



# Clover Station Activation Guide



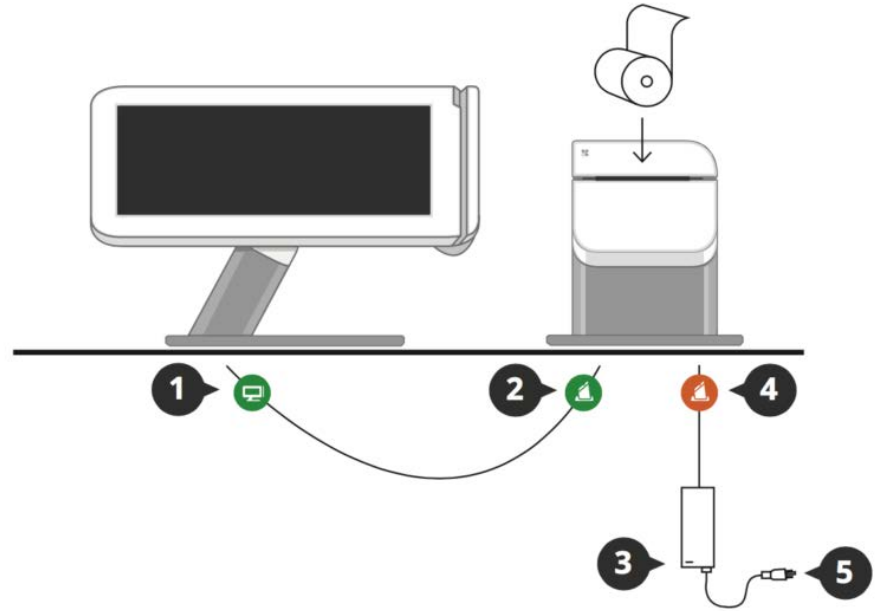
# Outline

- 01** Set up the Hardware: Page 3
- 02** Connect to a Network: Page 5
- 03** Activate your Clover Station: Page 11
- 04** Set up your Station Printer: Page 15
- 05** Set Up your Admin Account: Page 17
- 06** Test your Card Reader: Page 19
- 07** Install & Access the App Market: Page 21
- 08** Recommended Free Apps: Page 24

# 01 Set Up the Hardware

# Plug in the cables for your Clover Device

1. Plug the L-shaped end of the Display Cable into the Display
2. Plug the other end of the Display Cable into the Printer
3. Plug the power cable into the power brick
4. Plug the Power Cable into the Printer
5. Plug the Power Cable into a power source

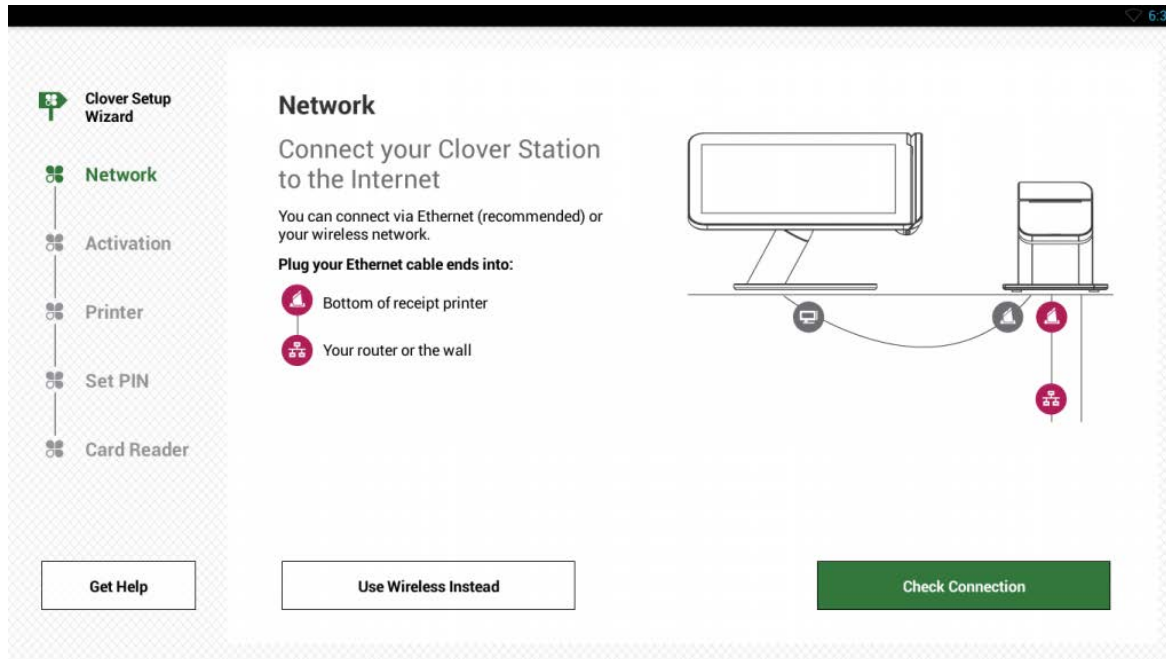


# 02 Connect to a Network

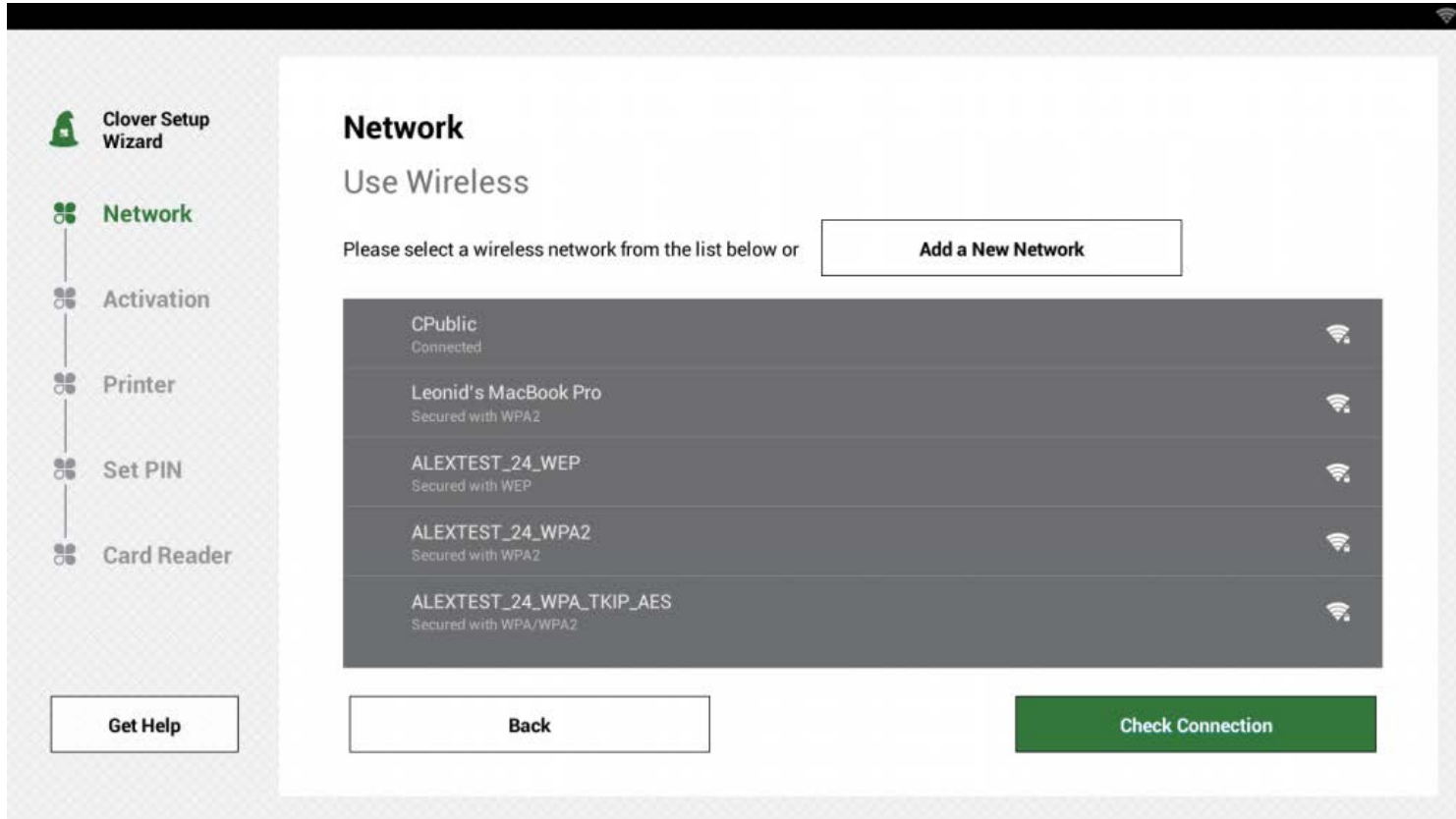
*Activate Device via Wi-Fi and Ethernet*

# Activate Device via Wi-Fi

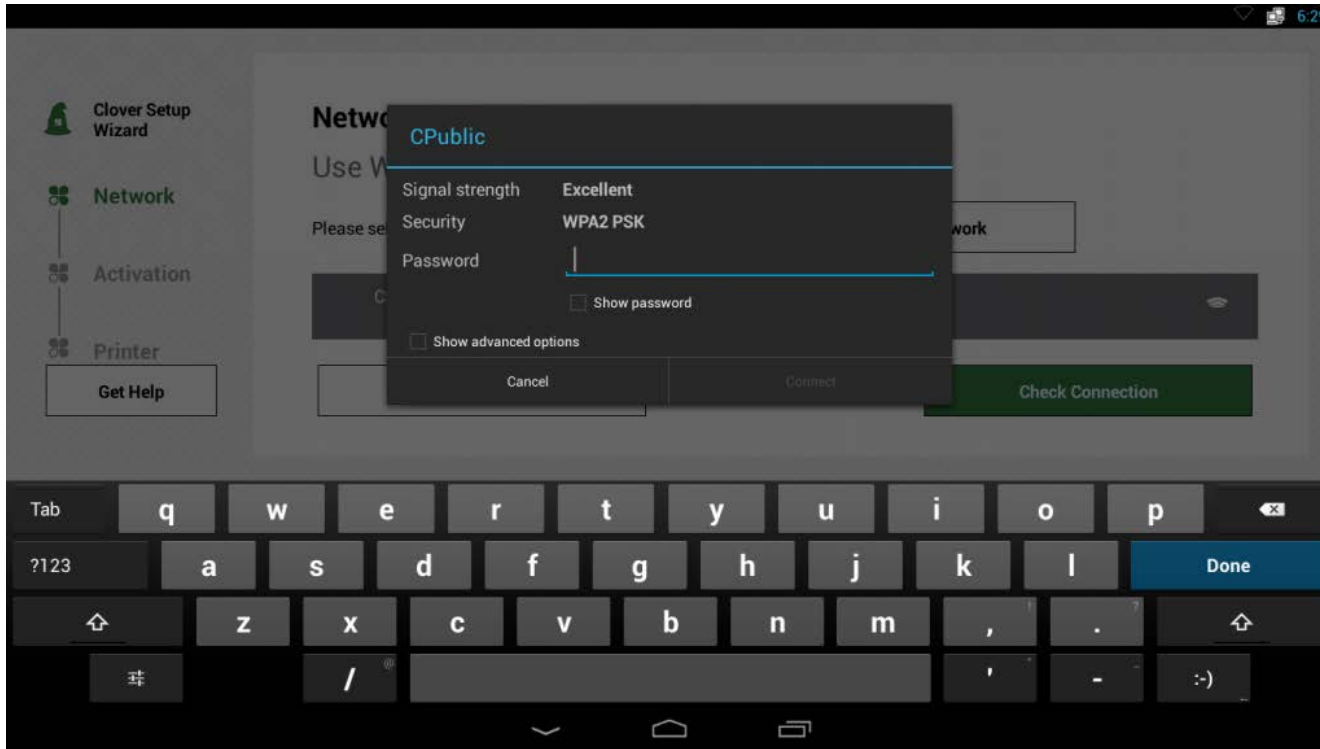
1. After plugging your Clover Station into a power source, wait for the device to boot
  - This typically takes 10-20 seconds, during which you will see a colorful Clover logo
2. When done booting, you will see the Network screen



3. To connect via Wi-Fi tap the **Use Wireless Instead** button
4. Select one of the detected networks



3. Enter the password for the network and tap **Done**



6. Tap **Check Connection** to confirm your Wi-Fi connection

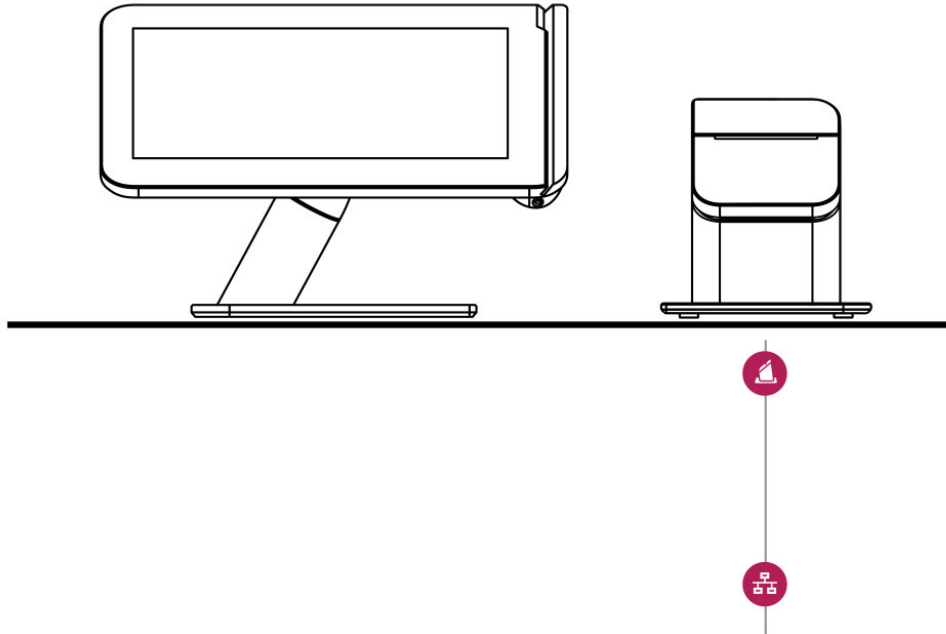
7. If successful, you will be taken through the activation process

- If not, you'll be asked to select a different network or re-enter the Wi-Fi password

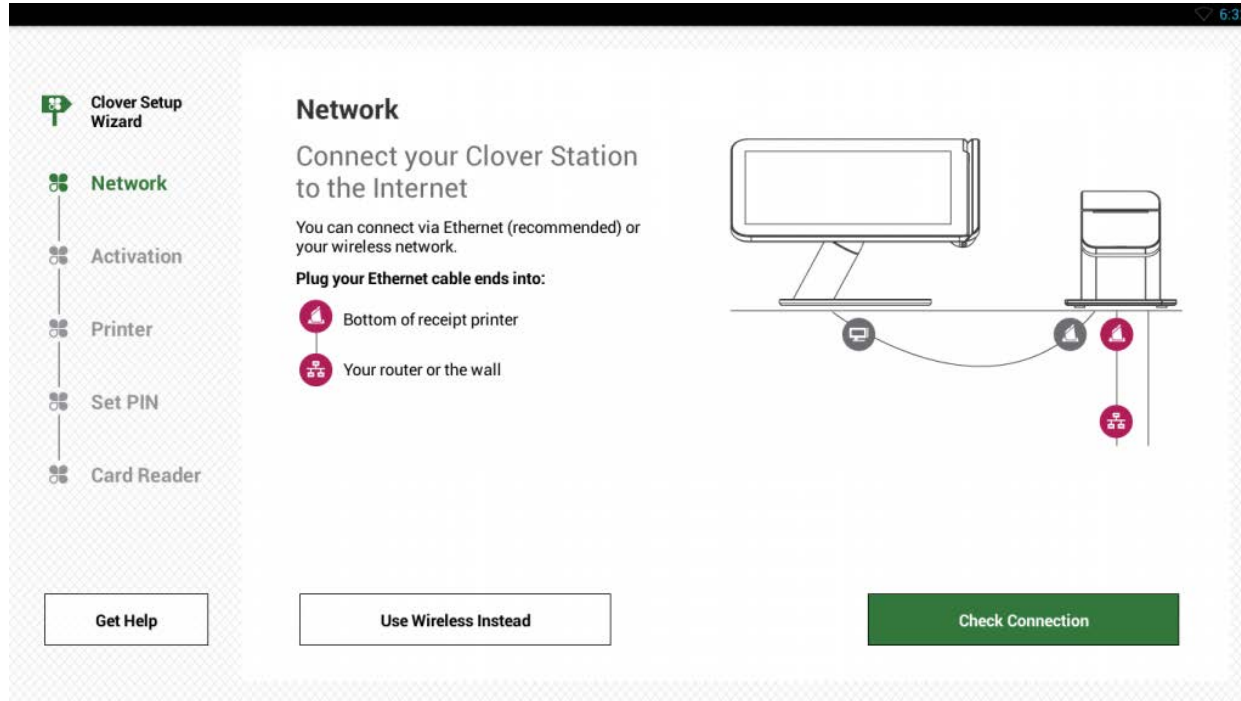


# Activate Device via Ethernet

1. If your ethernet cord was already plugged into the Clover Station Printer (before it powered up), your Clover Station will automatically try and connect to the internet
  - If not, go ahead and plug your ethernet cord into the Clover Station Printer



2. You may need to tap **Check Connection** if the Clover Station did not automatically try to connect



3. It may take up to two minutes for the Clover Station to detect the connection, so wait two minutes and tap the **Check Connection** button again


**Note:** After Clover device connects to the network for the first time, it will need to download and install the latest version of Clover. Your Clover device will then automatically reboot. Depending on the device, you may need to install a second download. Follow the directions to continue setting up your device.

# 03 Activate your Clover Station

# Locate & Enter your Activation Code

1. Your activation code will be sent to you in an email from **support@clover.com**
  - If you have already set up your Web Dashboard account, you can log into the Web Dashboard and find the activation code listed at the top as well

---

Clover activation code 

---

Inbox

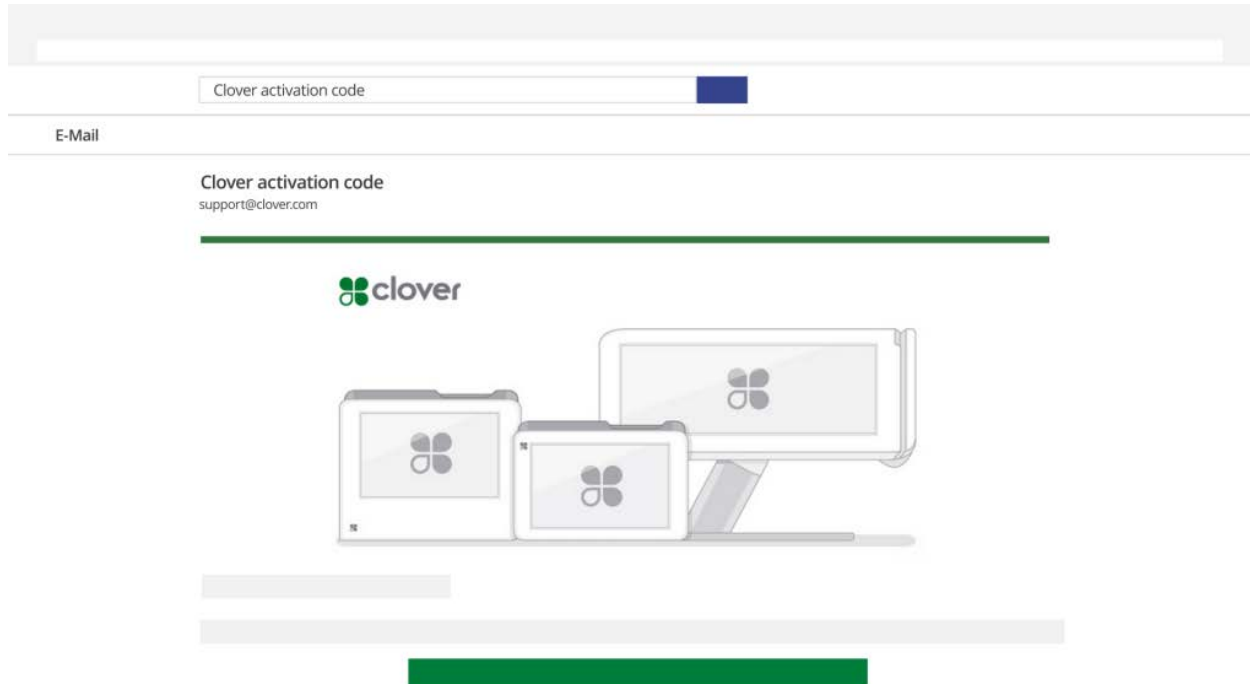
---

support@clover.com	Clover activation code
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

## 2. Activation codes are unique and provided for each device

- If you ordered multiple devices, you will need to enter the correct activation code per device
- The serial number of your device can be found at the top of the activation screen or on the underside of the Clover Station

## 3. Locate the activation code for the serial number of the device you wish to active



4. Enter the 8-digit activation code using the number pad on the touchscreen
5. If you enter the correct code, you will proceed to the next screen

11:06

**Clover Setup Wizard**

- Network
- Activation**
- Printer
- Set PIN
- Card Reader

**Activate Your Device (C010UC40831046)**

Enter your eight-digit activation code. This was emailed to you with your Clover account verification.

Device is being reactivated. Please find your new activation code in your email inbox or on your Clover web dashboard.

● ● ● ● ● ● ● ●

1	2	3
4	5	6
7	8	9
	0	

**By activating your account, you agree to the Clover Terms of Service:**

The activation by you (the business accepting payments through this Device) represents your agreement to the Clover Terms of Service which incorporates the [Clover App Market Terms of Use](#) and the [End User License Agreement](#).

**Clover App Market Terms of Use**

Last Updated: April 6, 2015

These Terms of Use (the "Terms") describe the terms and conditions and govern the access and use of the Clover App Market.

The activation by you, the business accepting payments

**Get Help**

# 04 Set up your Station Printer

# Insert Paper Roll into Printer

To insert receipt paper into the Station Printer, pull open the front panel of the Clover Station Printer

1. Push the green button to open the printer plate and pull the plate back until it sticks to the front panel
2. Insert the paper roll so that the paper is sticking out of the bottom backside of the roll
3. Pull the paper back and close the front panel, pushing until you hear a click

Clover Setup Wizard

Network

Activation

Printer

Set PIN

Card Reader

### Set up your printer

Load paper into your receipt printer

- 1 Open plate with green button
- 2 Load paper
- 3 Close plate

Get Help

Test Print

Continue



# 05 Set Up your Admin Account

# Enter & Confirm your Admin Passcode

If you have activated a Clover device before, you will not be prompted to create an admin Passcode. This Passcode gives you complete access for all your Clover devices.

To enter your Passcode in the set up process:

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

To change your admin or owner Passcode:

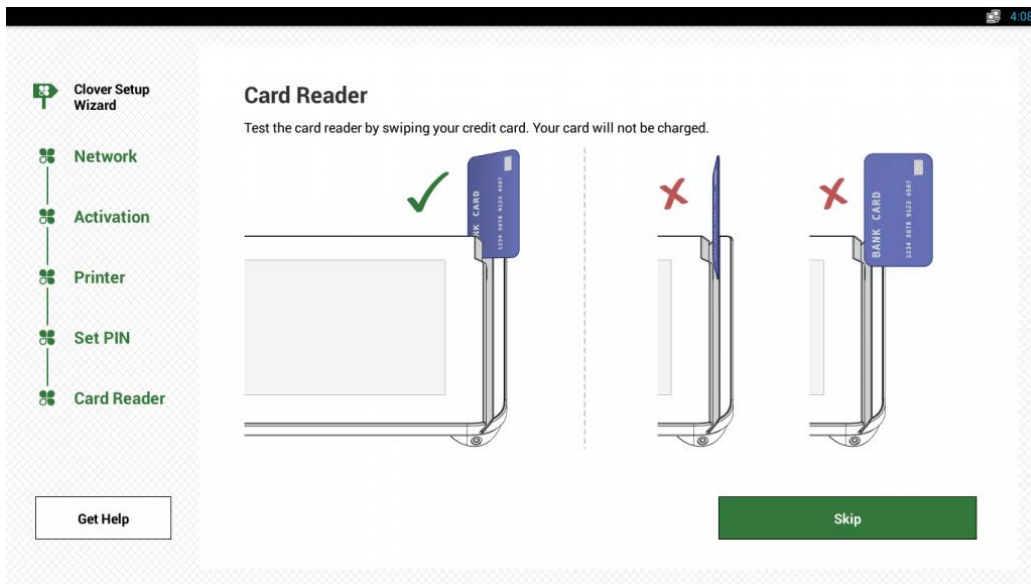
1. Open the **Employees** app .
2. Select your name from the Employee list.
3. Select the **edit** (pen) icon at the top of the screen.
4. Tap on **Passcode** and enter a new Passcode.
5. Tap Save.

# 06 Test your Card Reader

# Test your Card Reader

1. When prompted, take a personal credit card and swipe it through the Clover Station card reader
2. If successful, you will proceed to the app install screen
3. Alternatively, you can tap the Skip button to skip this step

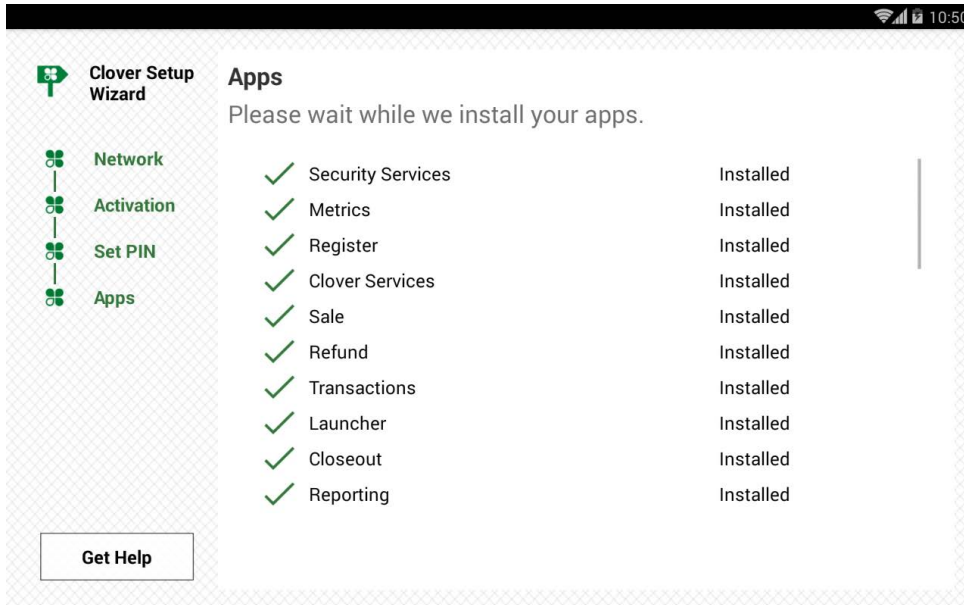
**Note:** Your card will not be charged




# 07 Install & Access the App Market

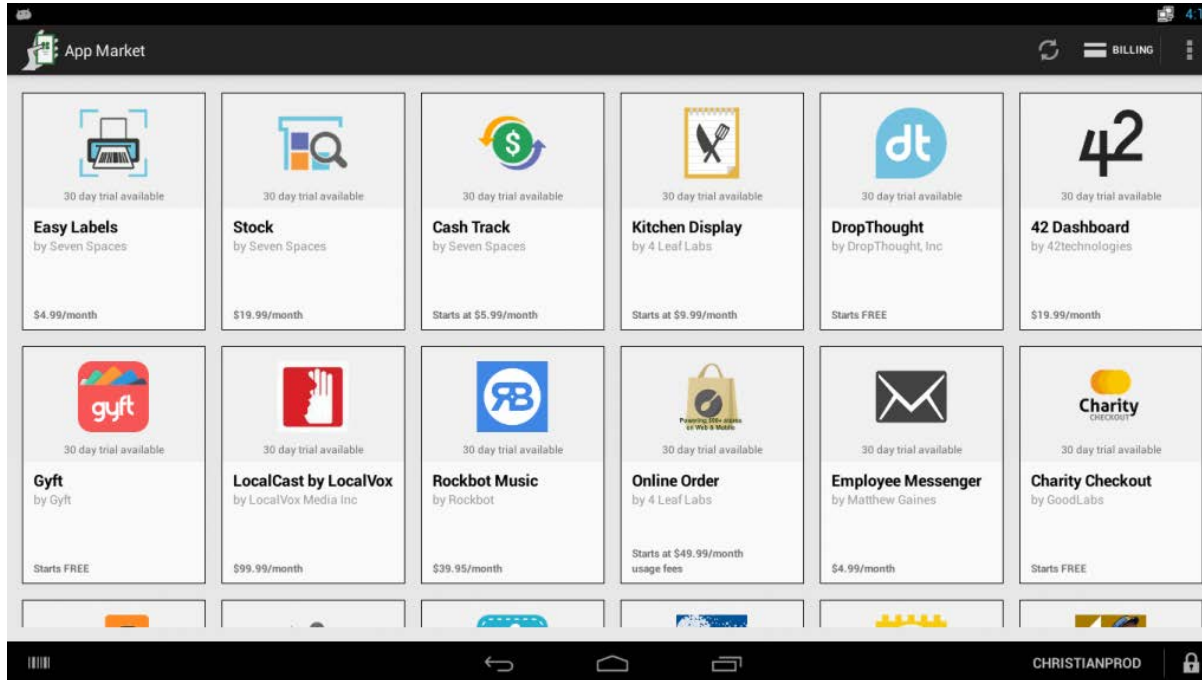
# Install Apps & Access the App Market

1. After entering your activation code, Clover Mobile may prompt you with a few questions about your business. Please answer them the most accurately, so Mini can be automatically set up with settings that are best for your business needs.
2. After answering these questions, your apps should begin installing. Please wait until the install process is complete.



# Browse App Market (After Activation)

1. Scroll through the App Market  by swiping up and down on the touchscreen
2. To view additional app details, tap on the app you wish to view



# 08 Recommended Free Apps



# Recommended Free Apps for Clover Station

**Cash Log** - Track all customer cash transactions as well as manage cash drawer activities

**Tips** - Add tips to your credit card payments

**PIN Pad** - Receive card payments from a customer-facing FD40 terminal device

**Shifts** - Clock employee in and out

**Discounts** - Add and edit discounts that you can apply to an order's line items or subtotal

**Happy Hour** - Manage discounts for categories of items by time ranges and days of the week

**Card Transactions** - A detailed log of all card transactions

**Tables** - Manage tables, servers, orders grouped by guest and more

**Gift Cards** - Simply and cost-effectively gift program to easily sell digital and plastic gift cards

**Check Acceptance** - Guard merchants against check losses by First Data

**Schedule** - Scheduling, time clock, employee management, tip tracking, time-sheets, and team messaging

**Shopventory** - Advanced inventory management with detailed sales and profitability analytics reporting

