clover

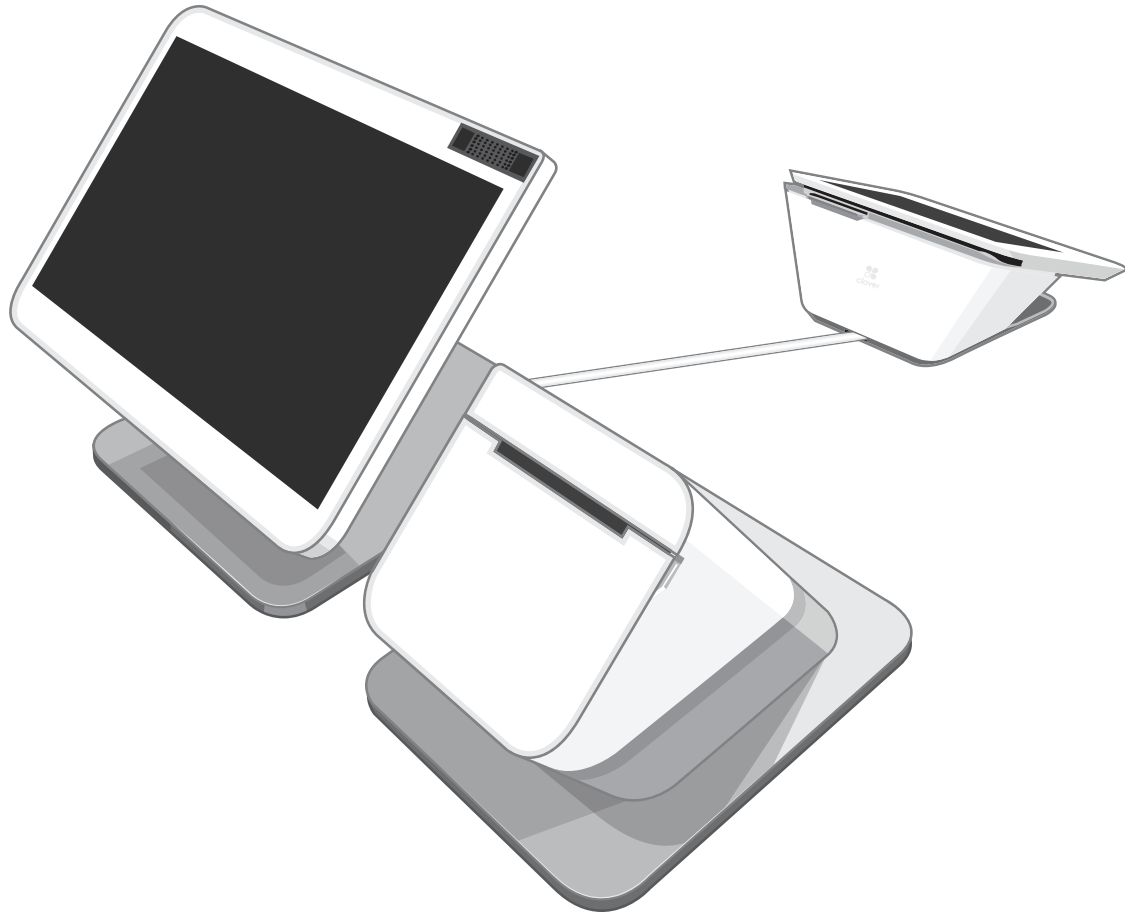# Congratulations on the purchase of your new Clover Station Pro
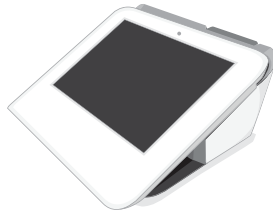
clover

Put your Station Pro together

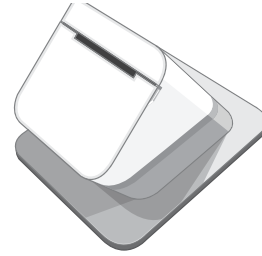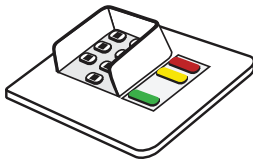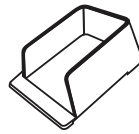## What's included

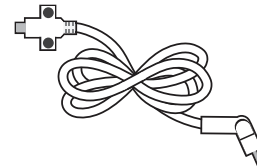Clover Station Pro Display

Clover Station Pro Terminal
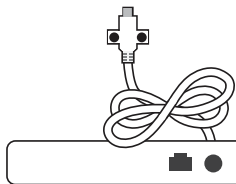
Clover Station Printer

Pin Entry Aid
(Select Regions)

Pin Shield
(Optional)

Display Cable

Hub
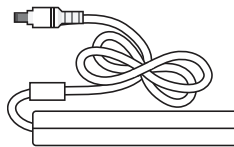
Power Brick

Power Cord
(Region Specific)

Ethernet

Screwdriver
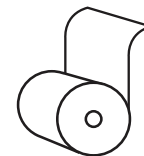
Receipt Paper

Put your Station Pro together

Plug in the cables for your Clover Station Pro

1. Plug the Station Pro Terminal into the Station Pro Display with the Display cable.
2. Plug the Station Pro printer into the Station Pro Display.
3. Plug the Station Pro hub into the Station Pro Display.
4. Plug the power brick's circular cord into the Station Pro hub.
5. Plug the power brick's power cord into a power outlet. The Station Pro will automatically power on.

Station Pro Display   Station Pro Printer   Station Pro Terminal
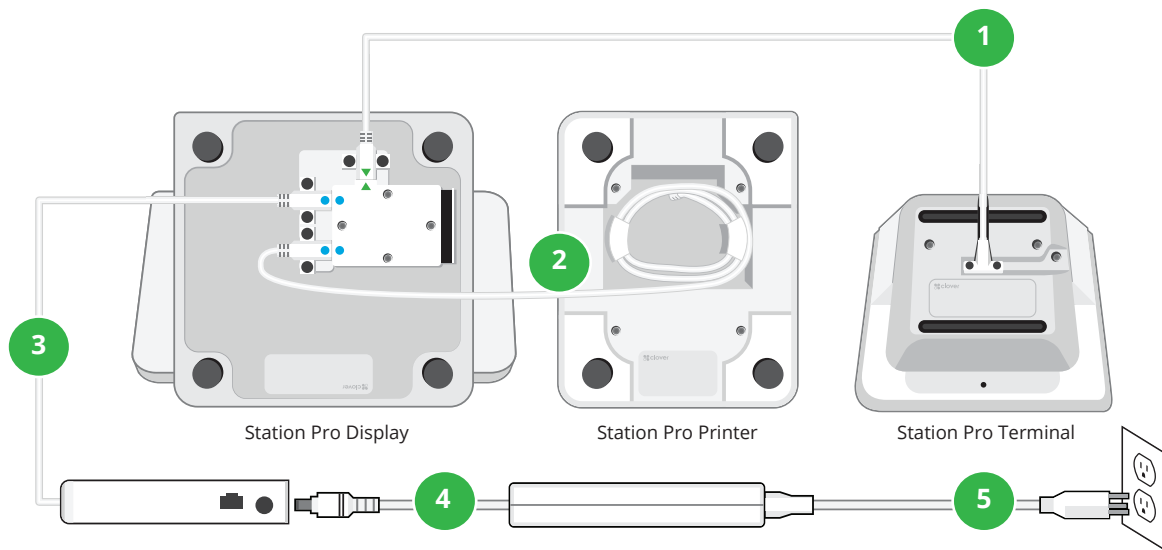
Connect your Station Pro to a network

There are three ways to connect your Station Pro to a network: Mobile (SIM) card, Wi-Fi, and Ethernet.

Connect via Mobile (SIM card)

1. On the network connection screen, wait for the SIM card to verify that it's connected to the mobile cellular network.
2. Once you see a message confirming the connection, tap **Next**.
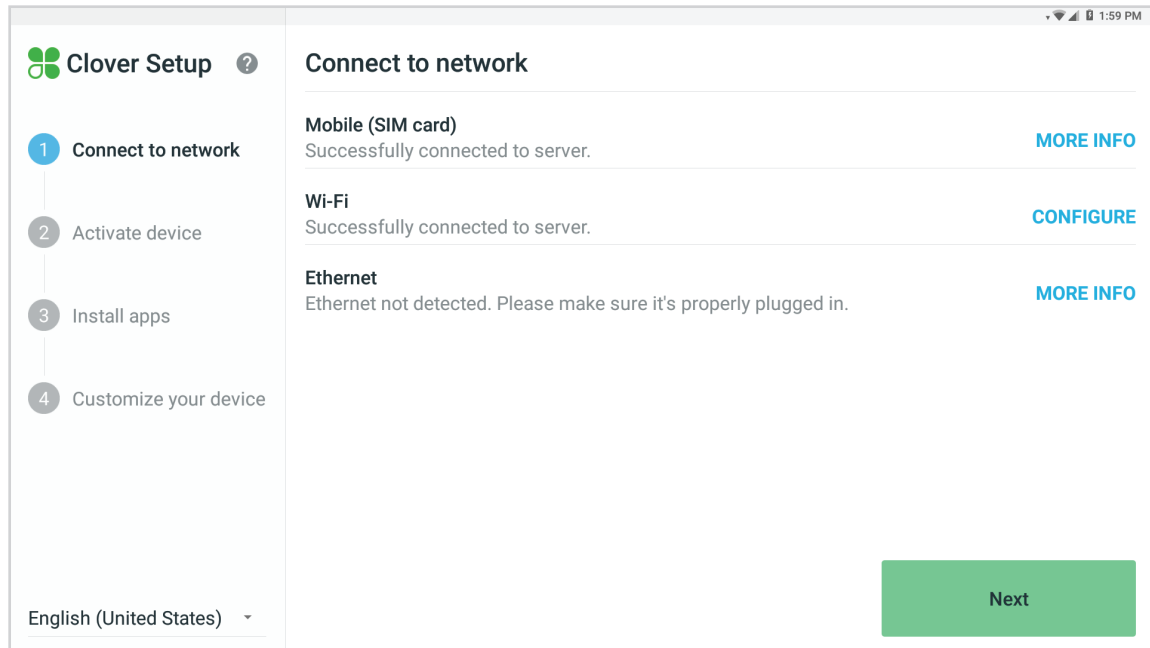

Connect via Wi-Fi

1. Tap **CONFIGURE** in the Wi-Fi section.
2. Select the network you want to connect to.
3. If you're connecting to a secure network, enter the password, then tap **CONNECT**.
4. Once you've connected to a network, tap **Next**.

Connect via Ethernet

1. Plug one end of the Ethernet cord into the Station Pro hub.
2. Plug the other end of the Ethernet cord into a modem, router, or Ethernet outlet.
3. Your Station Pro will automatically try to connect to a network. If it does not, tap **Check Connection**.
4. Once your Station Pro is connected to a network, tap **Next**.

Activate your Station Pro

When your Station Pro is connected to a network, an email will be sent to you containing the activation code for your device.

If you are activating multiple Clover devices, each one will have its own unique activation code. Double-check the serial numbers of your device to see which activation code is needed. You can find the serial code on the activation screen.

NOTE: If you cannot find the email with your activation code, check your spam folder.

1. Look for an email from Clover Support (app@clover.com). The email will be sent to the email address associated with your merchant account.
   - If you've already set up your Web Dashboard account, you can log in to www.clover.com/home. The activation code will be listed on the top of the screen once you log in.
2. Enter the 8-digit activation code from the email using the number pad on the touch-screen.

![Clover logo]
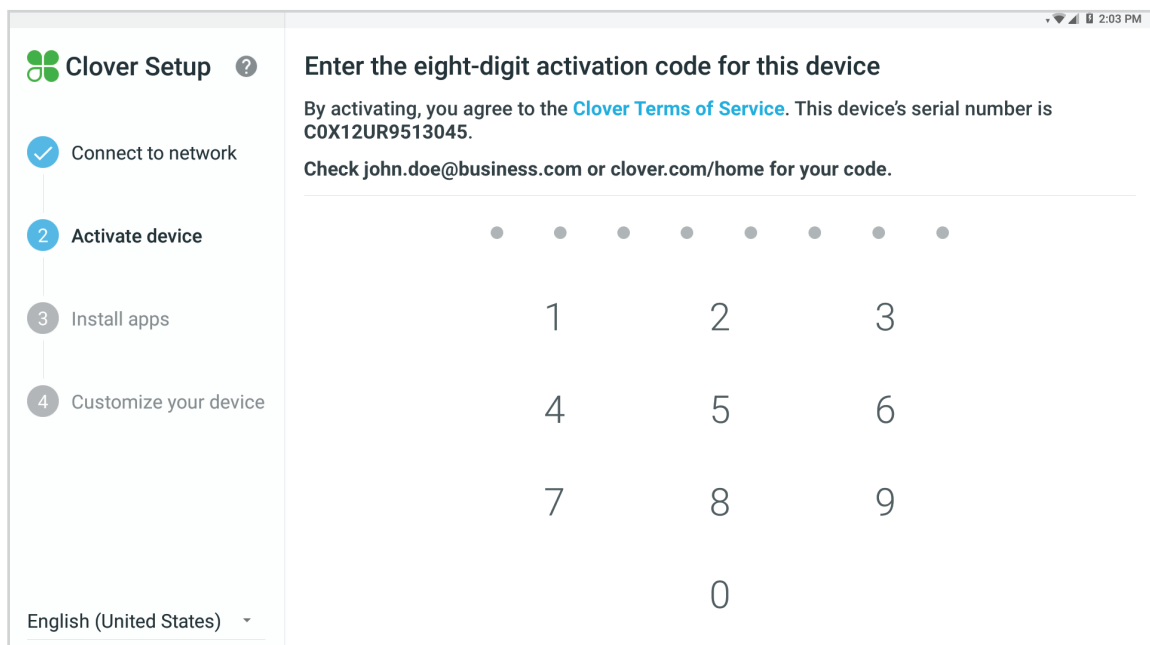
Test the Station Pro printer

You can test your Station Pro printer to see if it's working. If you want to skip this step, tap **Continue** to move on.

1. Load a roll of paper into the Station Pro printer.
2. Tap **Test Print**. The printer will print out a test receipt.
3. Tap **Continue** when you are finished.
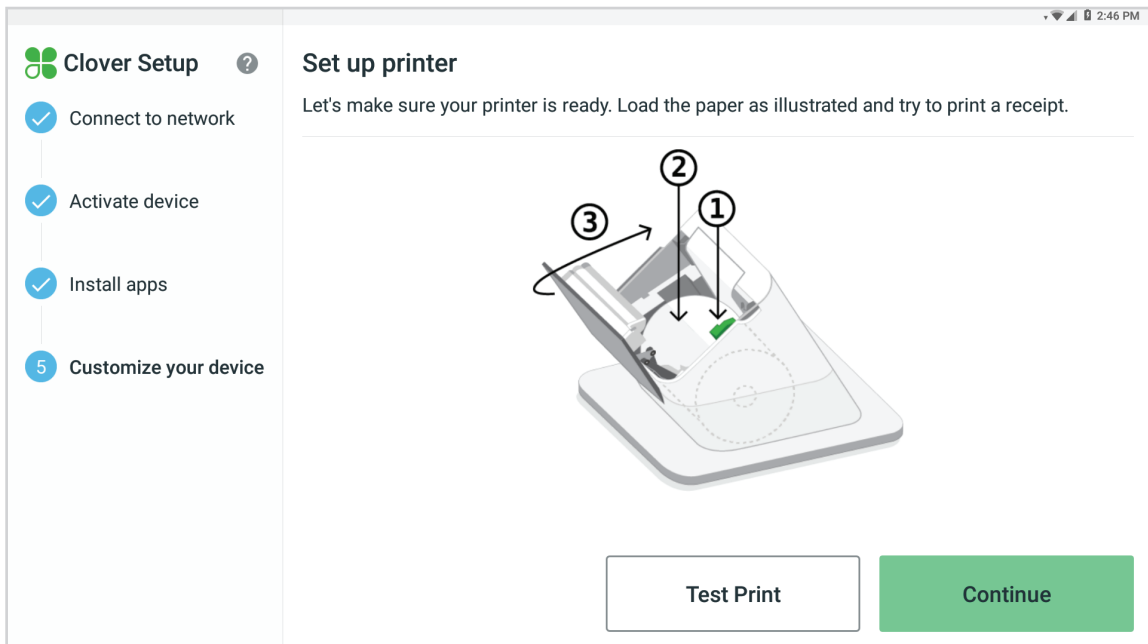
Register a fingerprint

You can register a fingerprint to unlock your Clover Station Pro. If you want to register a finger-print later, tap **Skip**. You can register fingerprints in the Employees app.

1. Place your finger on the Station Pro sensor on the upper right corner.
2. Keep lifting and placing your finger on the sensor.
3. Once your fingerprint is registered, tap **Continue**.
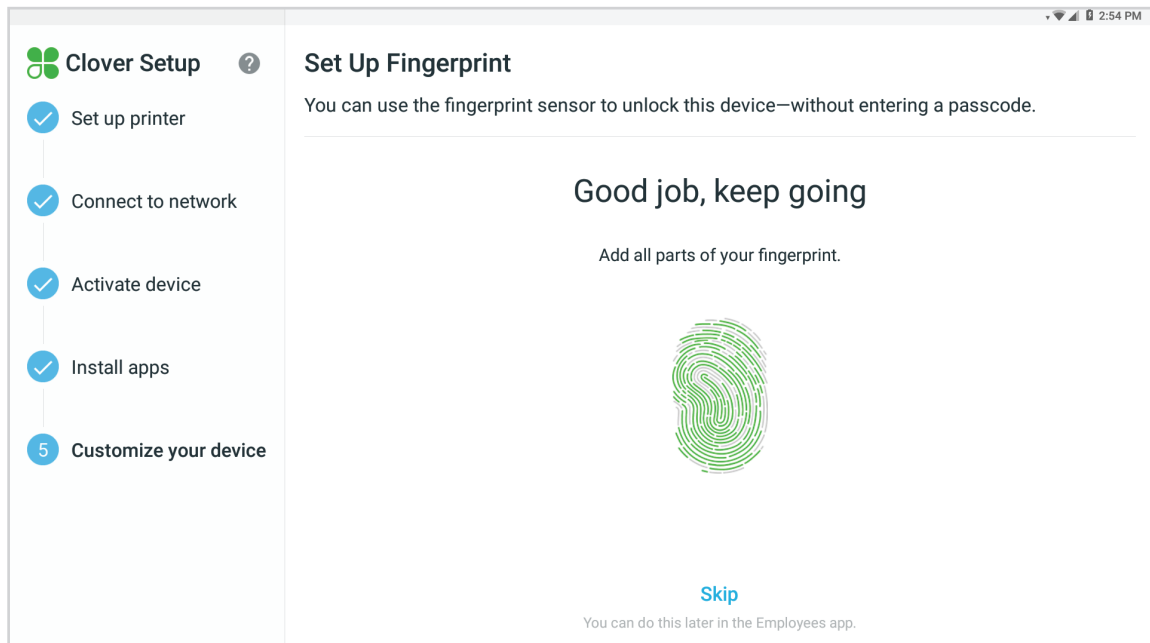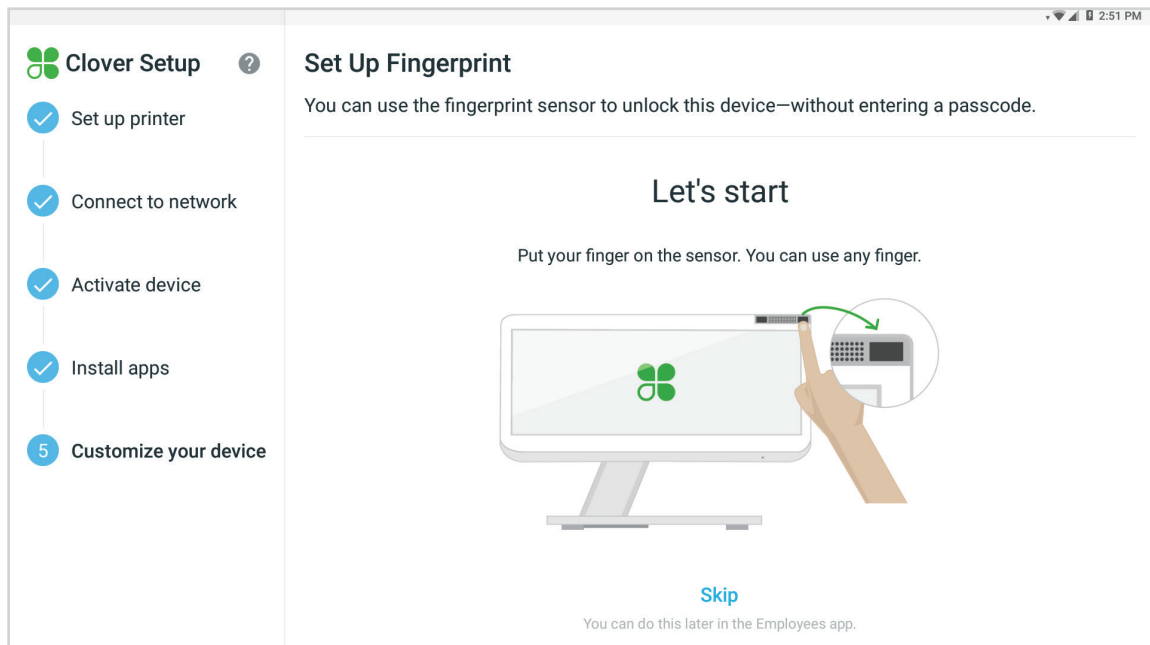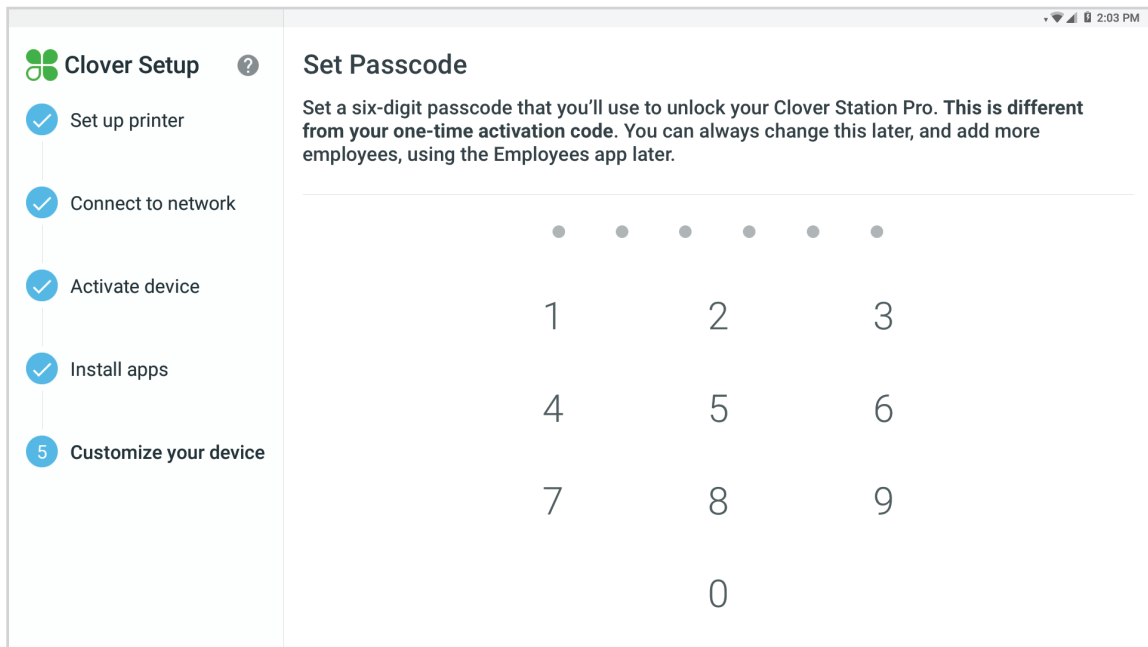
Customize your device

Register your owner passcode

If you're activating your first Clover device, you'll be prompted to create an owner passcode. You can use passcodes to provide different permissions to your employees.

Your passcode can be changed in the Employees app.

NOTE: You can change the employee passcode length to either 4 or 6 digits by going to your Web Dashboard and selecting **Employees > Setup**.

1. Enter a 4 or 6-digit passcode.
2. Re-enter the passcode to confirm it.

Customize your device

Customize passcode and payment settings

Choose whether you want to allow unlocking a device without a passcode, where you want to take tips and signatures, and if you want to accept checks as tender.

You can always change these settings in the Setup app.

NOTE: If you want to accept tips on printed receipts, please make sure your closeout time is at least an hour after your business has entered tips for the day.

NOTE: IF you do not see an option for tips, your merchant account is not enabled for tips. Contact Customer Support and request tips be enabled.

1. Select if you want to require a passcode to unlock your device.
2. Select where you want to take tips and signatures.
3. Select if you want to accept checks. You can select if you only want to accept electronic checks, both electronic and manual checks, or no checks at all.
4. Tap **Continue**.
5. If your monthly fees have changed, you will see a screen detailing your new monthly total. Tap **Authorize** to continue.