

## Quick Reference Guide - Clover Flex

### Set Up Your Clover Flex

1. Plug the power brick into the charging cradle and press the cord into the rubber base so it's flush
2. Attach the power cord to the power brick and plug into a power source
3. Place the device on the charging cradle. If it's properly connected, a battery icon will appear
4. While it charges, press and hold the power button until the Clover logo appears on the screen
5. Follow the on-screen instructions to continue set up

### Connect Your Device to WiFi

1. On the Network Connection Screen, tap WiFi
2. Tap On to set WiFi on (Green)
3. Select your wireless network from the list of available wireless networks
4. Enter in your password, then tap Connect

### Featured Apps

**Sale:** Enter the payment amount and enter if its cash, contactless, chip, or PIN

**Refund:** Enter the refund yourself or search past payments to find the sale you want to refund

**Inventory:** Load your inventory items and prices and select inventory items on the Register App

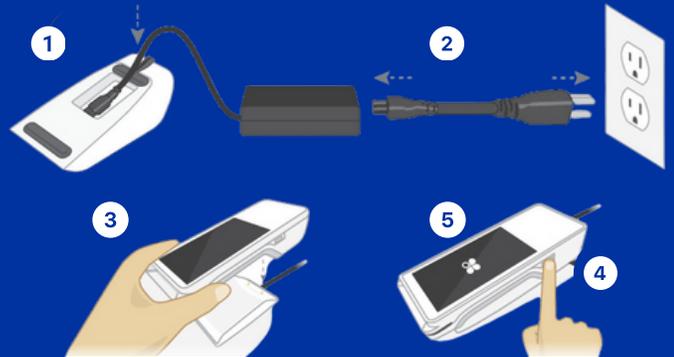
**Transactions:** View your recent sales in a list

**Reporting:** View your transactions in more detail

**Employees:** Make profiles for your employees and manage their permissions

*To download additional apps to your device via the Clover App Market, navigate to "More Tools"*

### Set-Up Guide



### Terminal Guide



1. Built-in Camera & Barcode Scanner
2. Built-in Receipt Printer
3. Contactless Reader
4. Credit Card Reader for Swipe & Dip

**Allegiance Merchant Services**

1-800-450-9125

info@algms.com

www.AllegianceMS.com

Find additional resources at:  
[www.allegiancemerchantservices.com/resources/](http://www.allegiancemerchantservices.com/resources/)