For DataCandy support, contact:
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