

nexi

Nexi SmartPOS® Mini PAX A50

User Manual

June 2022, release 1.0 | Payment Application



Nexi SmartPOS® Mini - PAX A50



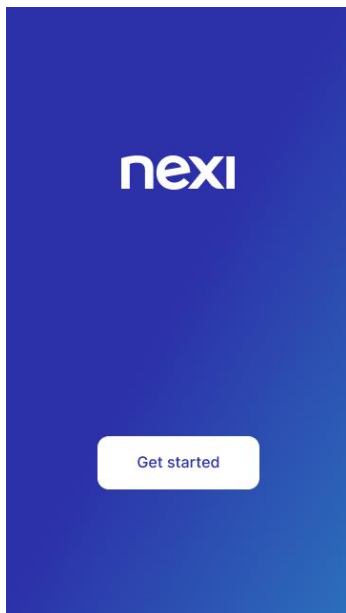
User Manual

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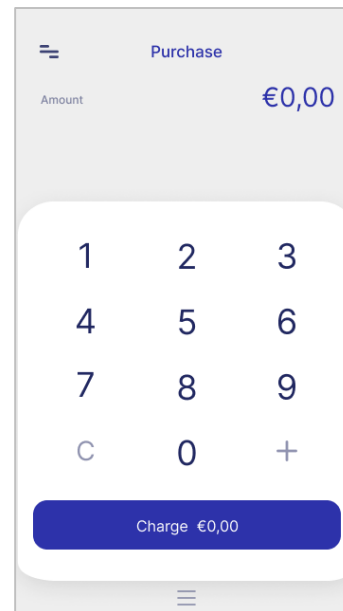
1. Launch application

1 Get Started



To start Nexi SoftPOS® please press 'Get started'.

2 Initiate a Purchase Transaction



You will be automatically redirected to the **Purchase screen**.

2. Purchase



1 Enter Amount

You are on the “Purchase” screen.
Please enter the transaction amount and then click “Charge”.

2 Tip

Optionally, enter tip amount, if the customer asks for it.

3 Installments

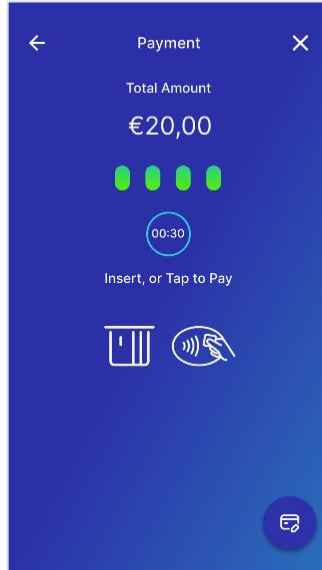
If supported for your company, enter the number of installments upon customer request.

continue

2. Purchase (continued)

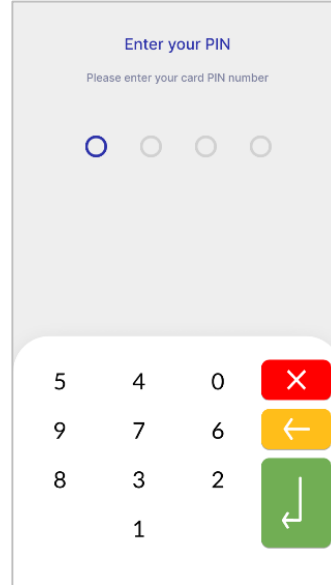


4 Payment



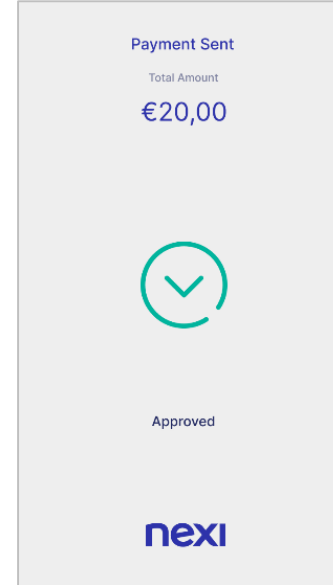
Tap or Insert customer's card into the reader.

5 PIN



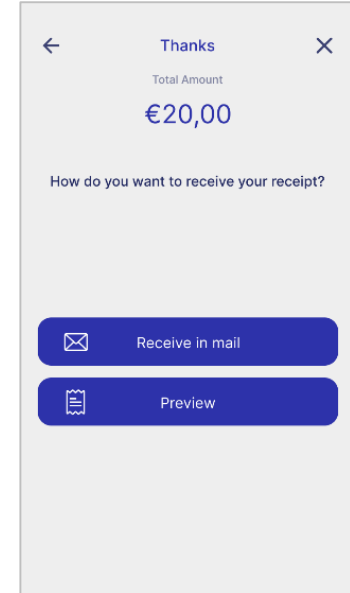
If the system requests it, hand the POS to the customer to enter their PIN. Then press the **green button**.

6 Sending of Payment



The payment transaction is approved.

7 Completion & Receipt

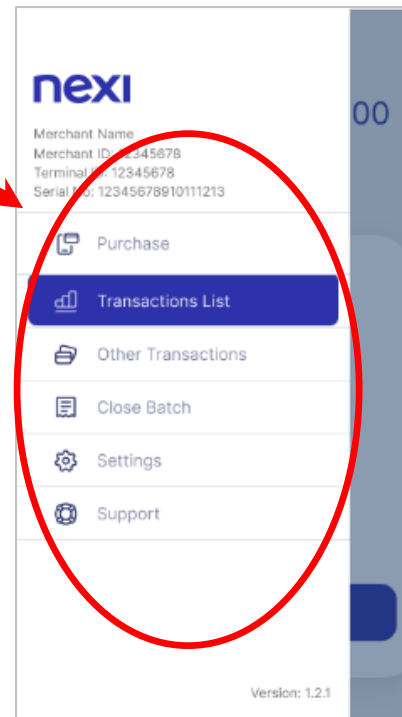
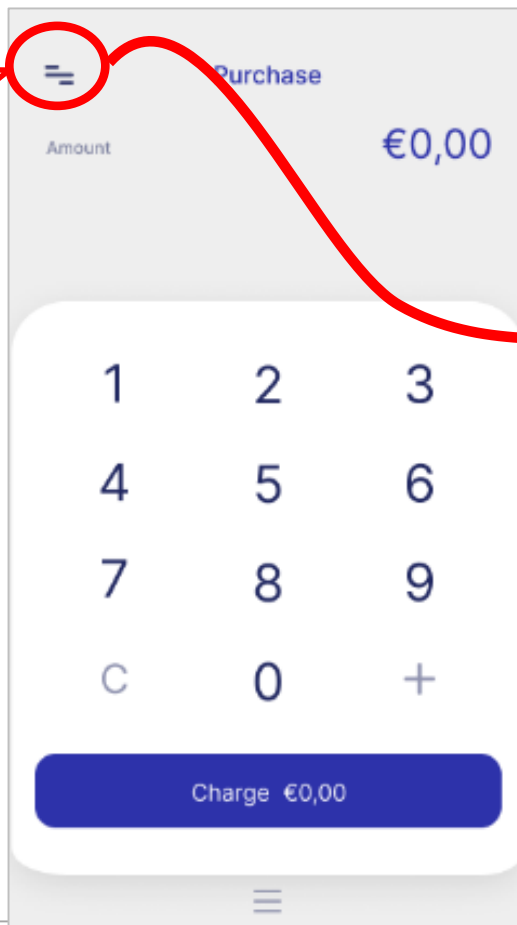


- For the receipt, select
- Preview on the POS screen, or
 - Receipt by email to the customers email address.

3. Menu



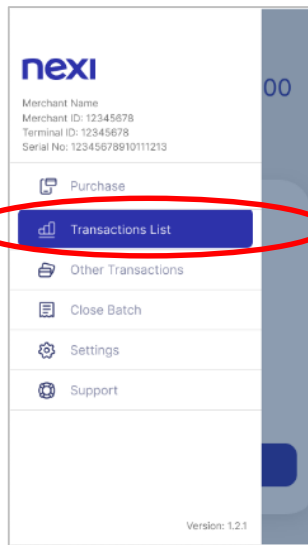
On the **top left** of every screen, click on the **3 dashes** to view the **Menu**.



4. Transaction Cancellation

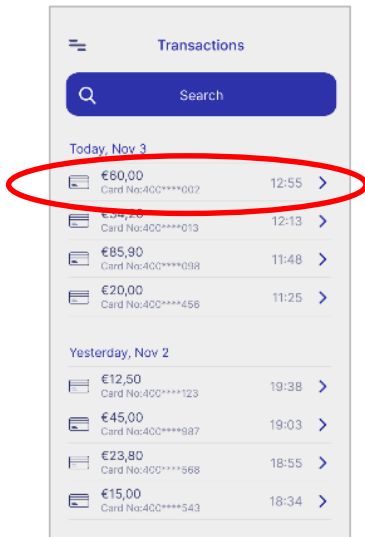


1 Select Transactions List



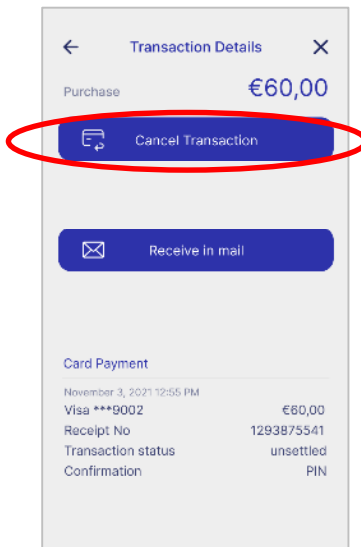
Please select
“Transactions List”
from the Menu.

2 Search



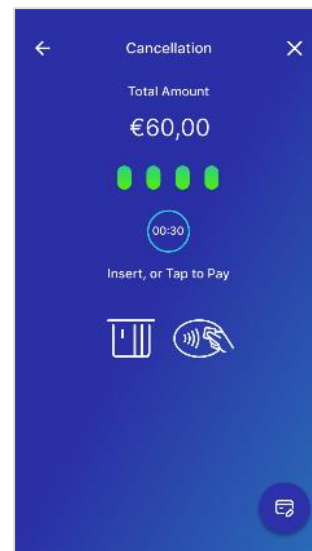
- Search and select the transaction you want to cancel from the list
- Click on > to view the “Transaction Details”.

3 Transaction Details



On the transaction
details screen. click
“Cancel Transaction”.

4 Cancel Transaction



Tap or Insert the
customer's **card that**
was used in the initial
transaction into the
reader.

*If the customer
wish to use the
card used in the
initial
transaction via
their **digital**
wallet (Apple
Pay, Google
Pay, Samsung
Pay), ask them
to bring their
device closer to
the POS.*

continue

4. Transaction Cancellation (continued)



5 PIN

If the system requests it, hand the POS to the customer to enter their PIN. Then press the **green button**.

6 Completion & Receipt

- For the receipt, select
- Preview on the POS screen, or
 - Receipt by email to the customers email address.

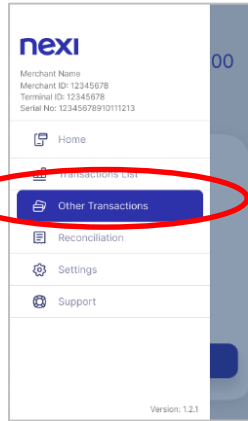
Example of transaction receipt by email

5. Refund



1

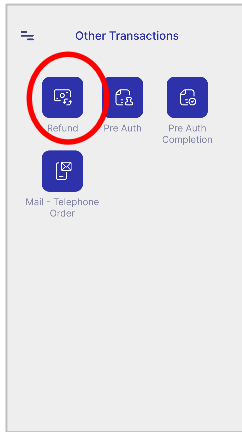
Select "Other Transactions"



Please select "Other Transactions" from the Menu.

2

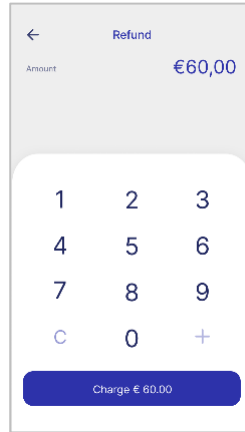
Select Refund



Select "Refund".

3

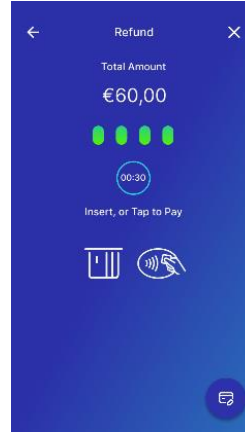
Enter Refund Amount



Enter the Amount to be refunded.

4

Refund

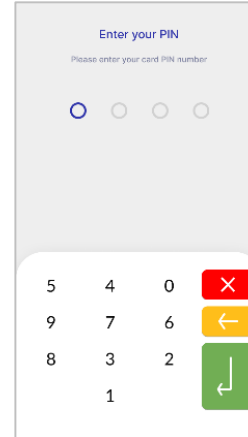


Tap or Insert customer's card into the reader.

If the customer wish to use their **digital wallet** (Apple Pay, Google Pay, Samsung Pay), ask them to bring their device closer to the POS.

5

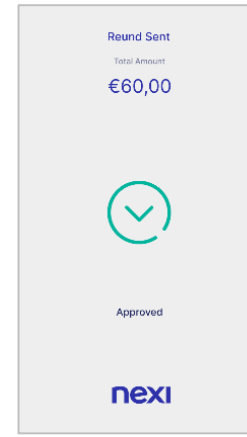
PIN



If the system requests it, hand the POS to the customer to enter their PIN. Then press the **green button**.

6

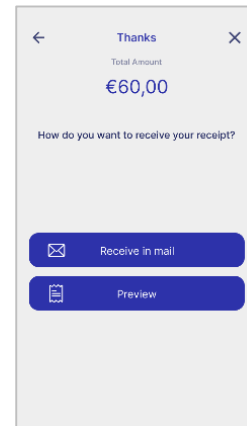
Refund Sent



The refund is approved

7

Completion & Receipt



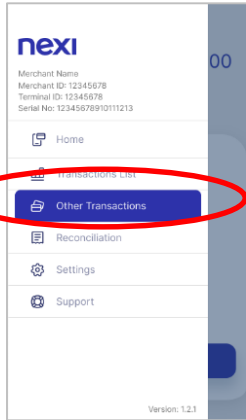
For the receipt, select

- Preview on POS screen, or
- Receipt by email

6. Pre-Authorization

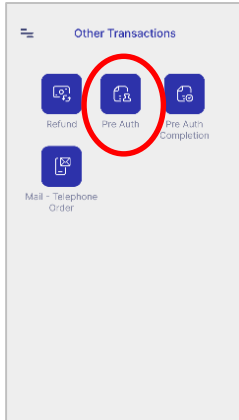


1 Select "Other Transactions"



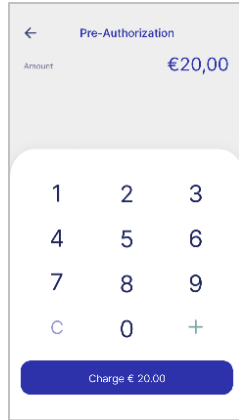
Please select
"Other
Transactions"

2 Select "Pre-Auth"



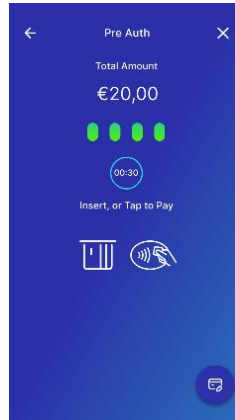
Click on
"Pre-Auth"

3 Enter Amount



Enter "Pre-
Authorization"
amount

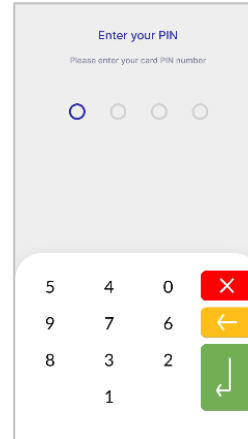
4 Pre-Auth



Tap or Insert
customer's card
into the reader

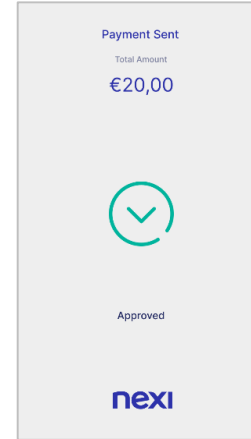
*If the customer wish to use their **digital wallet** (Apple Pay, Google Pay, Samsung Pay), ask them to bring their device closer to the POS.*

5 PIN



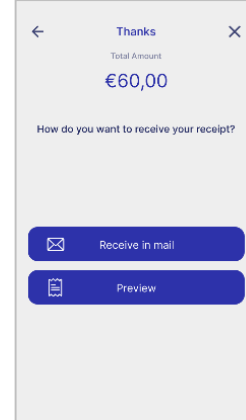
If the system
requests it, hand
the POS to the
customer to
enter their PIN.
Then press the
green button.

6 Payment Sent



The payment
transaction is
approved.

7 Completion & Receipt



For the receipt,
select

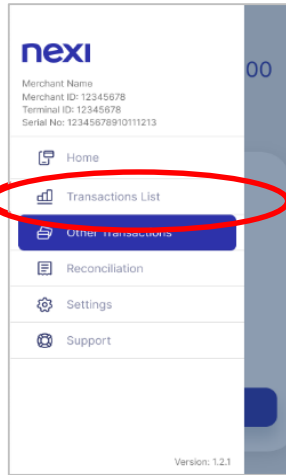
- Preview on the POS screen, or
- Receipt by email.

7. Pre-Authorization Completion



1

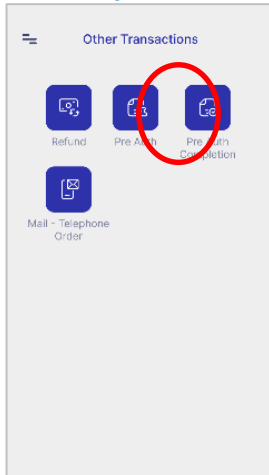
Select "Other Transactions"



Please select "Other Transactions".

2

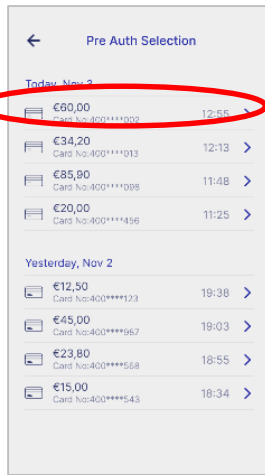
Select "Pre-Auth Completion"



Click on "Pre-Auth Completion".

3

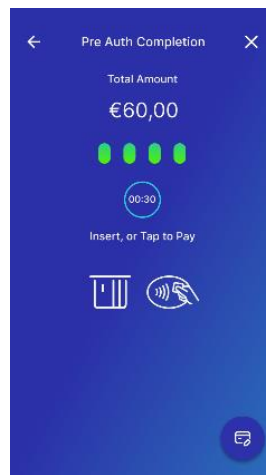
Select Transaction



- Select the transaction you want from the list
- Click on > to view the "Transaction Details".

4

Pre-auth Completion

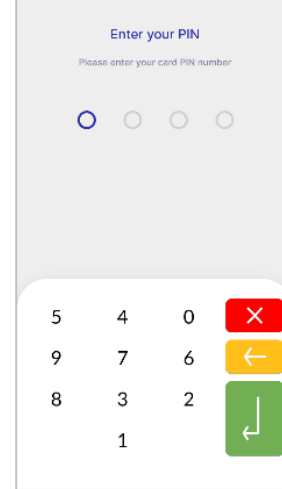


Tap or Insert customer's card into the reader.

*If the customer wish to use their **digital wallet** (Apple Pay, Google Pay, Samsung Pay), ask them to bring their device closer to the POS.*

5

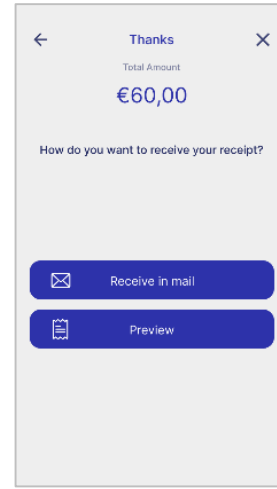
PIN



If the system requests it, hand the POS to the customer to enter their PIN and press the **green button**.

7

Completion & Receipt



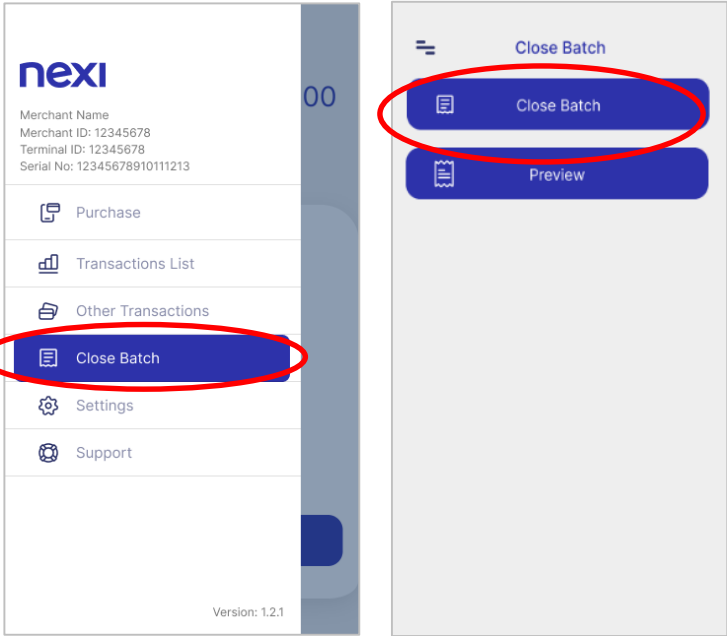
- For the receipt, select
- Preview on the POS screen, or
 - Receipt by email.

8. Close Batch



1

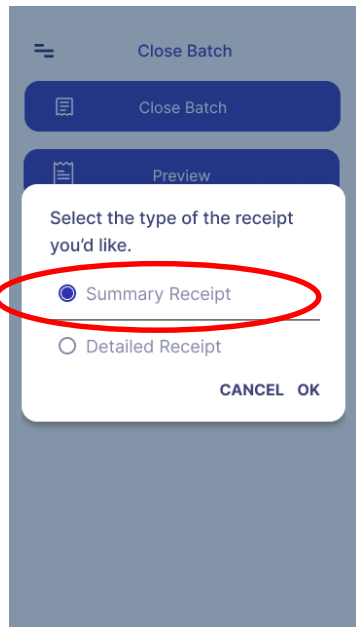
Select “Close Batch”



Select “Close Batch” from the main Menu.

2

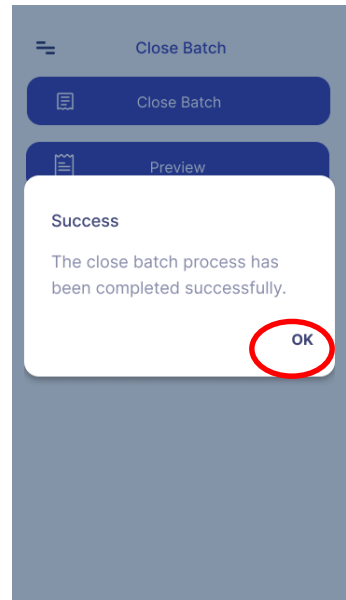
Select Receipt Type



Select “Summary Receipt” or “Detailed printing” and then click “OK”.

3

Successful Batch Close



When the message “Success” appears, click “OK”.
The POS closes the package.



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