



## Getting started with your Revolut Terminal

Read our simple step-by-step guide to start taking payments with your new Revolut Terminal — it only takes a few minutes

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### Step 1: Turn on your Terminal

1. Turn on your Terminal using the power button
2. Choose your preferred language
3. Connect to a Wi-Fi network
4. Wait a couple minutes for the device to update

#### **Troubleshooting tips:**

Your new Terminal might have a low battery. If it doesn't turn on, charge it for at least 5 minutes, then try to turn it on again. If it still doesn't power on, open the back panel and make sure the battery's securely connected.

The Terminal can't connect to Wi-Fi networks that require authentication through a browser, so make sure you connect to a private network or personal hotspot.

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### Step 2: Activate your device

**Follow the on-screen steps to:**

#### **1. Log in to your Revolut Business account**

- Then enter the 6-digit code sent to the phone linked to your account

#### **Troubleshooting tips:**

For team members to use the Terminal, you'll need to invite them to join your Business account

and grant them access based on their role. For instructions on how to invite team members to use the Terminal and grant them permissions, read our [set-up guide](#).

For now, you'll need the following Business account permissions to continue:

- **In-store permissions:**
  - Create in-store payments
  - Manage in-store settings
- **Point of Sale permissions:**
  - Manage POS app access

If you get an error message about permissions, contact your Revolut Business account admin.

## 2. Choose or add your location

- If you have multiple locations, select the one where you'll be using the Terminal. You can update and add different locations later under **Settings** in the Revolut Business web app

## 3. Create a passcode

- Set a 4-digit passcode to process refunds and view transaction reports
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# Step 3: Customise your Terminal

On your Terminal, go to **More** → **Checkout** to:

### Choose receipt settings

- Choose if you want to automatically print merchant receipts

### Customise tipping options

- Turn the tipping option on and off, or adjust the percentage customers can choose at checkout

### Park bills

- If you use the Terminal with Revolut's Point of Sale app, enable the Parked Bills POS feature to charge bills from the app directly on the Terminal
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## Step 4: Review reports

On your Terminal, go to **More** → **Reports** to:

- View reports by location
  - Print reports directly from the Terminal
  - Set filters to see a summary of your sales volume, track popular payment methods, and identify top-selling products across whatever time period you choose
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## Step 5: Choose your preferred settings

On your Terminal, go to **More** → **General** to:

- Log out of the device
  - Change location or language
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For more information, read the [Terminal FAQs](#).

