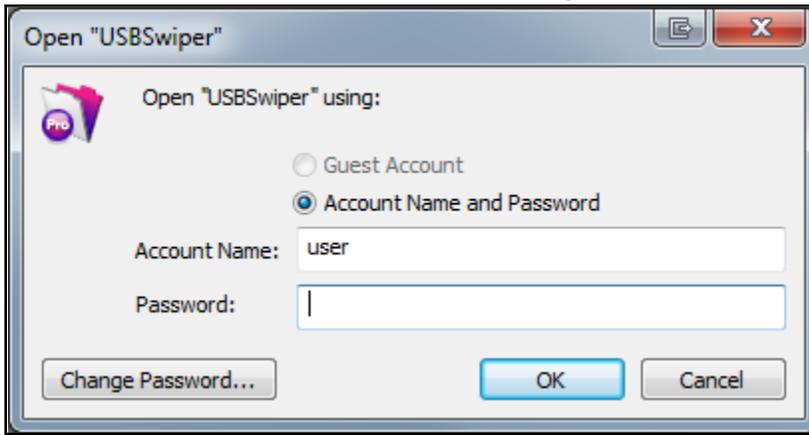


Thanks for purchasing USBSwiper! Here are step-by-step instructions for installing and interfacing USBSwiper with your Merchant Account. Please note all clickable links are underlined and highlighted in blue.

STEP ONE: Download and Install USBSwiper
[Download](#) the USBSwiper software and install it using the InstallShield Wizard.

STEP TWO: Logging In & Creating a Password
When you first open the software, you need to enter the following information:

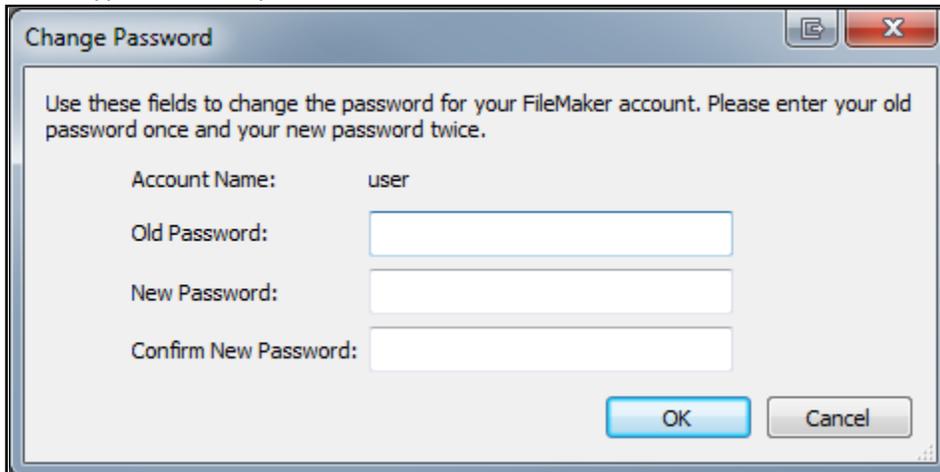
Account Name*: User (*If your computer name is displayed, change it to User*)
Password: Leave this field blank and click Change Password to create one of your own.



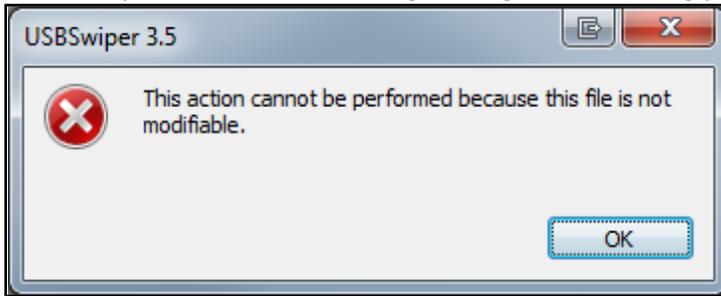
*Note: Your Account Name will always be User.

To Create a Password:

1. Leave the Old Password field blank.
2. Type a password of your choice in the New Password field.
3. Retype the same password in the Confirm New Password field and click OK.

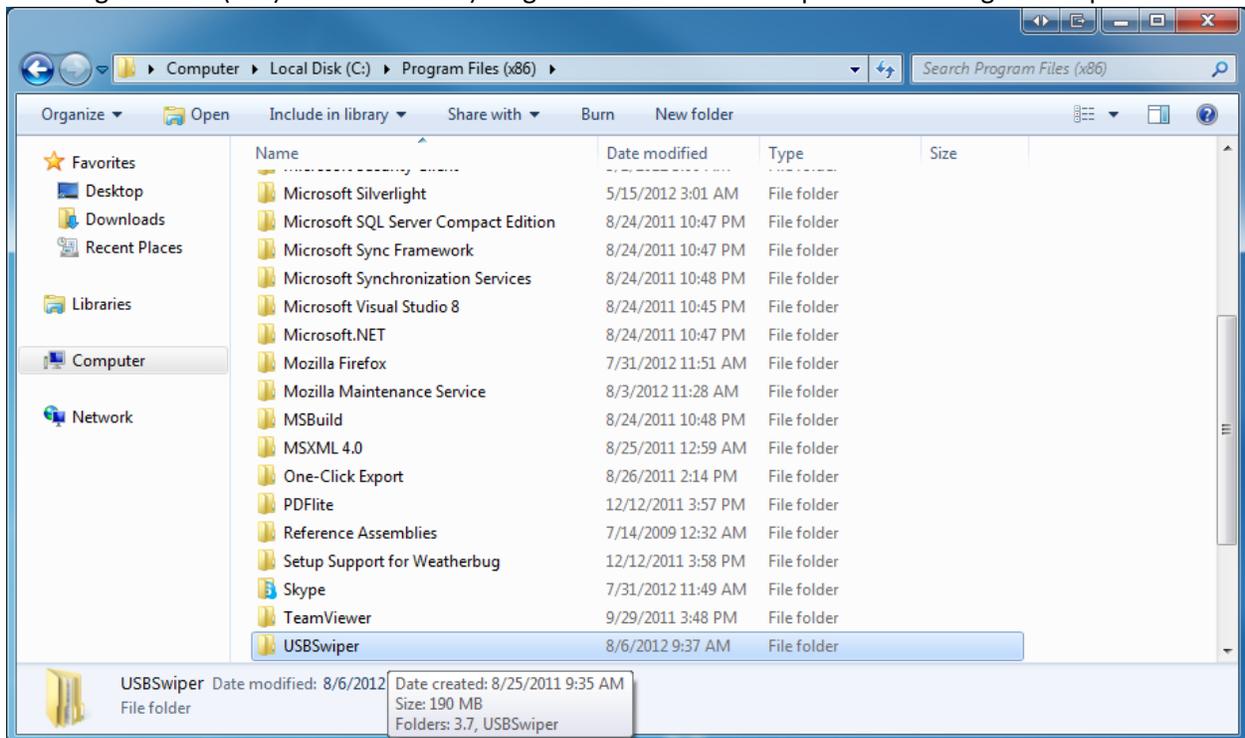


*Note: If you receive the following message after creating your password:

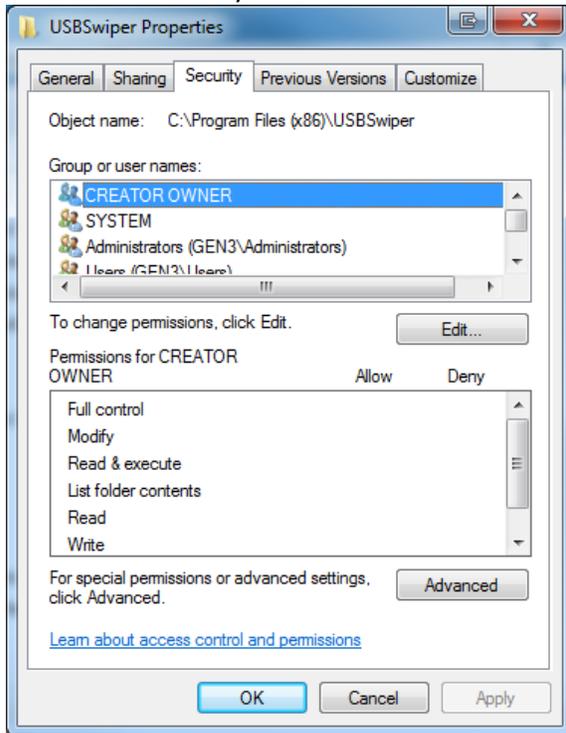


Follow these steps to change the User Permissions:

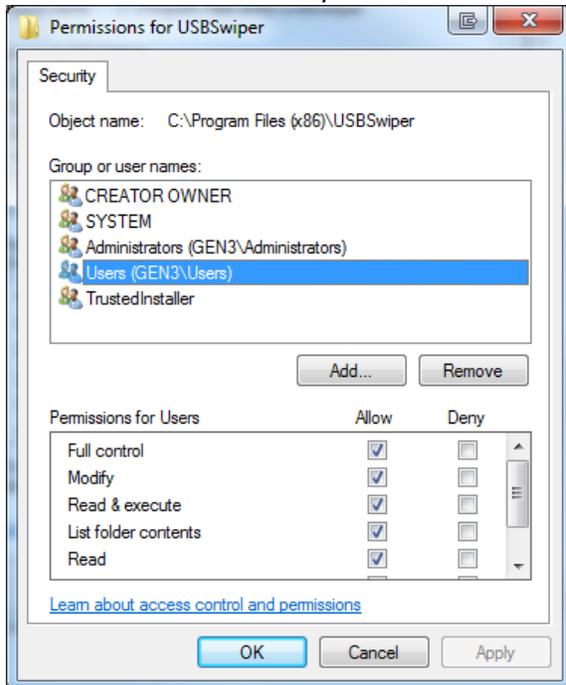
1. Click OK to close the message window and Close USBSwiper.
2. Go to Start Menu > Computer (My Computer on some versions) > C: Drive > Program Files (or Program Files (x86) for 64-bit users) > right-click on the USBSwiper Folder and go to Properties.



3. Click on the Security Tab and click the Edit Button on the right side.



4. Select Users from Group or user names (on top). Once selected, Users will be highlighted in blue. Select Allow next to Modify in Permissions for Users (down below) and click Apply then OK.



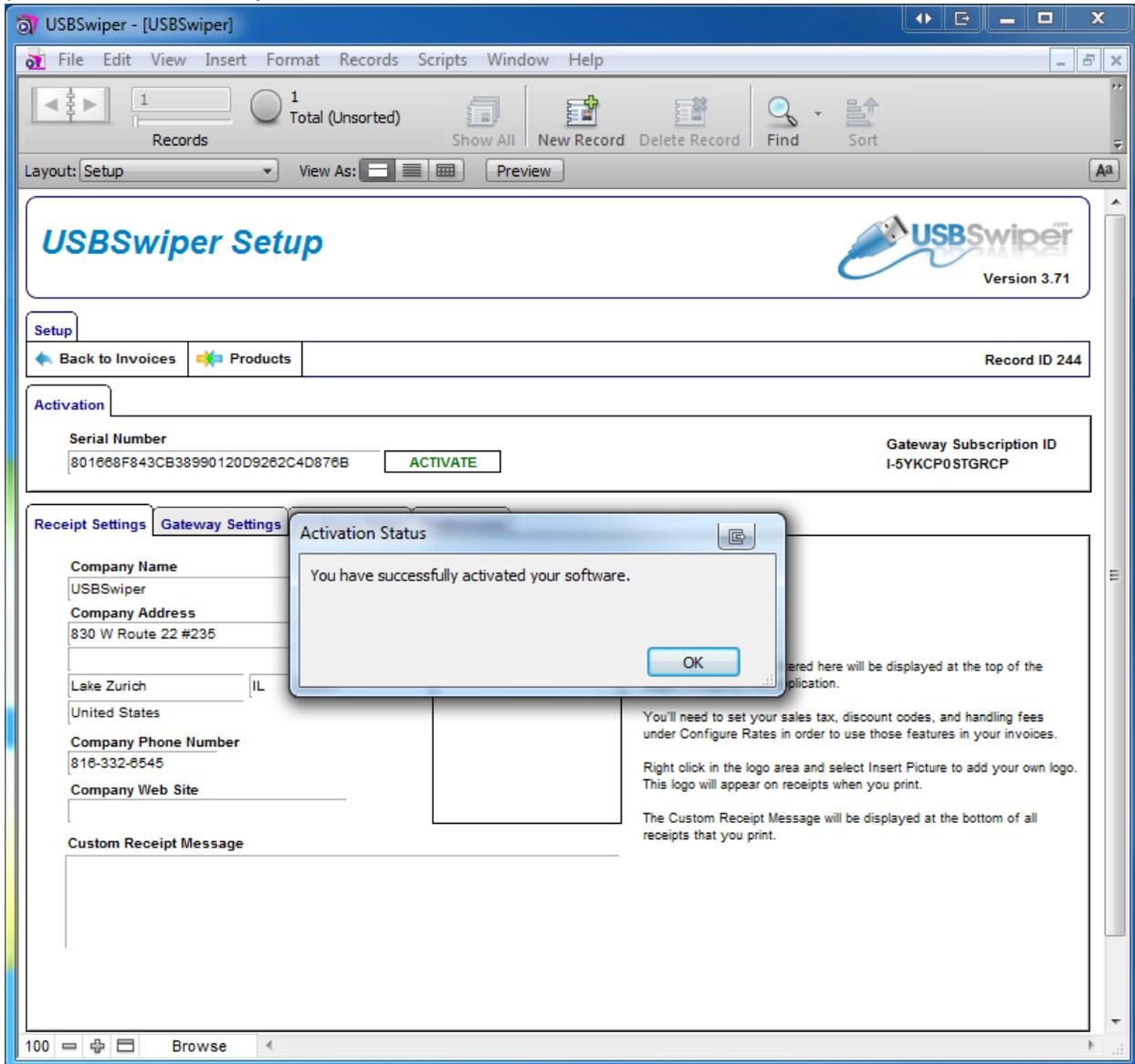
5. Open USBswiper and repeat **STEP TWO** (page one).

STEP THREE: Activating USBSwiper

Once you've successfully created your password and are logged in, you will be presented with the following screen.

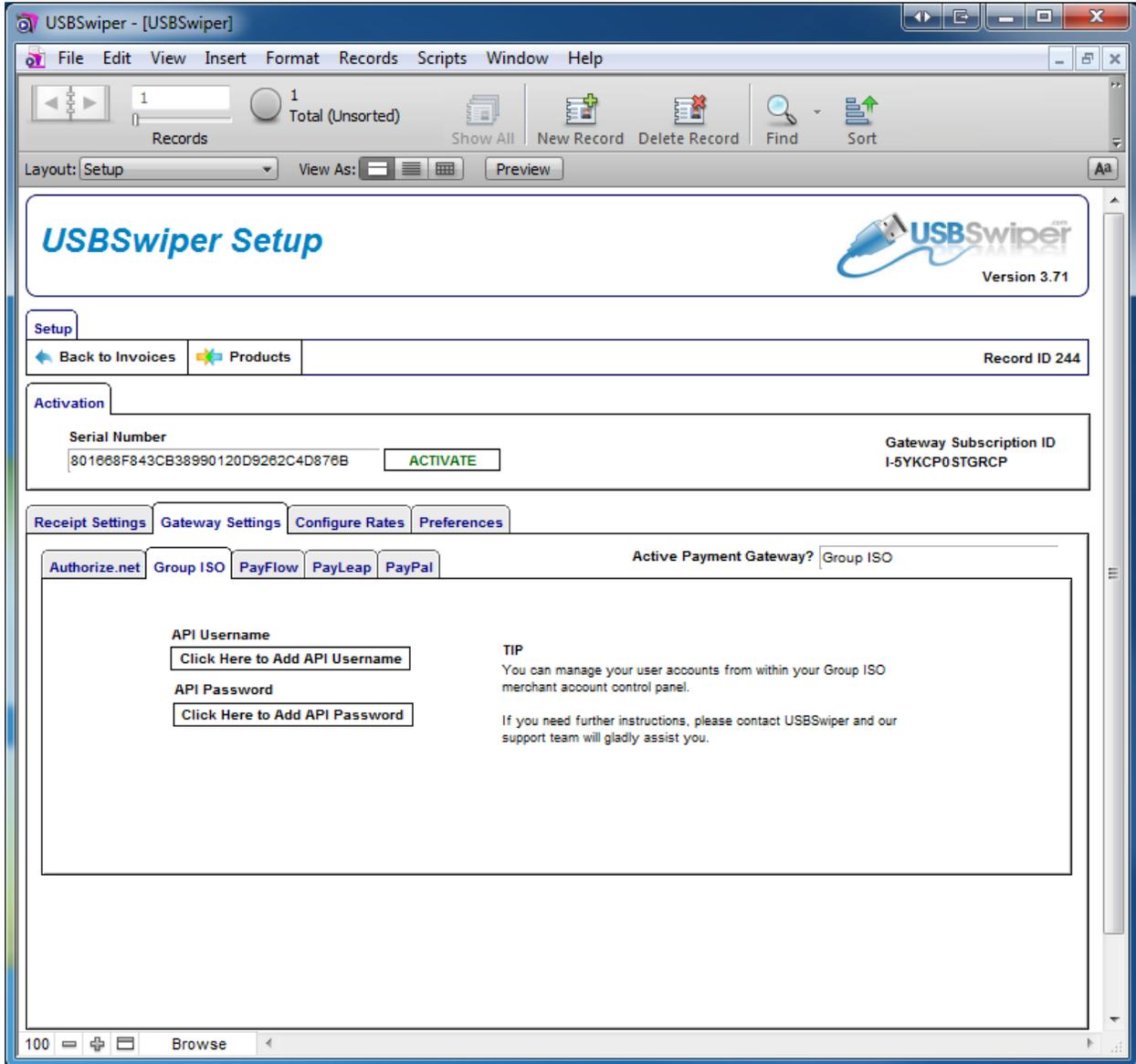
Paste your Serial Number into the Serial Number field click the Activate Button.
(Your Serial Number can be found in your Purchase Receipt email sent from USBSwiper.)

You will be presented with a Successful Activation Message and a new setup record will be created with your information from your online order.



STEP FOUR: Interface USBSwiper with your Merchant Account

Select the Gateway Settings Tab.



The Gateway Settings Tab allows you to select the Merchant Gateway you will use to process a credit card transaction. Please select the Subtab that applies to your Merchant Account.

Scroll to the next page to read instructions for your individual Merchant Account.

Auth.Net Users must enter their Auth.Net credentials. This information can be found by logging into your Auth.Net account, under the Account Tab then the Settings link. Go to **STEP SIX**.

Authorize.net	Group ISO	PayFlow	PayLeap	PayPal	Active Payment Gateway? <input type="text" value="Authorize.net"/>
Card-Present Account <input type="checkbox"/>					
API Login ID <input type="text" value="Click Here to Add API Login ID"/>			TIP This information is available by logging into your Authorize.Net account. Click on the My Account Tab, then click on the Settings link on the left side then click on the API Login ID and Transaction Key link. If you need further instructions, please contact USBSwiper and our support team will gladly assist you.		
API Transaction Key <input type="text" value="Click Here to Add Transaction Key"/>					

Group ISO Users must enter their Group ISO credentials. This information is the exact same information you use when logging into your online GISO Merchant Account. Go to **STEP SIX**.

Authorize.net	Group ISO	PayFlow	PayLeap	PayPal	Active Payment Gateway? <input type="text" value="Group ISO"/>
API Username <input type="text" value="Click Here to Add API Username"/>			TIP You can manage your user accounts from within your Group ISO merchant account control panel. If you need further instructions, please contact USBSwiper and our support team will gladly assist you.		
API Password <input type="text" value="Click Here to Add API Password"/>					

PayFlow Pro Users must enter their PayPal Manager Credentials. This information is the exact same information you use when logging into your online PayPal Manager Account. Go to **STEP SIX**.

Authorize.net	Group ISO	PayFlow	PayLeap	PayPal	Active Payment Gateway? <input type="text" value="PayFlow"/>
Partner <input type="text" value="Click Here to Add Partner"/>			TIP Username and Merchant Login are usually the same thing unless you've created separate user accounts in your PayFlow Manager, in which case you'll use those values for Username and Password but your original username as Merchant Login. If you need further instructions, please contact USBSwiper and our support team will gladly assist you.		
Merchant Login <input type="text" value="Click Here to Add Merchant"/>					
Username <input type="text" value="Click Here to Add Username"/>					
Password <input type="text" value="Click Here to Add Password"/>					

PayLeap Users must enter their USBSwiper-PayLeap Credentials. The information required here is the exact same information you use when logging into your online PayLeap Merchant Account.

Go to **STEP SIX**.

Authorize.net Group ISO PayFlow PayLeap PayPal	Active Payment Gateway? <input type="text" value="PayLeap"/>
<p>API Login ID <input type="text" value="Add API Login ID"/></p> <p>API Transaction Key <input type="text" value="Add API Transaction Key"/></p>	<p>TIP You may create your API credentials from within your PayLeap merchant account under Preferences -> Create Transaction Key.</p> <p>If you need further instructions, please contact USBSwiper and our support team will gladly assist you.</p>

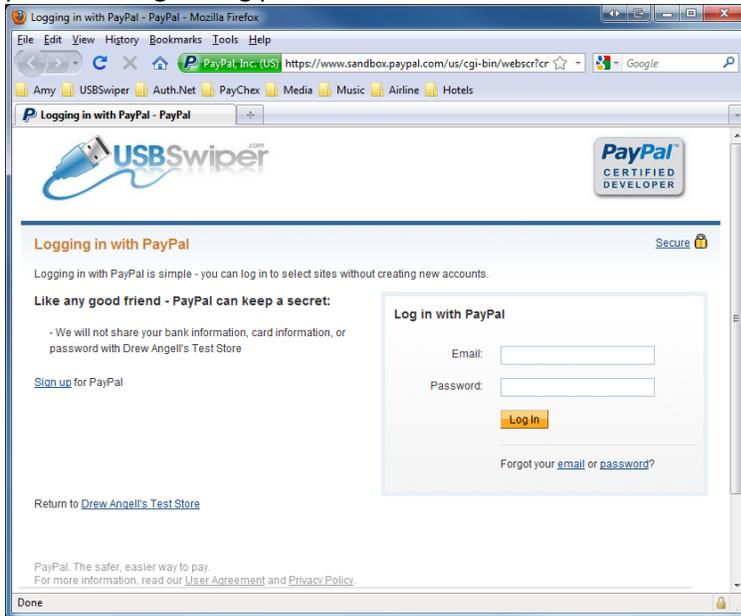
PayPal (Payments) Pro Users must verify the PayPal Email Address matches the Primary Email Address on their PayPal Account and leave all other PayPal API fields blank.

Click the Connect USBSwiper to PayPal Button to finish the Service Setup and Go to **STEP FIVE**.

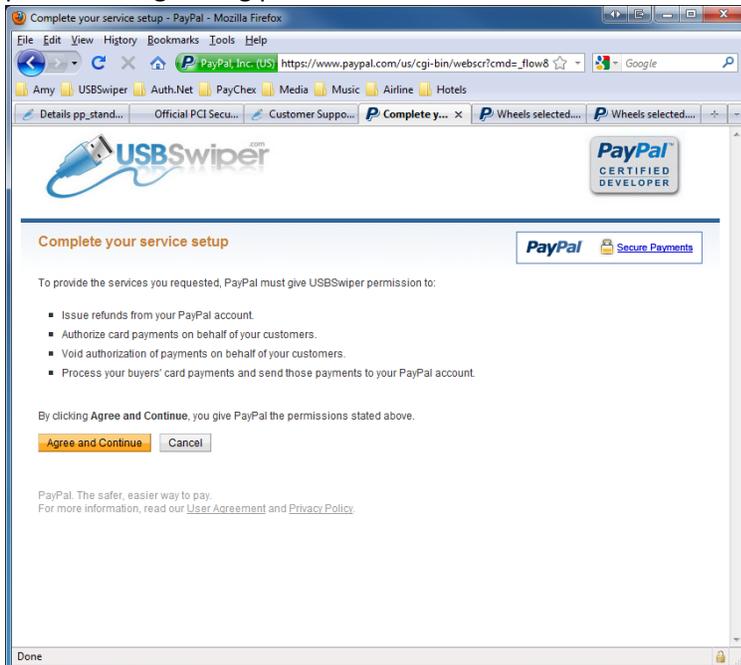
Authorize.net Group ISO PayFlow PayLeap PayPal	Active Payment Gateway? <input type="text" value="PayPal"/>
<p>Connect USBSwiper to PayPal</p> <p>PayPal Email Address <input type="text" value="dombrowski@dcknights.org"/></p> <p>TIP Make sure your PayPal account email address is filled in above, and then use the button to connect your software to your PayPal account.</p> <p>The fields to the right are optional and are only necessary if you'd like to use your own API credentials or attach an existing IPN solution to the software.</p> <p>If you need further instructions, please contact USBSwiper and our support team will gladly assist you.</p>	<p>PayPal API Username <input type="text" value="Click Here to Add Username"/></p> <p>PayPal API Password <input type="text" value="Click Here to Add Password"/></p> <p>PayPal API Signature <input type="text" value="Click Here to Add Signature"/></p> <p>PayPal IPN (Notify URL) <input type="text"/></p>

STEP FIVE: Create PayPal API Credentials

When presented with the following screen, please login to your PayPal Account in order to begin the permissions granting process.



Once you're logged in, read over the Service Setup and click Agree and Continue to complete the permissions granting process.



Once you've completed your service setup, you will be redirected to your PayPal Account. From here, you will need to confirm the Virtual Terminal and Website Payments Pro are both Live on your account.

To do this, click on the Profile link from the My Account Tab.

Services	Status
PayPal Payments Pro	Live
Virtual Terminal	Live

*Note: Both the Virtual Terminal and Payments Pro are required in order for USBSwiper to work properly with PayPal.

Click here to apply for the [Virtual Terminal](#) and click here to apply for [Payments Pro](#).

STEP SIX: User Preferences

During this step, you will configure the software to meet your business needs.

The Receipt Settings Tab allows you to make any necessary changes to your company information as you would like it appear on the receipt.

Receipt Settings Gateway Settings Configure Rates Preferences

Company Name USBSwiper	Printer Type 8.5 x 11 Receipt
Company Address 830 W Route 22 #235	Company Logo 
Lake Zurich IL 60047 United States	
Company Phone Number 816-332-8545	TIP The Company Name entered here will be displayed at the top of the pages throughout this application. You'll need to set your sales tax, discount codes, and handling fees under Configure Rates in order to use those features in your invoices. Right click in the logo area and select Insert Picture to add your own logo. This logo will appear on receipts when you print. The Custom Receipt Message will be displayed at the bottom of all receipts that you print.
Company Web Site www.usbswiper.com	
Custom Receipt Message We appreciate your business!	

Note: All thermal receipt users must change the Printer Type to 2.25 in. Receipt.

*For Restaurant Users, be sure to select the "Use Tip Based Receipts" option.

*For Dymo Users only, you will need to Go to File > Page Setup & change:

1. Format For: from Any Printer to Dymo LabelWriter
2. Paper Size from: Other to Continuous Wide

The Configure Rates Tab allows you to setup [Sales Tax, Discounts or Handling Fees](#).

Receipt Settings Gateway Settings Configure Rates Preferences

Sales Tax Discount Codes Handling Fees

City/County	Rate
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>

Default Sales Tax for New Invoices?

The Preferences Tab allows you to choose additional optional features.

Receipt Settings	Gateway Settings	Configure Rates	Preferences
<input type="checkbox"/> Auto Process After Swipe? <i>Select this option to automatically process the credit card after swiping. This allows you to avoid the extra step of actually clicking the Process button.</i>			Default Currency USD U.S. Dollar
<input type="checkbox"/> Set Invoices to Authorize by Default? <i>Select this option to automatically set the Authorize option for every new invoice you create. Authorizing a credit card will NOT process the amount, but instead, will validate the card to ensure it is good. You will then need to complete the sale by processing the final payment once the invoice is complete.</i>			Reset User Password
<input type="checkbox"/> Auto Print Purchase Receipts After Transaction? <i>Select this option to automatically print a sales receipt after a transaction has been processed successfully. NOTE: The auto-print function is only for sales receipts. This will not effect refund transactions.</i>			
<input type="checkbox"/> Disable Print Dialog When Printing Receipts? <i>Select this option to automatically accept the default printing options so you do not have to accept the options on the print dialog each time you print.</i>			
<input type="checkbox"/> Use Tip Based Receipts <i>select this option to use receipts that include a tip. This allows the customer to enter their tip amount and a total, unlike the standard receipt which calculates the totals for you.</i>			

The Products Button (above the Serial Number) allows you to setup your [Inventory](#).

Setup	Back to Invoices	Products	PayPal Account	Record ID 223	New
Activation	Serial Number 61147CC9B168BE0DC0804430A29784A3		ACTIVATE	Gateway Subscription ID I-LK02HLG64JU5	

For more help setting up your User Preferences, please click on the links to view a video demonstration.

*Reminder: All clickable links are underlined and highlighted in blue.

Once Steps 1-6 are complete, please review our [Video Tutorial Instructional Guides](#) for further demonstration of the software's features.

If you have any questions, please email Support@USBSwiper.com or if you need to schedule an Interface Session to complete the installation, please call 816-332-6545 between 9am-5pm Central.

Thanks for choosing USBSwiper!