

Linkly Payment Terminal Pairing Guide for Desktop POS

For merchants using Linkly terminals

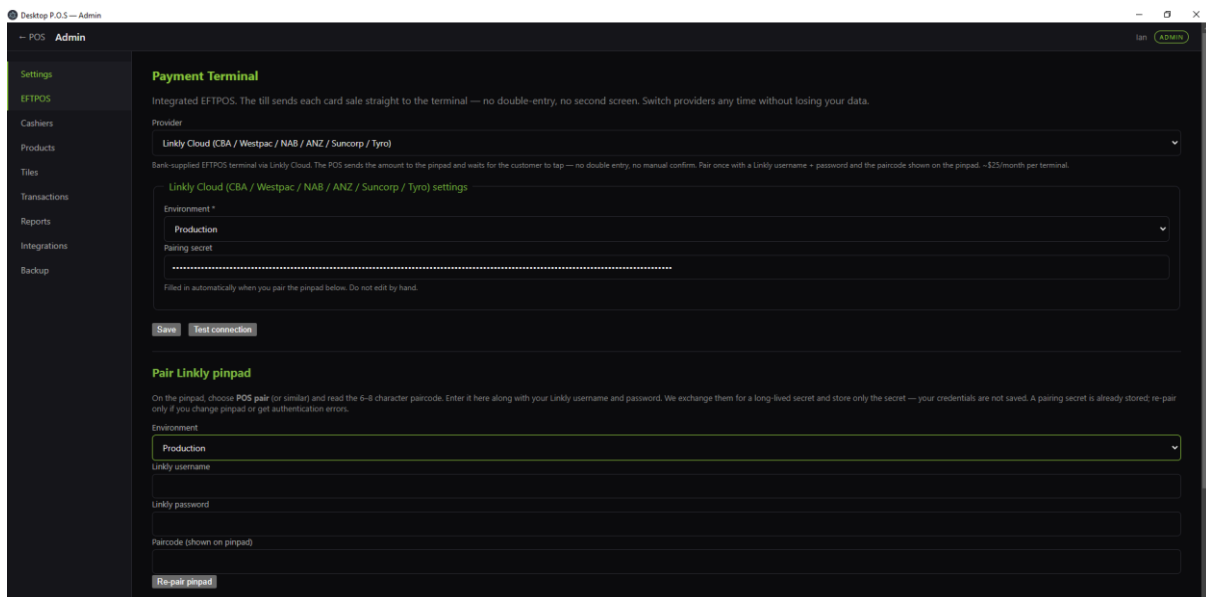
Compatible with NAB, ANZ, CBA, Westpac and other supported providers

What you need

- Desktop POS installed
- A Linkly EFTPOS terminal
- Administrator access to Desktop POS

Step 1 — Open payment terminal settings

1. Log in to Desktop POS as an administrator.
2. Open **Admin** (F10).
3. Go to **EFTPOS**.
4. Scroll to the bottom of the page.
5. Select **Linkly** as the provider.
6. Select **Production** as the environment.



Step 2 — Generate a pairing code

1. Use your Linkly terminal to generate a pairing code. If you are unsure how to do this, refer to Linkly's documentation or contact your device provider.

https://www.linkly.com.au/storage/app/media/resources/Cloud_setup_guide.pdf

Step 3 — Open the Linkly pairing screen

In Desktop POS, go to **Admin** → **Settings** → **Pair Linkly Pinpad**.

Step 4 — Pair the terminal in Desktop POS

Enter the details required to complete the pairing process:

1. Select the **Production** environment.
2. Enter your Linkly username.
3. Enter your Linkly password.
4. Enter the pairing code from the terminal.
5. Click **Re-Pair**.

Successful pairing indicators:

- Desktop POS displays **Pairing successful**.
- The terminal displays **PAIRED**.
- The input fields clear automatically.

Step 5 — Test the connection

1. Click **Test connection**.
2. Confirm that **Connection OK** appears within a second.

Step 6 — Run a test sale

1. Add any item, or press **F2** to create a sale.
2. Press **F12**, then select **Card**.
3. Confirm that the terminal wakes up and prompts for payment.
4. Complete a small test sale.

If receipts are set to **POS prints**, the receipt will print automatically.

Unpairing a terminal

If you replace or move terminals, follow these steps:

1. Go to **Admin** → **Settings** → **Payment Terminal**.
2. Remove the pairing secret.

3. Click **Save settings**.
4. On the terminal, follow Linkly's instructions in the guide linked above.
5. Pair the new terminal using the steps in this guide.

Support

- POS issues: **admin@fullstackpretender.tech**
- Terminal hardware issues: **Contact your terminal provider**