



Simple. Secure. Payments.

Quick Reference Guide

To power on, press and hold the power button on the left hand side.

Sale:

1. Enter amount and press OK
2. Select Credit
3. Tap, Insert, Swipe or Enter the card number.
4. Terminal communicates with the network.
5. You can choose to print, email or text the receipt.

Refund:

1. From the idle screen, tap the three lines icon at the bottom and select Refund.
2. If prompted, enter the Manager's Password (last 4 digits of the TPN number on the screen).
3. Enter the amount of the refund and press OK.
4. Insert/Tap/Swipe or enter the credit card.
5. Terminal communicates with the network.
6. You can choose to print, email or text the receipt.

Void:

1. From the idle screen, tap the three lines icon at the bottom and select Void.
2. If prompted, enter the Manager's Password (last 4 digits of the TPN number on the screen).
3. You can select one of the options to select the transaction to be voided: By Transaction ID or via the last 4 digits of the card number.
4. Select the transaction and tap the > icon.

5. Select Yes to void the transaction.
6. You can choose to print, email or text the receipt.

Adjusting Tip (Restaurants):

1. From the idle screen, tap the star icon and select Adjust Tip.
2. If prompted, enter the Manager's Password (last 4 digits of the TPN number on the screen).
3. The most recent transactions will show up and you can cycle through them.
4. Enter the tip amount under TIP, then press OK.
5. Repeat the process for all other transactions that need adjusting then tap the > icon.
6. Select Yes to complete the tip adjustment.
7. Select Tipped Report and then print by selecting the printer icon.

Reprint:

1. From the idle screen, tap the star icon and select Reprint.
2. You can choose the transaction via the Transaction ID or the last 4 digits of the card number.
3. Select the transaction and then tap the > icon.
4. Select Yes to reprint merchant receipt.
5. You will be given the option to reprint the customer receipt.

Printing Reports:

1. From the idle prompt, tap the star icon to go into favorites and select either Open Batch or Closed Batch.
2. Select if you want a summary or a daily report and tap Next.
3. Swipe left to go from summary to detailed report and tap on the printer icon.
4. The report will be printed.

Batch:

1. From the idle prompt, tap the star icon.

2. Tap Show/Settle Daily Batch.
3. If prompted, enter the Manager's Password (last 4 digits of the TPN number on the screen).
4. The terminal will fetch and display a summary report, swipe left to view a detailed report.
5. Tap the Settle button in the top right corner. If you're a restaurant, you may see a prompt for untipped transactions, where you can choose Yes or No to settle them.
6. Report receipt will print, and the batch will be closed.

Wi-Fi Setup:

1. From the idle screen, select Wi-Fi then press Configure. You may or may not need to enable Wi-Fi using the radio button on the top right of the screen.
2. It will search for Wi-Fi networks and give you a list of networks available. Select your network.
3. Enter the Wi-Fi Password when prompted and press Connect.
4. If you entered the correct password, it would say Connected after the terminal attempts to connect with the network.
5. The terminal will take you to the main sales screen once it is connected.