How to set up a Quest Donation Point Device

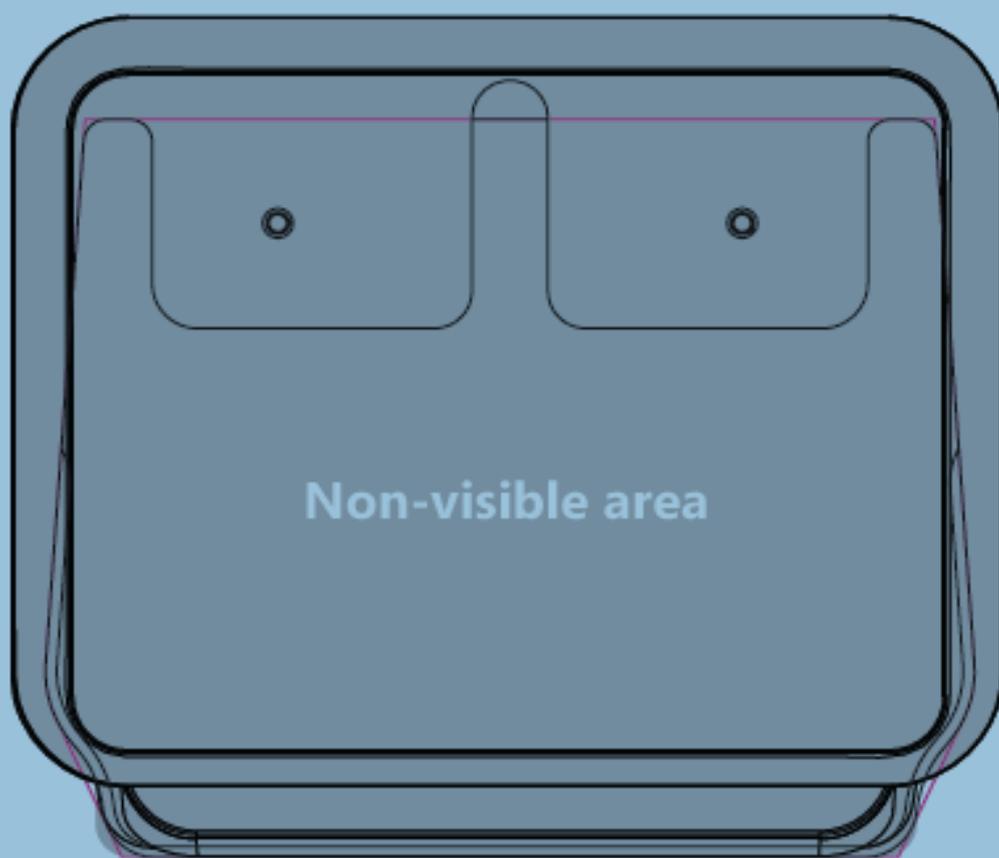**You will need the following to set up your Donation Point Device:**

- **The email from Quest Payment Systems @questps.com.au with User Name, initial password and link to cloud login page**
  https://mel.cloudeftpos.com/Account/LogOn

- **Access to a power source**

Simple step by step process

1. **Unpack the device and connect the white power chord from the bottom of the device to the black plug.**
2. **Plug into a power source and turn on. Note that there is no switch on the device itself.**
3. **The device does not require internet or wi-fi. It has a pre-installed SIM and will take approximately 1 minute to display the default amount (usually $2)**
4. **To change the amount on the device, refer back to the email detailed above from Quest Payment Systems**
5. **Take note of the user name and then 'right click copy' the initial password**
6. **Click the link to the Quest Payment Systems cloud login from the email or use the URL address above**
7. **Save this login page as a favourite/bookmark for future use or simply refer back to the URL address above when required.**
8. **Type in the User Name and 'right click paste' the initial password into the password field**
9. **Go to the drop down on the top right of the screen and complete the process to change the password**
10. **Go to the home page and the horizontal menu across the top of the page and select 'all payment terminals'**
11. **You should now see each device listed and an 'edit' button on the right hand side for each device**
12. **To change the amount on the chosen device, click on the 'edit' button**
13. **Change the amount in dollars only eg. $5.00 should simply be 5**
14. **Scroll down and click 'save'**
15. **Return to the device and switch off the power source and switch back on**
16. **After approximately 1 minute the display should be changed to the new amount**
17. **The device is now ready to use. The device may be switched-off overnight to prolong its lifespan. The amount may be changed using this process at any time.**
18. **Receipts and refunds are not available with Donation Point**
19. **A4 and A5 templates below may be inserted into the banner holders**

Non-visible area

A5 Banner Template

With a tap of your card you can donate to

Your donation is greatly appreciated.
THANK YOU

mastercard.   VISA payWave