In the box

In the box you will find:

· Castles Saturn terminal
· Charging cradle
· Charging cable

Installation guide

Cable installation with charging base

1. Connect the power supply to the 9V socket at the back of the charging dock.
2. Plug the other end of the cable into an electrical socket, then switch on the power (if applicable).

Cable installation without charging base

1. Connect the power supply to the port with a lightning symbol. Connect the other end to the power socket.

Here to help

If you're having technical issues, we're always here to help.

SUPPORT
CASTLES: **0800 008 7283**
XLN SERVICE: **0344 880 6121**

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Starting up your terminal

1. Press and hold down the power button on the left side of the terminal until the screen lights up.

2. The terminal will power on and initialise for use.
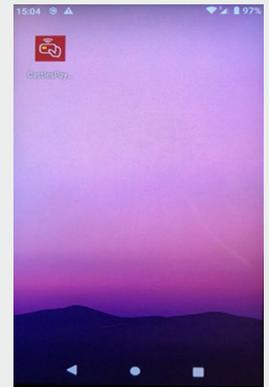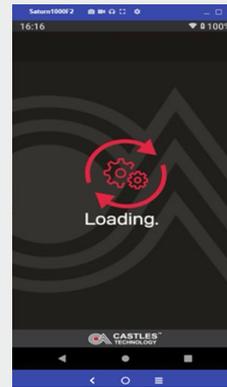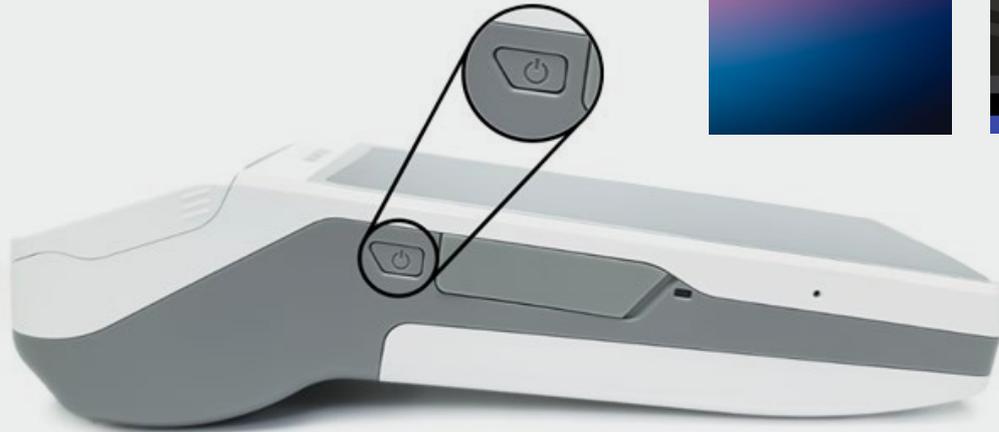
Connecting to Wi-Fi

1. Clicking on the Castles payments app will take you to the main menu.
2. After clicking the payments app, you will be taken to the payments screen. Click 'BACK' which is the arrow button at the top left hand of the screen. This will take you to the main menu.
3. Select '**MENU**', and then select '**WIFI SETTING**'.

3. The terminal will display a list of available networks.
4. Select your network, and enter the password using the touch screen keyboard, and click '**CONNECT**'.
5. Once successfully connected, the terminal state will display as '**CONNECTED**'.
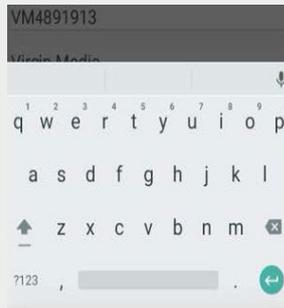
Taking a payment

1. Select '**SALE**' on the main home screen.

2. Enter payment amount and click '**OK**'.

3. Instruct the customer to tap, insert or swipe their card.

4. Once payment has been processed, a merchant receipt will be printed.

5. You will then have the option to print a customer copy.
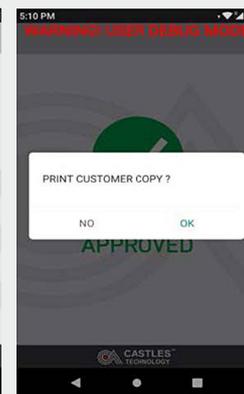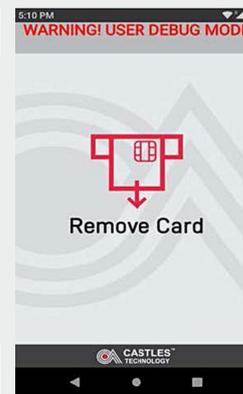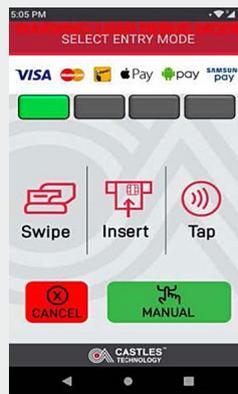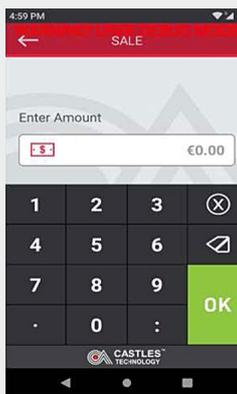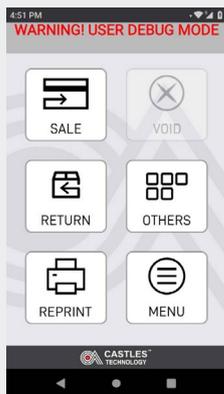
Reporting

Generating X and Z reports

X Report

1. A summary report of the day's takings so far, such as sales totals and refunds, etc. It can be run any time during a trading day without resetting the day's information.

Z Report

1. The Z report is run at the end of each trading day. It shows the grand totals of takings that day.

2. Please note, it will also reset all the day's activities so a new trading day can start with fresh numbers. If you wish to know taking's so far without interfering with the current totals, an X report can be run at any time.

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1. To run an X or Z report – Select '**OTHERS**' in the main menu.

2. Then select '**REPORTS**' and select the report you wish to generate.

3. If you wish to print a copy of your report, click the printer symbol in the top right-hand corner of the screen.
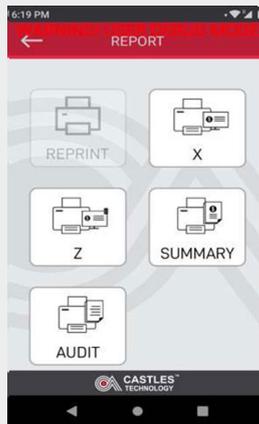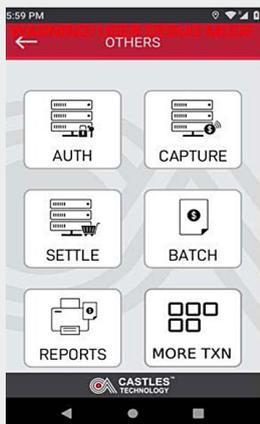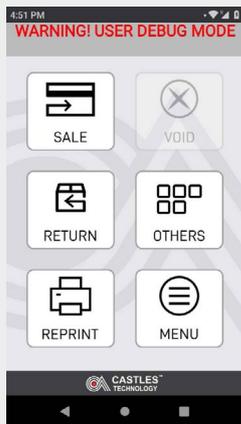
Reporting

End of day reconciliation

The EOD reconciliation is a daily process that reconciles your total payments for the day.

This process connects to your acquiring bank, and releases the daily funds from your merchant account, to your business bank account.

Please ensure the terminal is switched on overnight, as the EOD reconciliation is automatically completed between 10pm and midnight daily.

If you wish to turn off the auto EOD function, please contact the Castles Helpdesk on **0800 008 7283.**

For manual EOD reconciliation please complete the following steps –

· From sales screen, click the back arrow

· Select '**Others**'

· Select '**Batch**'

· Select '**Settle/end of day**'

· Enter the merchant password (default 0000)

· If asked, select all hosts if using AMEX

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