



Quick Start Guide

This quick-start guide assumes you have already enrolled in Ring Up service, and covers the minimum steps needed to complete prior to selling.



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Overview

Ring Up by NCR Silver is a mobile payment solution with two components:

1. The Ring Up Bluetooth credit card reader
2. The Ring Up mobile application

This guide assumes you have already enrolled in Ring Up service and received your welcome e-mail, have downloaded the application to your mobile device, and have received your Bluetooth card reader. The Ring Up app can be downloaded on iOS or Android devices and requires a cellular or Wi-Fi connection.



Before You Start

Ring Up is designed to work with the latest mobile technology, so you'll need the latest operating system on your mobile device. To update your software, follow the instructions below:

iOS Devices	Android Devices
<ol style="list-style-type: none">1. Tap the Setting icon on your device2. Tap General3. Tap Software Update4. If an update is available, follow the instructions on your screen to update your device.	<ol style="list-style-type: none">1. If an update is available, you will see a notification on your Settings icon.2. Tap the Settings icon on your device3. Tap Software Update and follow the instructions on your screen to update your device.

Logging In

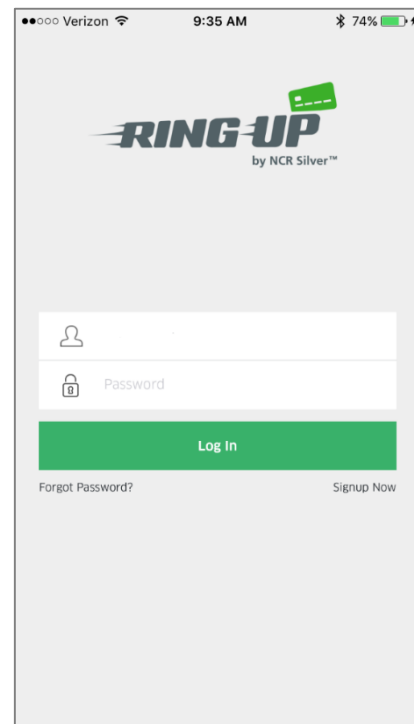
Once you download the Ring Up app, you will need to log in with the username and password from your welcome e-mail. The welcome e-mail looks like this:

 <h3>Welcome to Ring Up!</h3> <p><i>Thank you for signing up. Let's get started.</i></p> <p>Dear Valued Customer,</p> <p>Congratulations on growing your business. We're excited to play a part in helping build your success.</p> <p>Your account is almost activated and soon you'll be able to use your iOS or Android device to accept credit card payments anywhere you go.</p> <p>To finish the registration process, please complete the following steps:</p> <p>1. Download the app If you use an Android device: Go to Google Play, search for Ring Up and download it for free. Or, click here to download directly from Google Play.</p> <p>If you use an iPhone, iPad, or iPod Touch: Go to the Apple App Store, search for Ring Up and download it for free. Or, click here to download directly from the Apple App Store.</p> <p>2. Enter your credentials Please enter the following credentials when prompted:</p> <ul style="list-style-type: none">Your subscription number is: NAYour username is: [redacted]Your temporary password is: [redacted]	<p>3. Pair Your Devices Simply follow the on-screen instructions. Make sure you pair the Ring Up application with your reader. Now you are ready to accept card payments!</p>  <p>Have questions? We're all here to help, anytime. <i>We love helping customers just like you!</i> Have questions about your device or setup? We offer 24-hour live support at 1-877-630-9711. You can also check out our online knowledge center to get answers to common problems.</p> <ul style="list-style-type: none">TroubleshootingCommon ProblemsHow To Accept PaymentsLearn More About Ring Up <p>Congratulations again on expanding your business. We can't wait to help you get started.</p> <p>Best, Ring Up Customer Care Call us anytime: 1-877-630-9711</p>
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To Log in,

1. Tap the Ring Up icon to open the app.
2. Enter your username and password and tap **Log In**.
3. Your device and app will register to your store. You will be asked to enter an email address for password recovery, agree to the terms of service, set up two security questions, then notified to pair your Bluetooth reader.

Note: if you forgot your password, tap **Forgot Password?** to reset.



Charge and Pair your Bluetooth Reader





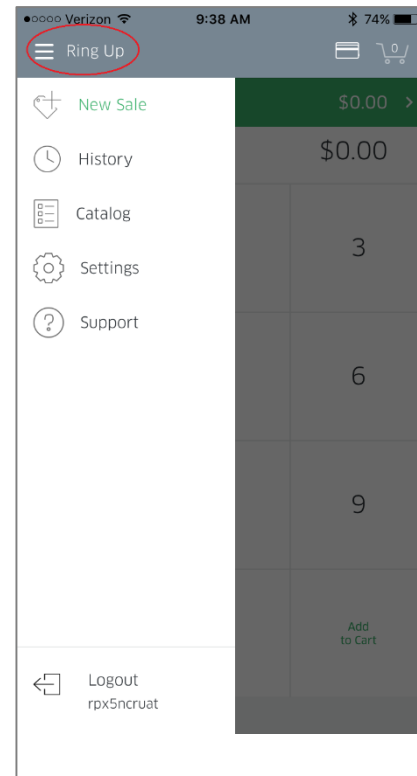
Important!

Do not attempt to pair your Bluetooth reader inside of the Bluetooth Settings on your device. You **must** pair your device using the Ring Up app for your device to work properly.

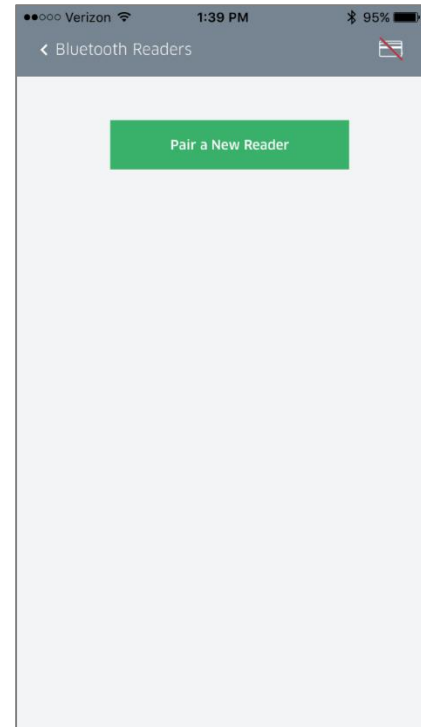
Plug the USB charge cable included with your Bluetooth reader into a computer or wall-charging accessory. The cable connects to the Ring Up card reader using the micro USB port (2) above.

Once charged, pair your Bluetooth reader to your device:

1. Press the power button (1) to turn the Bluetooth reader on. Make sure the red light (3) turns on.
2. Wait for the blue light (3) to flash.
3. Open the Ring Up app and log in.
4. Tap the three "hamburger" lines in the top left corner.
5. Tap **Settings**.
6. Tap **Bluetooth Reader Settings**.



7. Tap **Pair a New Reader**.
8. Follow the on screen instructions to pair your reader. Tap the available reader that matches the last half your reader's serial number.
9. When complete, the reader's name will be listed as "connected"

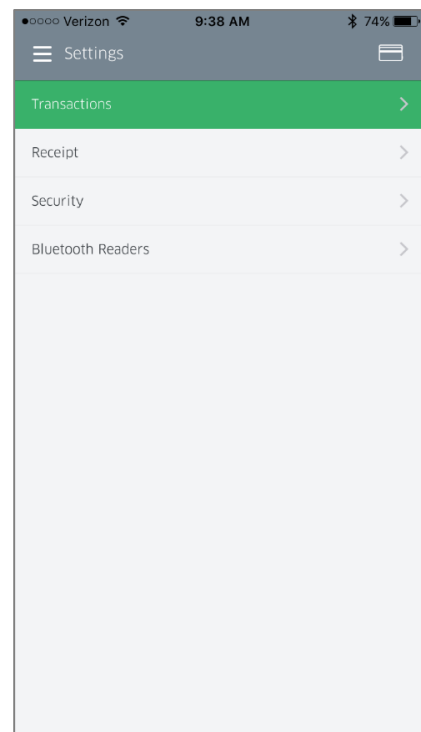


Important Settings

There are a few important settings to look at before you start selling. Go to the **Settings** screen and make a few quick adjustments.

Transaction Settings

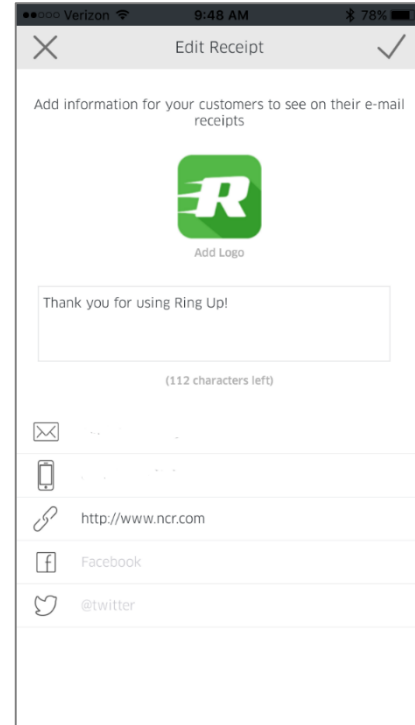
1. Tap **Transaction** under **Settings**.
2. Tap **Sales Tax**.
3. Tap the tax field and use the number pad to enter your tax rate.
4. Tap the check mark at the top right.
5. Slide the **Tip** toggle on or off depending on if you wish to accept tips. It is on by default.
6. Tap the back arrow by **Transactions** in the top left to return to the **Settings**.



Receipt Settings

Quickly glance at your receipt settings to make sure the best contact and business information for you input. This is important if you want to stay connected with customers after the sale.

1. From the settings menu, tap **Receipts**.
2. Tap the empty image box above **Add Logo** to upload an image to display on receipts. You can take a new photo or add an existing photo.
3. Enter a thank you message in the text box. You can use 150 characters.
4. Enter the following optional information:
 - Email
 - Phone contact (where customers can reach you)
 - Your businesses website address
 - Link to Facebook page
 - Link to twitter
5. Tap the check mark in the top right corner to save your entries.

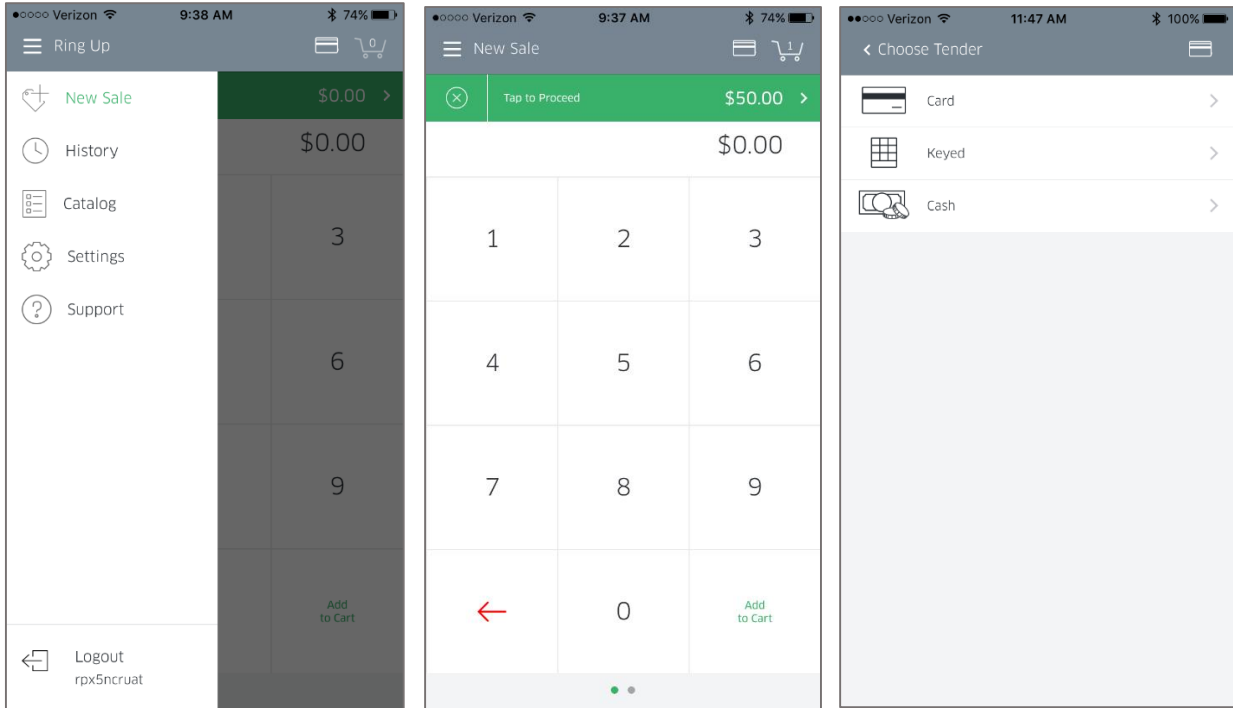


Share Location of Receipt: Toggle on to share the location where the sale took place. You must have location services turned on in your phone or tablet settings to enable this feature.

Taking Payments

You are ready to take payments! It is simple.

1. Open the menu and tap **New Sale**.
2. Enter in your customer's total and tap **Add to Cart**.
3. Tap **Tap to Proceed**.
4. Follow the on-screen steps picture below to complete the transaction!



If you have a standard set of products, you can set up a **Catalog** in your Ring Up App settings. This allows you to sell a pre-priced product, and gives you the option to use barcodes to sell prepackaged items.