

Clover® Flex 4

Click Icon to Download

Device Setup

1. Place device in charging cradle (charge at least 30 min before first use)
2. Press power button on right side to turn on
3. Set language and Owner PIN
4. Choose Service Plan

Run a Credit/Debit Card Transaction

From the Home Screen:

1. Tap **Register**
2. Add items from your inventory (*or enter amount manually*)
3. Tap **Review Order**
4. Tap **Pay**
5. Choose the payment method:
6. Tap, dip, or swipe card
7. Follow prompts to complete transaction

Note: If using Cash Discount, a blue window will display before payment screen.

Cash Sale

1. Follow the same steps as above
2. When choosing payment method, select **Cash**

Void (Pre-Batch Credit Cards Only)

You have 25 minutes to void on Clover before settlement.

Option 1: Current Transaction

- On the receipt screen, tap **3 dots**
- Select **Void Transaction**

Option 2: Before Batch

- Open **Transactions App**
- Locate the transaction
- Tap and select **Void**

Refund (After Settlement for Debit or Credit)

1. Open **Transactions App**
2. Locate the transaction (search by **Payment ID** if needed)
3. Tap transaction → **Refund**

View Transactions & Batches

1. Open **Closeout App**
2. View settled batches and current open batches at top
3. To view authorizations, open **Transactions App** for unsettled transactions

Print or Send Receipts

1. On right menu: Options include **Done**, **Print Receipt**, or **More Options**
2. **More Options** allows emailing or texting receipts

Connect to Wi-Fi

1. Open **Settings App**
2. Select **Network & Internet**

3. Choose **Wi-Fi**
4. Select your network and enter password