



Payments made easy

Shuttle Quick Start Guide



Contents of this package

Shuttle EMV Chip&Pin terminal



Note: You will also need a USB cable to charge your Shuttle via your computer's USB port or USB power plug. This is not included in the package.



Register your app and Shuttle

Before you can accept payments, you must download and register your Adyen app and Shuttle:

Step 1

Install the Adyen app via iTunes or Google Play store and launch it.

Step 2

Fill in your login credentials. These were provided to you during registration, and need to be entered once.

Step 3

Turn your Shuttle on, either by (i) connecting it to a power supply via a USB cable, or (ii) pressing the small rectangular button on the left side. The full boot up may take up to three minutes. The booted screen will look like the image on the right.

Step 4

Press the 'O' key for at least 5 seconds to make your Shuttle discoverable over Bluetooth. The screen should look like the image on the right.

1



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adyen

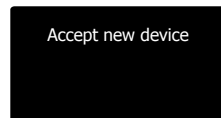
Merchant account
Username
Password

Login

3



4



Register your app and Shuttle for iOS

Step 5: Pair your Shuttle with your iOS device
Open the Bluetooth menu of your smartphone or tablet via *Settings - Bluetooth*. Make sure Bluetooth is enabled. 5

Select the device that corresponds with the serial number of your Shuttle.

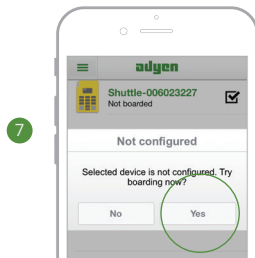
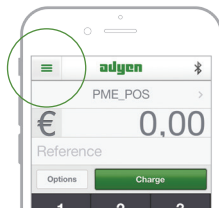
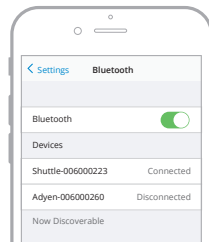
A PIN code will appear on the Shuttle and your iOS device. Click 'Pair' on your iOS device, and press the 'Enter' button on your Shuttle.

The status should change to 'Connected'.

Configure device

- Start the Adyen app.
- Select the menu button on the top left. 6
- Select the Payment device option from the menu.
- Select the Shuttle, a popup will appear asking whether you want to board the device, click 'Yes'. The Shuttle will be boarded (registered). 7
- After successfully having boarded the Shuttle select the Shuttle again and the payment screen will come up.

You are now ready to accept payments.



Register your app and Shuttle for Android

Step 5: Pair your Shuttle with your Android phone/ tablet

Make sure Bluetooth is enabled (consult your smartphone/tablet manual).

Start the Adyen app.

Select 'Terminals' from the menu.

Select the device corresponding to the serial number of your Shuttle. **8**

A passkey screen should appear on your Android device, click 'Pair'. **9**

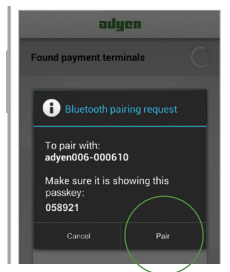
After a few seconds the message 'Completed successfully' appears.

You are now ready to accept payments. **10**

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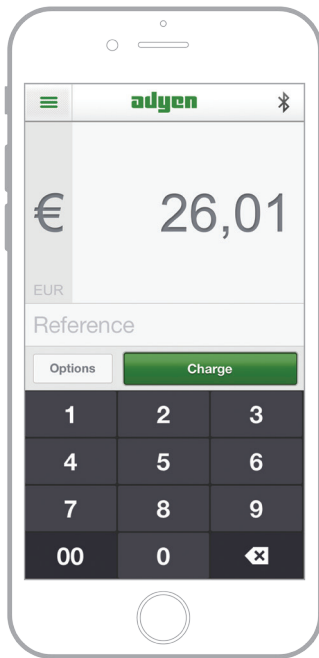
Process a transaction

Make sure your Shuttle is switched on (press the Enter button to awake from sleep, or ON/OFF button to boot).

Enter the amount and reference (optional) in your app.

Press 'Charge' to start your transaction.

When the display on the Shuttle shows 'Please insert or swipe card', hand over the Shuttle to the cardholder. Follow the instructions on the screens.



Signature

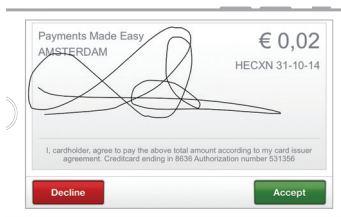
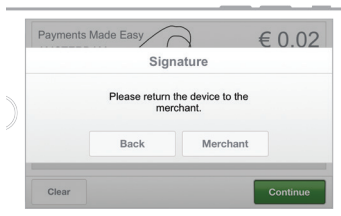
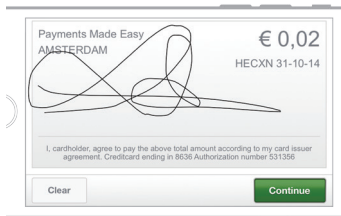
For some cards the app will ask for the signature of the cardholder.

Hand over the device to the shopper and have him sign on screen using a stylus or finger. 10

The shopper selects the 'Continue' button and is presented with a pop-up asking him to hand over the device to the merchant. 11

Click the 'Merchant' button and check the signature. Approve the transaction if the signature matches or decline if the signature does not match. 12

We advise to check signatures against a passport or official identity card.



Shuttle sleep mode

To save battery power, your Shuttle automatically goes into sleep mode after 5 minutes of inactivity.

To waked your Shuttle from sleep mode, press Enter once.

To put the Shuttle in sleep mode manually, press and hold the Cancel button for 1 second.

Support

You can access support by:

- Our FAQ from the menu in the Adyen app.
- Our support site:
<https://support.adyen.com>
- Contacting us via e-mail:
possupport@adyen.com
(feedback welcome!)



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