POS

Congratulations on purchasing your myPOS Smart

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

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

Here's how to get started:
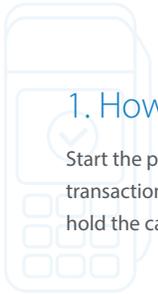
1. How to accept payments

Start the pre-installed **Payment** app by tapping on the app icon on the home screen. Enter the amount of the transaction and tap on **Done**. 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. Enter PIN code if required.

2. How to void a transaction

Only the last payment or refund transaction can be voided.
In the **Payment app**, tap on **Void Last Transaction** in app's main menu in the upper left corner. Details of the last approved transaction will be shown. Then tap on **Confirm** to proceed. If the transaction is approved, tap on **Receipt** to print a customer/merchant receipt. If the transaction is denied, a customer receipt with the reason for refusal will be automatically printed.
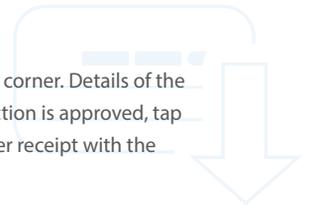
3. How to make a refund

In the **Payment** app, tap on **Refund**. Enter amount of refund and tap on **Done**. Insert, swipe or hold the card or smartphone above the NFC reader of the terminal and enter code if required. If the transaction is approved you can tap on Receipt to go to the **Receipt** screen. If the payment is Chip & PIN just pull out the card. If the transaction is declined, a customer receipt with the reason for refusal will be automatically printed.

4. How to issue a receipt

After a successful transaction in the **Payment app,** the **Receipt** screen is displayed. Then choose to print or send a receipt via e-mail or SMS. If you do not want a receipt, tap on X in the upper right corner of the screen to finish the transaction
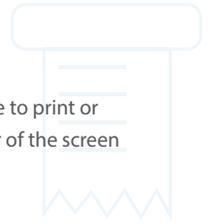
5. How to perform a top-up

Tap on the **Top-up** app icon on the home screen. Enter mobile number with country code and tap on **Next**. Select customer carrier and enter top-up amount. Tap on **Confirm** to complete the top-up. If the transaction is successful, a **Receipt** screen will be displayed where you can issue a receipt or send a receipt via e-mail.
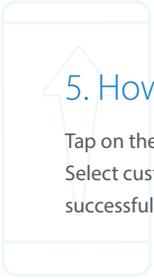
6. How to send a payment request

Tap on the **Payment Request** app on the home screen. Enter amount and tap on **Next**. Enter e-mail or mobile number and tap on **Next**. Tap on Send to confirm. If the transaction is successful, you will see a message for successful operation.
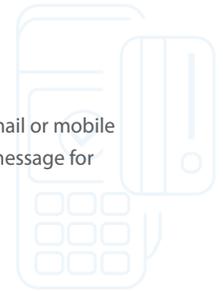
7. How to use the App Market app

Tap on the **App Market** icon on the home screen. Then tap on the app you want to install. Tap on **Install** to download the app. Then grant access rights and tap on Install. You can then start using the application.
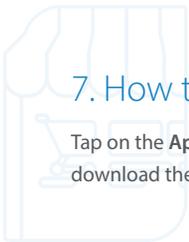
8. How to update the POS software?

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

Tap on the update notification and you will be taken to the "Settings" menu. Then tap on "Software Update" and the device will show you the software components, which have updates. Tap on "Update" and the device will automatically download and install the update. That's it!

You will also get notified for updates for App Market apps. The installation procedure is the same.

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