

Quick Reference Guide

P TERMINAL LINE

Home Screen: In addition to payment prompts, your terminal's idle screen will display the following icons:

★ Access to the *FAVORITES* menu

☰ Access to the other sales features

☎ *CALL ME* feature



MANUALLY ENTERED SALE (CARD ONLY)

1. Enter the **Sale Amount** and press **Ok**.
2. Review the amount and tap on **Proceed**.
3. Choose **Card Payment** by tapping the option on the screen. Pricing will be based on payment type.
4. Tap on **Enter Card** under other options.
5. Manually enter **Card #**.
6. Follow the CNP prompts (input exp. date, ZIP code etc). *Conditional on the terminal's configuration.*
7. Depending on TPN configuration, you will have the option to send the customer a copy of receipt as SMS, email, paper print or no receipt.
8. The transaction is processed. Sales receipt will print with details of the transaction.



CREDIT CARD SALE

1. Enter the **Sale Amount** and press **Ok**.
2. Review the amount and tap on **Proceed**.
3. Choose **Cash Payment** or **Card Payment** by tapping the option. Pricing will be based on payment type.
4. **Tap** (contactless only), **swipe** or **insert** chip card.
5. Depending on TPN configuration, you will have the option to send the customer a copy of receipt as SMS, email, paper print or no receipt.
6. The transaction is processed. Sales receipt will print with details of the transaction.



DEBIT SALE

1. Enter the **Sale Amount** and press **Ok**.
2. Review the amount and tap on **Proceed**.
3. Tap on **Cash Payment** or **Card Payment**. Pricing will be based on payment type.
4. Tap on **Debit** icon and then tap (contactless only), insert or swipe card.
5. Customer enters PIN on encrypted terminal or on encrypted PIN Pad and press **Enter**.
6. Depending on TPN configuration, you will have the option to send the customer a copy of receipt as SMS, email, paper print or no receipt.
7. The transaction is processed. Sales receipt will print with details of the transaction.





CREDIT CARD RETURN

1. Tap on the ☰ icon on your terminal home screen.
2. Tap on the **Refund** icon. Enter **Password** (default password is last 4 digits of your TPN).
3. Enter the **Return Amount** and press **Ok**.
4. **Tap** (contactless only) or **insert** chip card.
5. Depending on TPN configuration, you will have the option to send the customer a copy of receipt as SMS, email, paper print or no receipt.
6. The transaction is processed. Return receipt will print with details of the transaction.





VOID CREDIT TRANSACTION

1. Tap on the  icon on your terminal home screen.
2. Tap on the **Void** icon.
3. Enter the **Transaction Number** or last 4 digits of the card, choose transaction from the list and tap  Confirm prompt and tap **Yes**.
4. If prompted, enter **Password** (default password is last 4 digits of your TPN).
5. Void will be completed and receipt options will be prompted. **Note:** *Card doesn't need to be present to complete void successfully.*




REPRINT RECEIPT

1. Tap the  icon to access the **Favorites** menu.
2. Tap **Reprint Receipt**.
3. If prompted, enter **Password** (default password is last 4 digits of your TPN).
4. Press  and enter transaction # or last 4 digits of card #, select transaction and tap.
5. Follow prompts and transaction receipt prints.







CALL ME FEATURE (MUST BE ENABLED)

1. Tap the  icon.
2. Tap **Call Me**, under the Support Menu and choose reason. Enter your call back number.
3. The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.




EDIT TIPS BY TRANSACTION

1. Tap the  icon to access the **Favorites** menu.
2. Tap **Adjust Tip**.
3. If prompted, enter **Password** (default password is last 4 digits of your TPN).
4. Enter transaction #, scroll through transactions using   or swipe through transactions.
5. Tap **Transaction #**.
6. Tap on  button and a prompt will appear asking if you want to submit tip adjust, tap **Yes**. A screen will appear confirming the success of the procedure.





SETTLE DAILY BATCH

1. Tap the  icon to access the **Favorites** menu.
2. Tap **Show/Settle Daily Batch**.
3. If prompted, enter **Password** (default password is last 4 digits of your TPN).
4. The terminal will fetch and display a summary report. **Swipe** left to view a detailed report.
5. Tap **Settle** button in the top right corner. A prompt may appear if there are untipped transactions. Answer **Yes** or **No** to continue to settle.
6. **Settlement Report** prints.




PRINTING REPORTS

1. Tap the  icon to access the **Favorites** menu.
2. Tap **Reports**.
3. Choose **Open Batch** or **Closed Batch**.
4. Tap desired report type, select how you want the report to group your transactions. For summary report or daily report. Tap **Next**.
5. **Swipe** left to go from summary to details report and tap on .
6. **Report** prints.



TERMINAL POWER OFF/REBOOT

1. Press the  button on the side of the terminal and hold until a menu appears on the screen, with the following options: **Power Off**, **Reboot**.
2. Select the option you desire by tapping on the screen.



WIRELESS ICONS



Wi-Fi icon will blink when not connected.
It will remain static when connected successfully.



Battery charge indicator.



To get an internet connection via ethernet, first plug the device into power and then use an ethernet cable to plug into the ethernet port.