# spotto

SPOTTO

Quick Start Guide

PAX A920 Terminal

Using your new Spotto Terminal

Power on/off

Power On: press and hold the Power button for 5 seconds until the screen lights up, showing that the terminal is being switched on.

Power Off: press and hold the Power button for 3 seconds until the shutdown menu appears, tap Power Off > Click Power Off, and "Shutting Down" will appear.
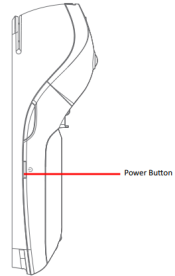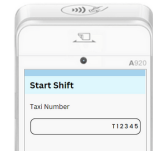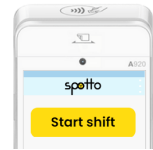
Start shift

To start your shift:

1. Press 'Start Shift'
2. Enter your Taxi Number (including any letters)

Once that's done, multiple screens will appear while logging in, then displays 'transaction completed'. The machine will print a receipt informing you that your log in was successful and that your shift has started.

Process Payment

1. Press 'Start trip' button at the beginning of the trip
2. Press 'End trip' and enter the total fare amount then press 'Ok'
3. Your passenger can now tap on the contactless reader, swipe, or insert their card for payment
4. Follow prompts to print both driver and customer copy
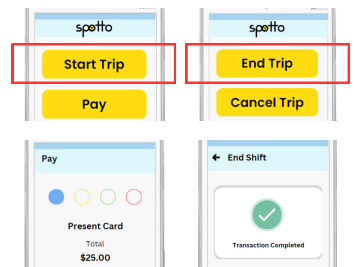
End shift

To end your shift:

1. Press 'Menu'
2. Press 'Shift end'
3. Press 'Confirm'
4. Wait for receipt to print
5. Press confirm if you wish to print a copy of the shifts failed (declined transactions)
6. Press 'Ok'
7. When you see 'Transaction Completed' you have successfully ended your shift
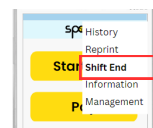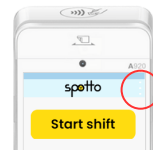
Important things to know

- You can keep track of your trips and payments with the Spotto mobile app. Simply search 'Spotto for Taxi Drivers' in your app store or google play and download the app to get started!

  Spotto for Taxi Drivers
  Business
  ★★★★★ 16
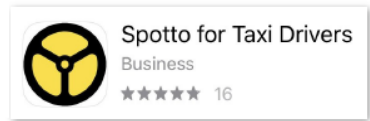
- Don't leave your Spotto Payments machine in the car when not in use. Charging time should not exceed 24 hours. Over-charging or over-discharging may damage the battery.

- Don't turn your machine off while its completing an end shift. This may interrupt the end shift and cause payment delays.

- Avoid placing your Spotto machine in direct sunlight for extended periods, nor in an environment with excessively high temperature, moisture or dust.

- If you're going on holiday or your terminal is lost or stolen, please notify us immediately by writing to us at **support@spotto.com.au**

Terminal Interface Guide

Here's how you can contact Spotto support

✉ Email us at **support@spotto.com.au**

📞 Call us **1300 776 886**

📍 Nearest Spotto office location

New South Wales

13Cabs
9 - 13 O'Riordan Street
Alexandria NSW 2015

Queensland

13Cabs
7 Albion Street
Woolloongabba QLD 4102

South Australia

13Cabs
16 James Schofield Drive
Adelaide Airport SA 5950

Victoria - CBD

13Cabs
Level 1, 199 Arden Street
North Melbourne VIC 3051

Victoria - Southern Suburbs

13Cabs
41 Oxford Street
Oakleigh VIC 3166

Western Australia

Complete Cab Care
206 Star Street
Welshpool WA 6106

Spotto accepts the following payment methods:

VISA   mastercard   Pay   G Pay

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Scan the QR code to register