



Manage: Device Registration and Configuration

Training Manual

Parent SOP: Manage: System Overview & Basics| Estimated Time 15 minutes



1. Objective

To digitally link a physical PayRange BluKey device to the operator's Manage account. This process authorizes the hardware to accept mobile payments and associate revenue with your bank account.

2. Accessing the Register Devices Screen

1. Log In:
 - Navigate to manage.payrange.com and log in with your Operator credentials.
2. Navigate:
 - Click "Devices" on the left-hand sidebar menu (**Figure 1**).
 - Click "Register" in the sub-menu.

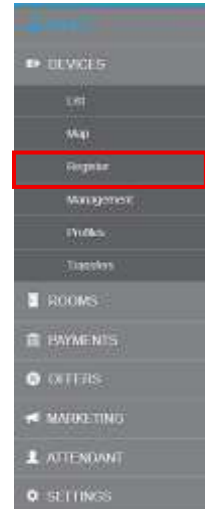


Figure 1

3. Register Device

This screen informs the system exactly which device you have and where it is located. Accurate data entry here is essential for customer experience.

1. Fill out the "Device Information":
 - **Serial Number:** found on the back of the device under the barcode, see **Figure 2**.
 - **PIN:** the 4-digit numbers found on the back of the device under the barcode, see **Figure 2**.
 - **Machine ID:** The Machine ID is your internal ID for the machine you are installing the PayRange device on.
 - **Position:** Enter the number associated with the decal placed on the machine. This is what customers use to know which machine to start up in the app.
(<https://shop.payrange.com/product-category/marketing-sales/>).



Figure 2

- The position should not have leading zeros in front of single digits. One should just be 1 not 01.



Figure 3

2. Click "Next" at the bottom of the page.
3. Fill out the "Machine Information":
 - **Category:** select the most fitting option from the drop down based on business.
 - Car Wash
 - Amusement
 - Laundry
 - Merchant
 - **Sub category:** select from the drop-down menu.
 - The selected "Category" will determine which Subcategory options are available.
 - **Service location:** select the most fitting option from the drop down based on business, see **Figure 4**.

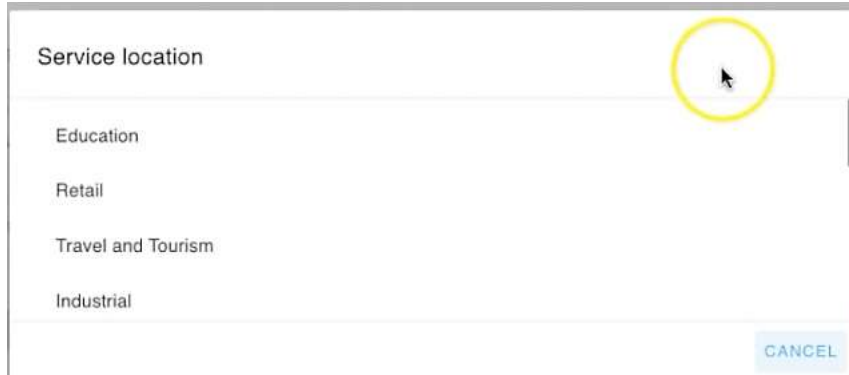


Figure 4

- **Machine display name:** the name that users will see in the PayRange app when selecting a machine to send payment to (e.g. Washer 01).



Figure 5

4. Click "Next" at the bottom of the page.
5. Fill out the "Installation Details":
 - **Harness:** select the compatible harness type for the machine the device will be installed in.
 - Choosing the correct harness is important, as it determines which firmware is installed. You may always change this at a later time if needed by editing the device in the PayRange app.

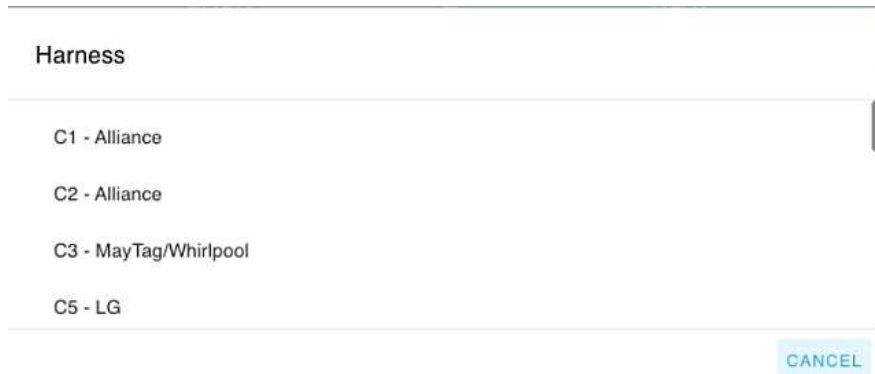


Figure 6

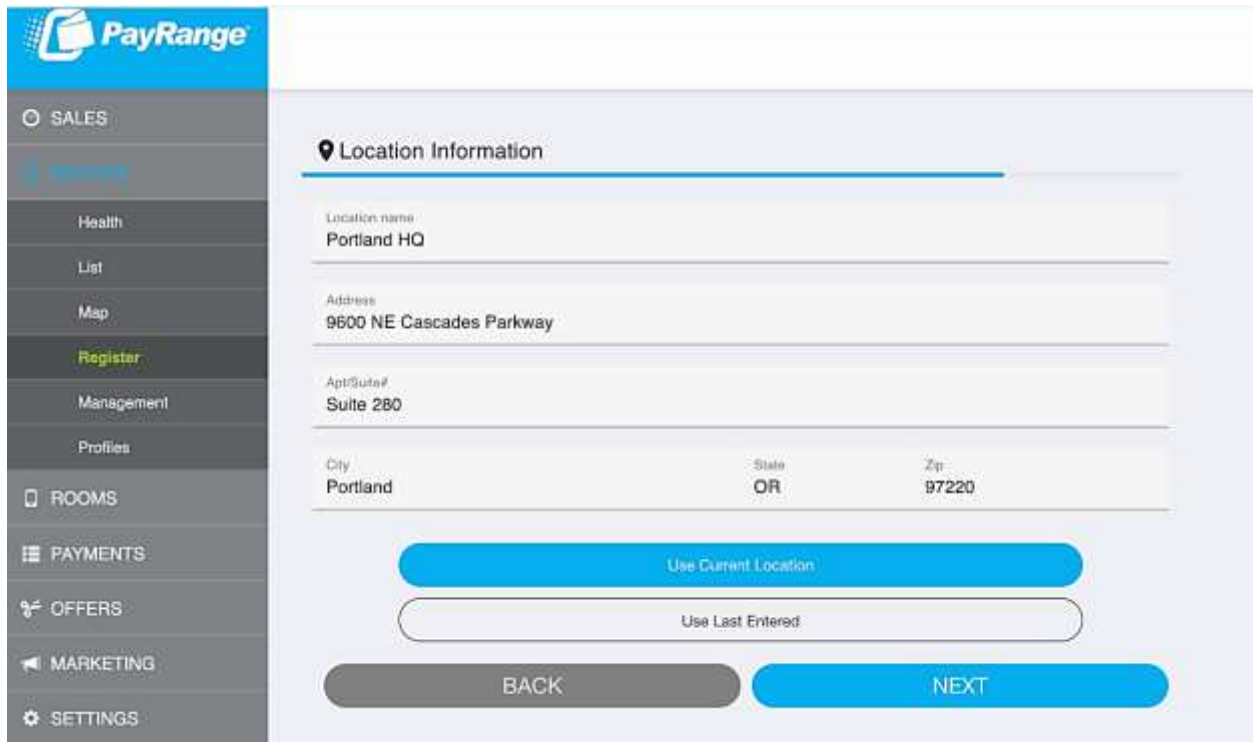
- **Protocol:** This must match your machine's current protocol, whether that be "Pulse" or "Serial".
 - If you are not certain if your machine is currently in "Pulse" or "Serial" mode, please contact your machine's manufacturer.



Figure 7

6. Click "Next" at the bottom of the page.

7. Fill out the “Location Information” for where the device will be installed (see **Figure 8**).



The screenshot shows the PayRange app interface. On the left is a navigation menu with options: SALES, Register (highlighted), Health, List, Map, Management, Profiles, ROOMS, PAYMENTS, OFFERS, MARKETING, and SETTINGS. The main content area is titled 'Location Information' and contains the following form fields:

- Location name: Portland HQ
- Address: 9600 NE Cascades Parkway
- Apt/Suite#: Suite 280
- City: Portland
- State: OR
- Zip: 97220

At the bottom of the form are four buttons: 'Use Current Location' (blue), 'Use Last Entered' (white with blue border), 'BACK' (grey), and 'NEXT' (blue).

Figure 8

8. Click “Next” at the bottom of the page.

9. The “Device Preview” window will appear (**Figure 9**).

- You have the option to upload your own image for what users will see when selecting your machine in the PayRange app by selecting the “image” toggle.
- For laundry devices, we highly recommend you select “Position” toggle and affix the correct PayRange numbered decal on the machine.

10. Click “Register” to successfully register the device (**Figure 9**).

- The next screen will take you to create or select a pricing profile for this device that was registered.

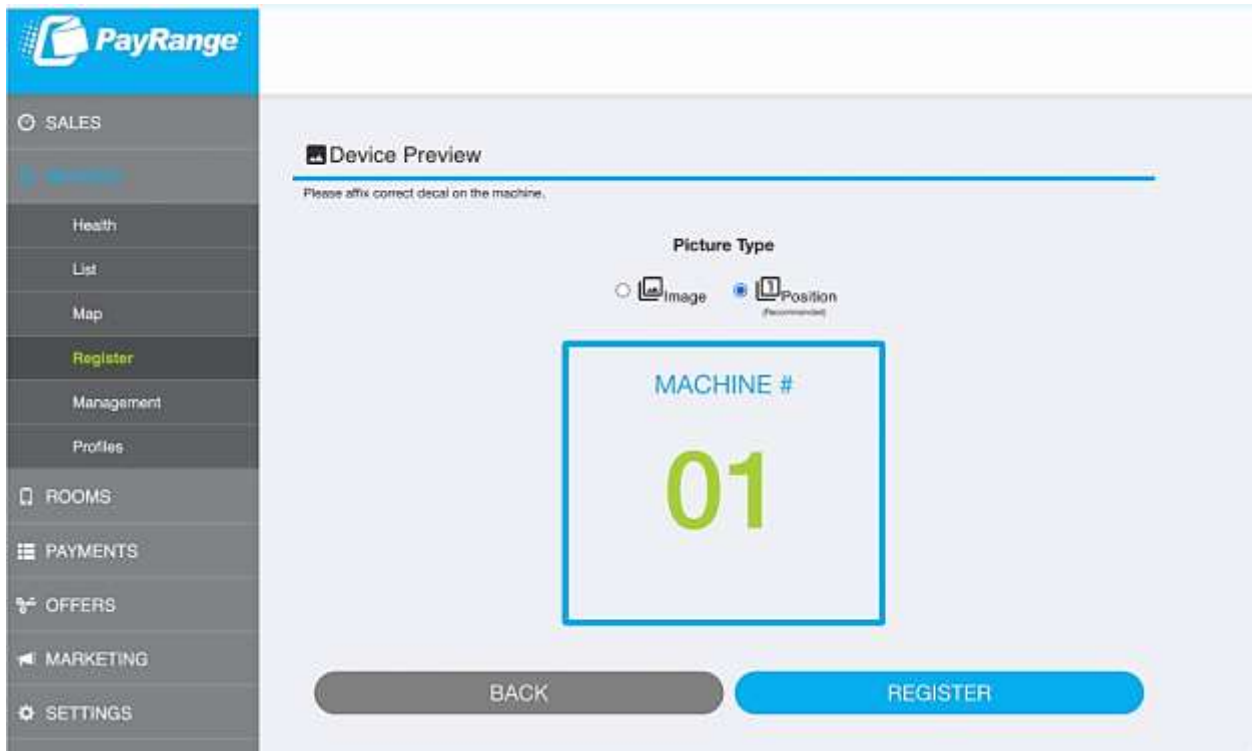


Figure 9

4. Device Pricing Profile

Why is this required? The Pricing Profile acts as the digital price tag. Without a profile, the system assumes the cost is \$0.00. This means the machine could **start for free** or fail to vend entirely because it hasn't received a command to collect payment.

Based on the industry belonging to the device (e.g., laundry, food and beverage, hospitality), please refer to the specific pricing profile training document for a step-by-step guide on the specifics of setting up a pricing profile.

Option A: If there has previously been a pricing profile created and you wish to use for this device, you may select the profile at the top "Price Profile" boxed in red in **Figure 10**.

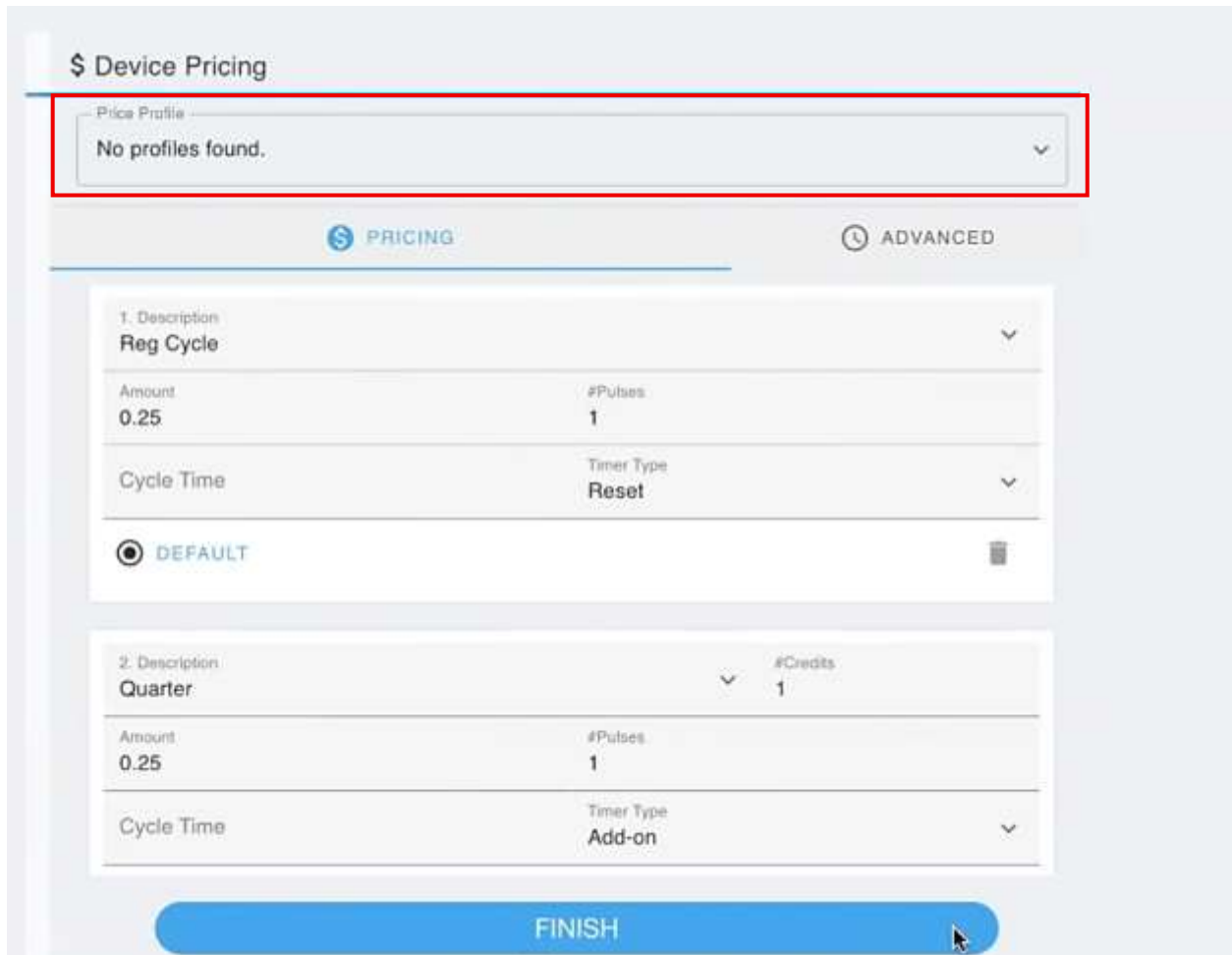


Figure 10

Option B: If there is not a pricing profile you wish to use for this device, the system will have you create one.

- As previously mentioned, it is recommended to refer to the specific pricing profile manual before moving forward. Different industries and protocols will trigger a different experience.

5. Final Steps & Verification

1. Click "Finish" to create the pricing profile.
2. A message will appear as a reminder for a "Firmware Update" (**Figure 11**).
 - Without the appropriate firmware downloaded to the device, the machine and device will not know how to communicate with one another.

- Refer to the harness installation manual for more information. This will be an important step to complete in the PayRange app, when physically installing the device into the machine.



Figure 11

3. Click "Okay".
4. Upon successful registration, you will see a message asking if you would like to register another device with the same settings.
 - If you have more devices that need to be registered, click "Yes".
 - Keep in mind, this is a shortcut and will copy the settings and pricing from the device you just registered.
 - If you have more devices that need to be registered but need different settings, click "no"
 - If you are finished with registration or need different settings, click "No"
5. In the left side menu screen click the "list" sub-menu, under the "Devices" menu.
6. The "Device Status" will likely show as blank until it is physically installed in the machine and powered on.

Registered Date	Device ID	Display Name	Image	Location	Device Status	Firmware	Pending Transactions
12/18/2022 11:54AM PST	22073655	Washer 01		Office 123 Smith Rd Portland OR 97220		17168	0

Figure 12