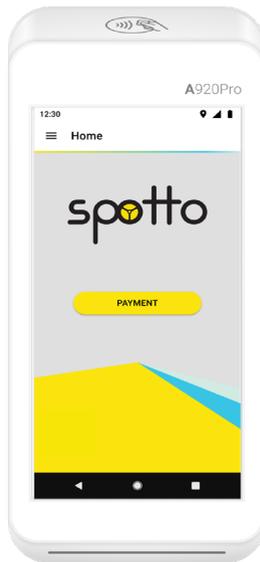
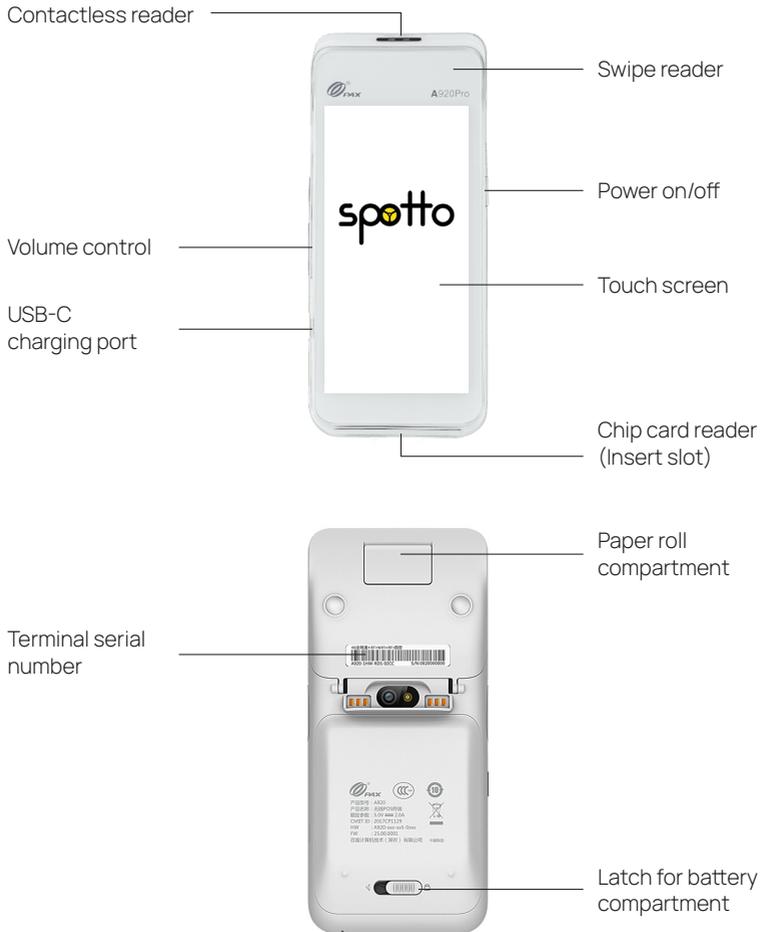




PAX A920 Pro Quick Start Guide



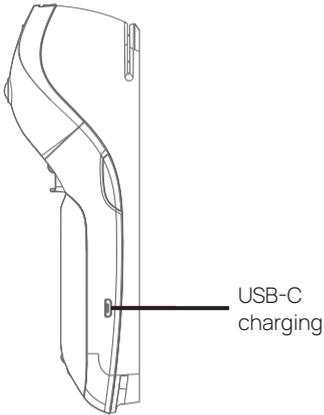
Device Overview



Icon Overview

- | | | |
|--|---|--|
|  Battery charging |  Strong network |  GPS signal |
|  Battery fully charged |  Network signal off |  GPS signal |
|  Battery require charging |  Network signal - No Sim | |

Terminal Charging



Ensure your Spotto terminal is always ready by properly charging it.

Locate the charging port

The charging port is located on the bottom left side of the terminal. Look for the USB-C port.

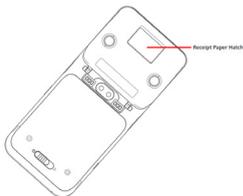
Insert the charging cable

Connect one end of the USB-C charging cable into the terminal's charging port and plug the other end of the cable into the power adapter.

Charging Tips

- It generally takes 2-4 hours to fully charge the terminal from 0% to 100%.
- Keep your terminal plugged in while in use for continuous power.
- Avoid charging or storing the terminal in extreme hot environments.

Installing Paper Roll



Open the receipt paper hatch.



Install the paper roll as shown, with the paper coming from the top, and pull out 6 inches of paper.



Close the paper hatch and tear off excess paper at a 45-degree angle.

Getting Started

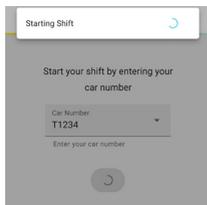
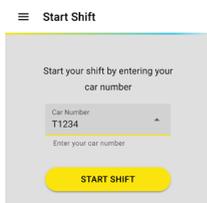
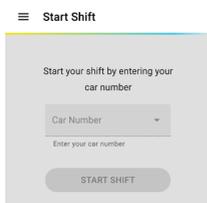
Power on/off



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 shut-down menu appears, tap Power Off > Click Power Off, and "Shutting Down" will appear.

Start Shift



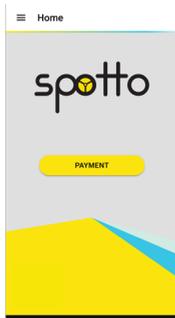
To start your shift:

1. On the home screen, enter your Taxi number (including letters).
2. Press "Start Shift"

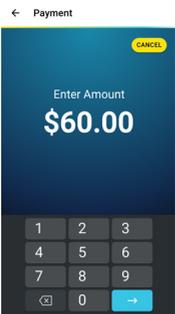
Please wait while the terminal process starts.

Once the terminal screen displays the home screen, the shift start is complete.

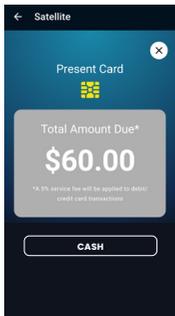
Process Payment



Press "Payment" on the home screen.



Enter the total fare amount then press enter. 



Process the payment by tapping, swiping, or inserting the card.

If the passenger is paying with cash, select "Cash" on the terminal. A cash receipt will be printed.

Important Note

- You can cancel the transaction by pressing "X" or "Cash".

Payment Acceptance



Simply tap your card or device on the reader until you hear a beep, confirming that the payment has finalised.

You may then safely remove the customer's card or untap the device.



Physical bank cards also support the **SWIPE** or **INSERT** function.

To use this feature, simply swipe or insert card in the swipe or chip card reader.

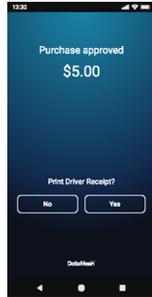
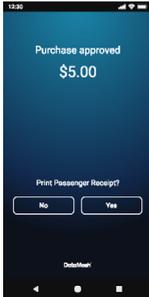


Follow terminal prompt to process payment. Once approved, remove the card if inserted and press 'OK'.

Important Note

- Always check the terminal screen for the payment result.
- Spotto does not accept Cabcharge products (both physical and digital), Government Subsidy Cards, or Concessions.
- All approved transactions will be indicated by a beep sound.

Print Receipt



After successfully processing the payment, the terminal will ask if you'd like a passenger receipt.

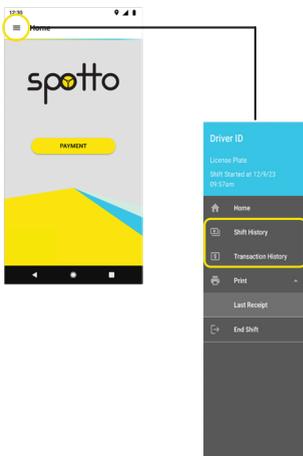
You can choose by tapping either 'Yes' or 'No'.

Then, it will prompt for a Driver receipt. Again, simply tap 'Yes' or 'No' to decide whether a driver receipt is generated.

Important Note

- You can print the last receipt anytime using the menu option → Print Last Receipt.

Menu Option (Shift & Transaction History)



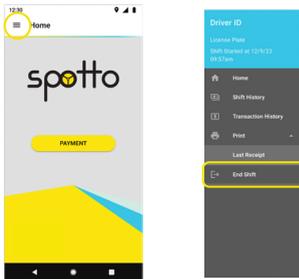
You can access various shift and transaction reports through the menu option located at the top left of the terminal home screen.

Shift History: View and reprint end-of-shift reports.

Transaction History: View a list of approved transactions from current and previous shifts.

Running Total: Print the total running amount for the current open shift.

End Shift



To end your shift:

1. Click the menu option on home screen and click “End Shift”



2. Press “End Shift” to confirm.



3. Your terminal will now process the end of shift, and you will see a series of loading prompts.

When your terminal returns to the home screen, it indicates that the end of shift process has been vcompleted successfully.

Important Note

- Your terminal may encounter an issue when ending the shift and might prompt you to retry the process.
- Ensure the end shift is successful before switching off to include all processed transactions in the shift report.

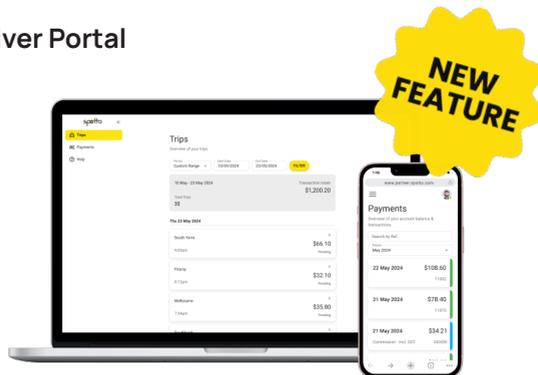
Important Reminders

- Avoid leaving your Spotto terminal in the car when not in use.
- Do not turn off your terminal while it is completing an end shift to prevent interruptions that may cause payment delays.
- Avoid placing your Spotto machine in direct sunlight for extended periods. Also, keep it away from environments with high temperatures, moisture, or dust.

Remember, you are responsible for your Spotto terminal. If it is lost, misplaced, or stolen, please report it immediately to our support team. Charges may apply.

Driver Portal

Spotto Driver Portal



- Access trips and payments in one place.
- Simplify your reconciliation with trip summaries and customisable reports.
- Easier support access, Cash Card portal and special promotion.

Important Note

- You will receive an email invitation to log into the Spotto Driver Portal.

Here's how you can contact Spotto



support@spotto.com.au



1300 776 886



www.spotto.com.au



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North Melbourne VIC 3051

Melbourne - Southern Suburbs

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Brisbane

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7 Albion Street
Woolloongabba QLD 4102

Gold Coast

13cabs
2552 Gold Coast Hwy
Mermaid Beach QLD 4218

Adelaide

13cabs
16 James Schofield Drive
Adelaide Airport SA 5950

Perth

Complete Cab Care
206 Star Street
Welshpool WA 6106

Spotto accepts the following payment methods:



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