Quick Start Guide for your new mobile card reader

How to charge the reader
- Take the charging cord out of the plastic packaging
- Plug the USB-A end into a compatible computer port or wall charger (not included)
- **Plug the Micro USB end into the mobile card reader**
- The light above the power button will flash while charging and will turn blue when fully charged
- Fully charge the reader (1 - 3 hours estimated) before first use

How to pair the reader via Bluetooth

**iPhone**
- Open the Settings app
- Open and activate Bluetooth
- Turn on the mobile card reader via side button
- Tap the **CHB2204XXXXXX** name that matches the device’s serial number
- Follow any on-screen instructions

**Android**
- Swipe down from the top of the screen
- Touch and hold Bluetooth
- Turn on the mobile card reader via side button
- Tap **Pair new device**
- Tap the **CHB2204XXXXXX** name that matches the device’s serial number
- Follow any on-screen instructions

How to install the Checkout app
- Download the **RoadSync Checkout** app
- Delete any previous versions or shortcuts of RoadSync Checkout

Have questions? We’re here to help!

866.647.0373
support@roadsync.com
www.roadsync.com
Quick Start Guide for your new mobile card reader

How to accept payments

- Build invoice
- Select payment method Credit Card/Debit Card
- At the payment screen, select Use Card Reader
- Your phone will search for the paired card reader
- Select the device name that matches the serial number on your card reader CHB2204XXXXXX
  - If your reader is not listed, pair your device again
- You will receive a prompt to Insert/Swipe/Tap Card
- Take customer’s card and process the payment
- The mobile reader will flash while Processing
- Transaction Accepted
- The app will send you to the Invoice Completed screen, where you can send a receipt

- If the transaction does not complete, you will receive one of 2 messages:
  - Server Communication Error means that you are having connection difficulties. Check to make sure your phone is connected to the Internet and the mobile card reader
  - Transaction Declined means that the card was not accepted. Please ask for another method of payment

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