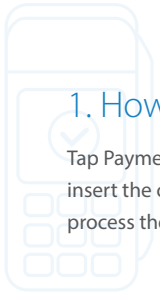**POS**

Congratulations on purchasing your myPOS Mini Ice

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

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

Here's how to get started:

1. How to accept payments

Tap Payments on the home screen and input the amount. Tap on Next and 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.
Tap Payments on the home screen. Select Last Transaction Void from the main menu in the upper left corner. Details of the last approved payment/refund are displayed. Tap on Confirm

3. How to make a refund

Tap Payments on the home screen. Select Refund from the main menu in the upper left corner. Input the amount and tap on Next. 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
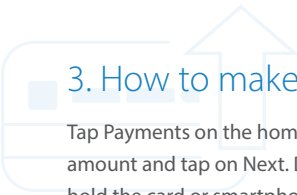
4. How to issue a receipt

After a successful transaction you will be automatically taken to the Receipt menu. There are three options – to send a receipt through e-mail, via SMS or to cancel the receipt. Select the E-mail button and enter the customer's e-mail address to send a receipt via e-mail. Select the SMS button and enter the mobile phone number of the customer to send an e-receipt via SMS. Select the Cancel button to cancel the issuance of a receipt.

Please note that myPOS Mini Ice is eco-friendly and paper-free. If you wish to give your customers a receipt for their transaction, please use one of the options described above – via SMS or e-mail
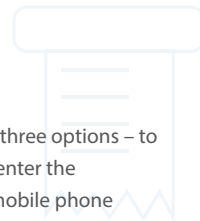
5. How to perform a top-up

Tap Top-up on the home screen. Enter the client's mobile phone number with the country code. Tap on Next and select a carrier. Input or select an amount and tap on Next. The top-up transaction details are displayed. Tap on Confirm.
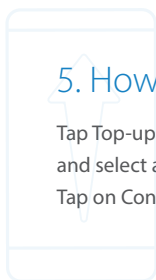
6. How to update the POS software?

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

Tap Settings on the home screen and select "Update Software". The device will then automatically search for updates, download and install them. Then touch the display to turn off the device and then turn it on again. Enjoy the improvements!

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