

Set-up Guide

Desk/5000



Setting up and connecting your card reader requires just a few steps

1. Unpack your card reader and accessories

Important: your card reader must be powered off during set up to avoid issues.

2. Connect power, phone and internet cables

Power — Connect the power cord from power adapter to the power port on the Magic Box (lightning bolt symbol).

Ethernet — Connect the Ethernet cable from the switch or other internet access point to the ETH port.

Phone line — An Ethernet cable is preferred. If you don't have high speed internet access, you can connect the phone line to your phone jack.

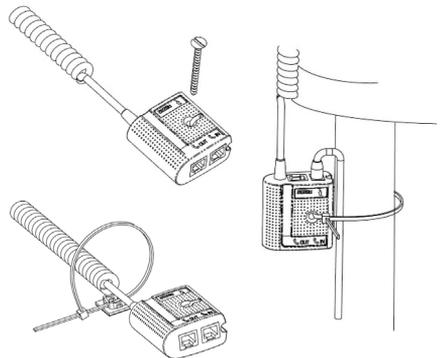
3. Connect the power adapter to nearby outlet

4. Secure the Magic Box

The Magic Box cable management system will arrive already connected to your terminal. In the event you need to unplug and reconnect it, the directions can be found at chase.com/POShelp.

Securing the Magic Box in a nearby location will reduce stress on the device and cable, prevent unintentional disconnection and organize the work area. Below are some examples of ways to secure the Magic Box.

Note: Secure the Magic Box in a location that is accessible for future troubleshooting.



Important: See back for instructions on setting up your administrator password.

Securing your card reader

Secure your card reader. Before you get started, you need an important administration password to complete certain transactions and functions, including refunds and settling your daily batch of payments.

Please call our support specialists at 1-888-886-8869 to set up your password.

Our specialists will help you through how to create your unique, confidential password depending on your business needs, to protect your card reader and your business.

With your specialist you can determine which level of security is best for your business based on the roles below.

Security role — This is also known as User Level Access or Admin, and can be defined as a restricted user in the terminal with a designated password to allow restricted access to control specific transactions and functions. The intent is for the Admin to have a higher level of access than a Manager.

Manager role — This option allows more access than Supervisor, but not as much as Admin.

Supervisor role — This is the lowest “management level” restrictive access.

Clerk/server role — This level of access is only in place to delineate between clerks for transaction reporting purposes.