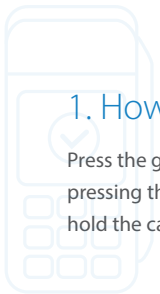**POS** (logo)

# Congratulations on purchasing your myPOS Combo

a revolutionary mobile terminal for securely accepting credit and debit card payments!

Before using your new myPOS Combo payment terminal, please register on
www.mypos.com  to get a free e-money account and activate the myPOS Combo

## Here's how to get started:

### 1. How to accept payments

Press the green key (O) to go to the **Payment** screen and enter the amount of the transaction. Confirm by pressing the green key (O). Depending on your client's card, insert the card in the bottom reader, swipe it or hold the card or smartphone above the NFC reader to process the payment.

### 2. How to void a transaction

Only the last payment or refund transaction can be voided.
To void a transaction go to the home screen and press the **Menu** button. Select **Last Transaction Void** and confirm with the green key (O).
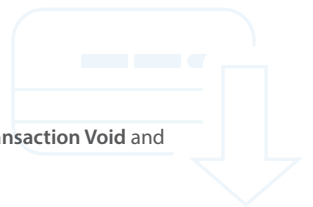
### 3. How to make a refund

From the home screen, press the **Menu** button. Select **Refund** and confirm with the green key (O). Type in the amount of the refund and press the green key (O) to confirm. Insert, swipe or hold the card or smartphone above the NFC reader and enter PIN code  if required.
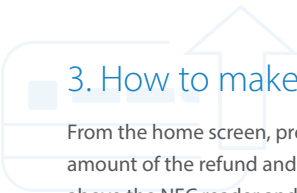
## 4. How to issue a receipt

myPOS Combo payment terminal will automatically print the merchant's copy of the receipt after a successful transaction. After 3 seconds the device will print the customer's copy of the receipt.

## 5. How to perform a top-up

From the home screen press **Menu** and then press Mobile Top-up. Enter the mobile number with country code and confirm with the green key (O). Select customer carrier and enter or select an amount to top-up. Confirm with the green key (O). After that information about the transaction is shown.

## 6. How to send a payment request

From the home screen, press the **Menu** button and then press Send Payment Request. Enter the amount of the request and confirm with the green key (O). Enter the mobile number of the customer with the country code and confirm with the green key (O). Input payment request expiration period and confirm with the green key (O). Enter recipient's name (optional) and confirm with the green key (O). Enter reason for payment (optional) and confirm with the green key (O). Details of sent Payment request will be displayed.
Tap any key to exit the screen.

## 7. How to update the POS software?

It's easy! You will be notified when an update is available. Then just follow these steps:

Press the "FUNC" button and then select "Update Software". The device will then automatically search for updates, download and install them. Then press any key to shut down the device and switch it on again to enjoy the improvements!

Need more information? Please visit our FAQ section at www.mypos.com