



# Victa Portable

## Quick Start Guide



## Get started in minutes

Scan the QR code to watch a 2 minute setup video or follow the steps in this guide.



## What's in the box

- Victa Portable device
- Charging cable
- Power adapter
- Paper roll

# Get to know your terminal



## Power on

Press and hold the power button on the side of the terminal until the screen turns on

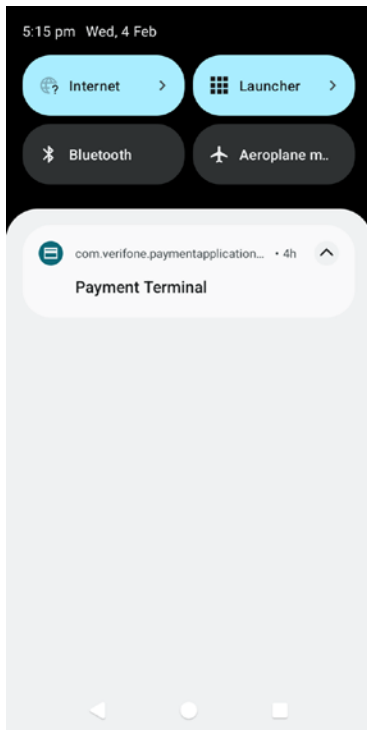


## Connect your terminal

If your subscription includes mobile data, your terminal will connect automatically. Otherwise, follow the steps below to connect to Wi-Fi:

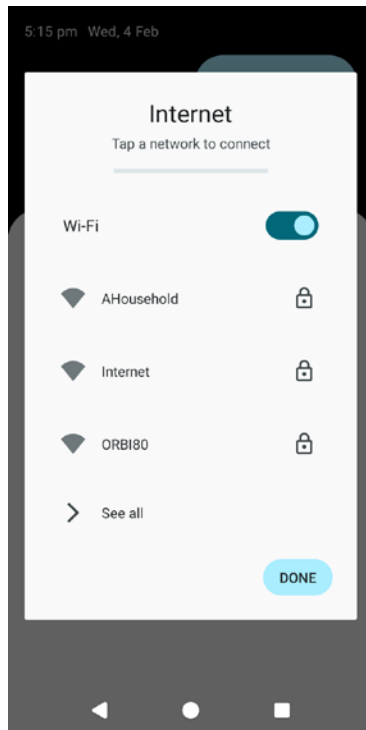
1

Swipe down from the top of the screen. Tap **Internet**




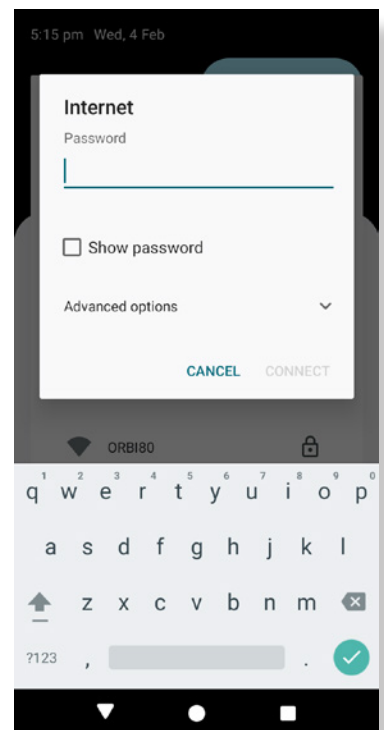
2

Select your Wi-Fi network



3

Enter your password and tap **Connect**. Press  to navigate back to the Payment screen



# Take your first payment

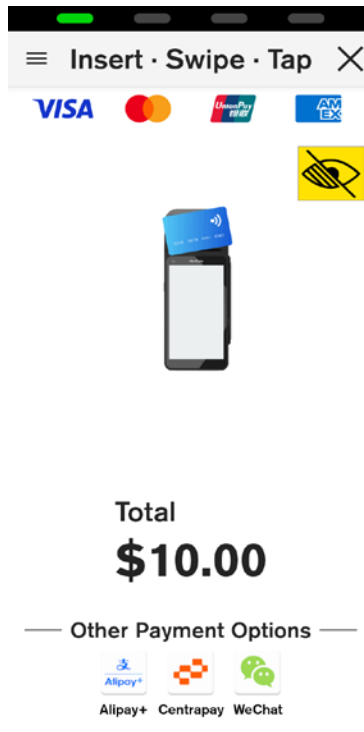
1

Enter the purchase amount and tap Purchase



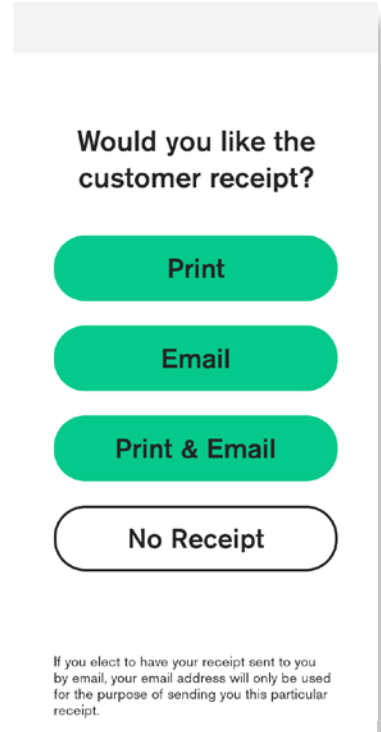
2

Your customer taps, inserts, or swipes their card or mobile wallet



3

Your customer chooses how they'd like their receipt



## WHEN DO I GET PAID?

Your bank transfers funds from the day's trading into your business account overnight. To change your settlement account, contact your bank.


Your terminal automatically sends transactions for settlement each evening at 9:30 pm. If you need to change this time, call our Technical Helpdesk on **0800 EFTPOS (0800 338 767)**. Learn more about settlement at [support.eftpos.co.nz](https://support.eftpos.co.nz)

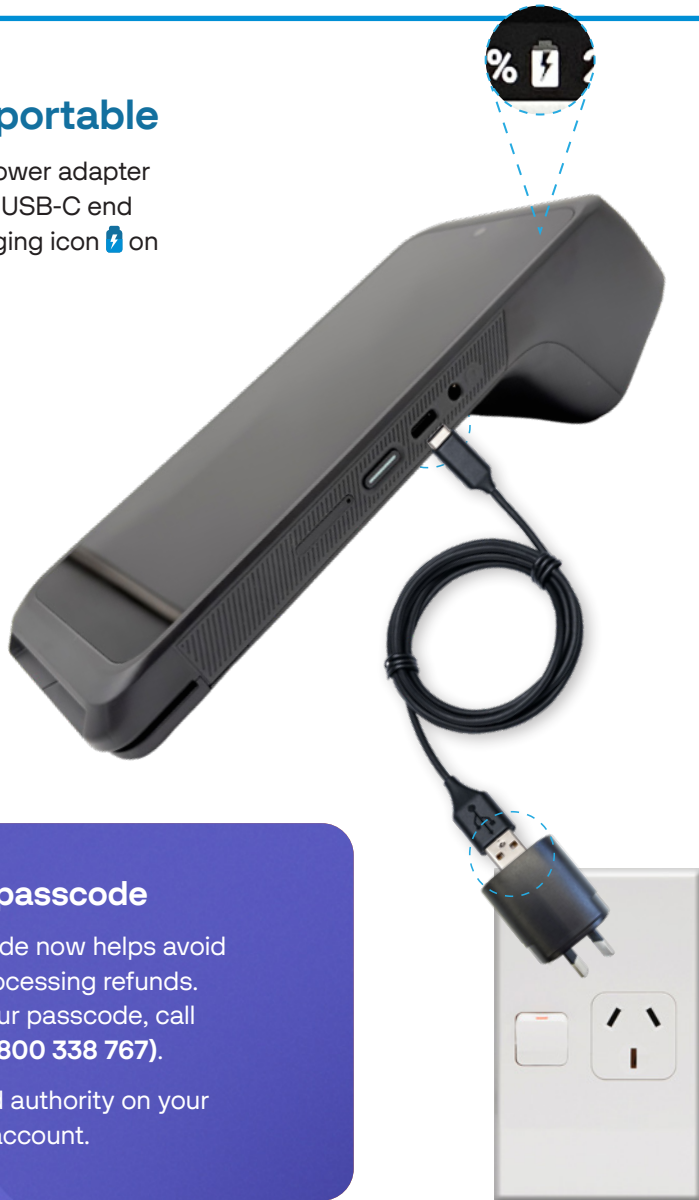
## Manage your EFTPOS receipts

Your customers can get their receipt by email, printed, both, or not at all. Learn how to change which receipt options your terminal displays and reprint or resend receipts from past transactions. Learn more at: [support.eftpos.co.nz/android-receipts](https://support.eftpos.co.nz/android-receipts)

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## Charging your Victa portable

Plug the charging cable into the power adapter and wall socket, then connect the USB-C end to your terminal. Look for the charging icon  on screen to confirm it's charging.



### Set up your passcode

Setting up your passcode now helps avoid delays later when processing refunds.

To set up or reset your passcode, call  
**0800 EFTPOS (0800 338 767).**

You must be the listed authority on your Eftpos NZ account.

## Changing the paper roll



Release the catch on the back of the device and remove the used paper roll.



Place the new roll in the tray.



Pull a small length of paper out over the edge and close the door until clicks.

### TIP

Tip: Using low-quality paper can cause printer jams.

Order high-quality paper rolls at [eftpos.co.nz/rolls](https://eftpos.co.nz/rolls).

Get 20% off paper rolls with free shipping on your first order!

Use code WELCOME at checkout.

[eftpos.co.nz/rolls](https://eftpos.co.nz/rolls)

# Need help?

Start a live chat with Technical Support  
or browse guides at [support.eftpos.co.nz](https://support.eftpos.co.nz)

0800 EFTPOS (0800 338 767) | [eftpos.co.nz](https://eftpos.co.nz)

