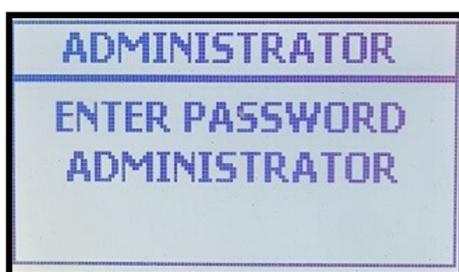# Process to Perform a manual terminal software update

Tips for performing a manual update

- Downloading this update can take up to 40 minutes during which the terminal will not be available to accept payments, please ensure this is done at a time when the terminal does not need to be in use.
- As this process requires performing an end-of-day settlement we recommend you do it at the beginning or end of your businesses operating hours.
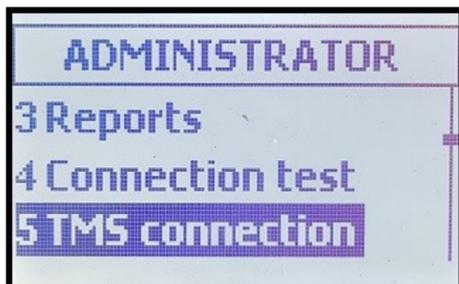
6 step process

1. Press ⬭ to access the ADMINISTRATOR mode.

2. Enter Password 123456 (default) and press ⬭ .

3. In The Admin Menu scroll down to option number 5 "TMS connection".

4. This will start the TMS download process. The terminal will first perform an End-of-day settlement before downloading and updating the terminal.

5. The terminal update can take up to 40 mins depending on the connection type, and speed of the connection.

6. Once the terminal completes the Download and returns to the home screen, the terminal is ready for use.

If you have any issues with the terminal after the update please contact our helpdesk via webchat on BOIPA.com or by emailing Support@BOIPA.com.

BOIPA.com   **Support@BOIPA.com**

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