

nexi

Nexi SmartPOS[®]

with printer

PAX A910

User Manual

June 2022, release 1.0 | Payment Application



Nexi SmartPOS® with printer - PAX A910



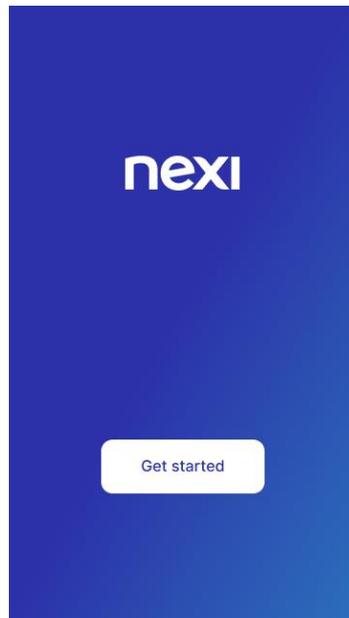
User Manual

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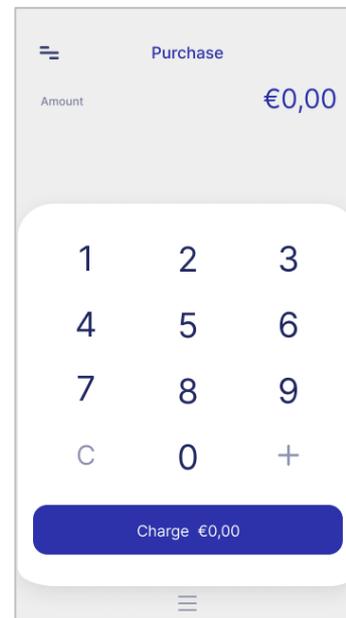
1. Launch application

1 Get started



To start please press
'Get started.'

2 Initiate a Purchase Transaction



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

2. Purchase



1 Enter Amount

The screenshot shows the 'Purchase' screen. At the top, there is a hamburger menu icon and the title 'Purchase'. Below the title, the text 'Amount' is followed by '€20,00'. A numeric keypad is displayed in the center, with digits 1-9, 0, and a '+' sign. Below the keypad is a blue button labeled 'Charge €20,00'. At the bottom, there is another hamburger menu icon.

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

2 Tip

The screenshot shows the 'Add Tip' screen. At the top, there is a back arrow icon and the title 'Add Tip'. Below the title, the text 'Payment Amount' is followed by '€20,00'. Below this, there are five blue buttons stacked vertically: '5% (€1,00)', '10% (€2,00)', '15% (€3,00)', 'Custom', and 'No Tip'.

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

3 Installments

The screenshot shows the 'Instalments' screen. At the top, there is a back arrow icon and the title 'Instalments'. Below the title, the text 'Payment Amount' is followed by '€20,00'. Below that, the text 'Instalments' is followed by the number '2'. A numeric keypad is displayed in the center, with digits 1-9, 0, and a '+' sign. Below the keypad is a blue button labeled 'Add Instalments 2'.

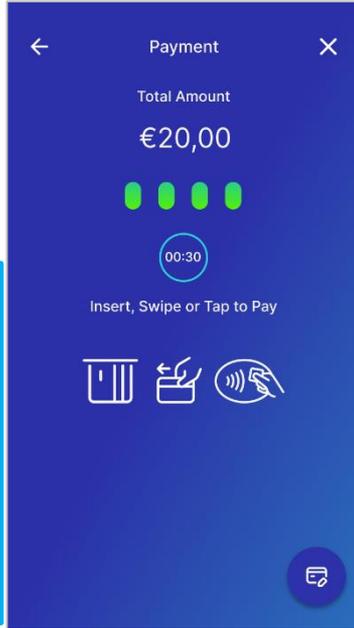
If supported for your company, enter the number of installments if the customer ask for it.



2. Purchase (continued)



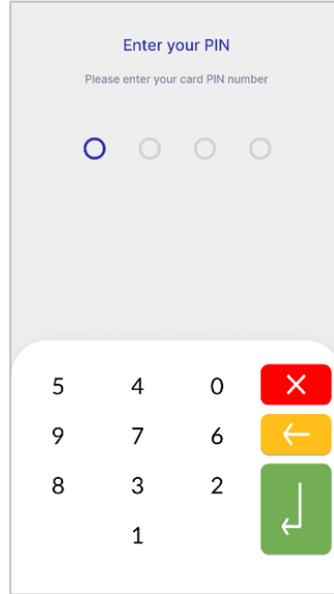
4 Payment



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

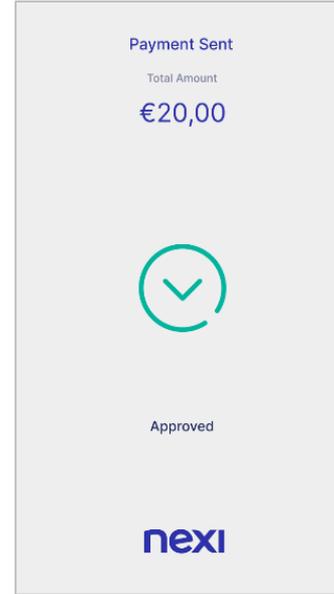
Insert, swipe or tap the customer's card into the reader.

5 PIN



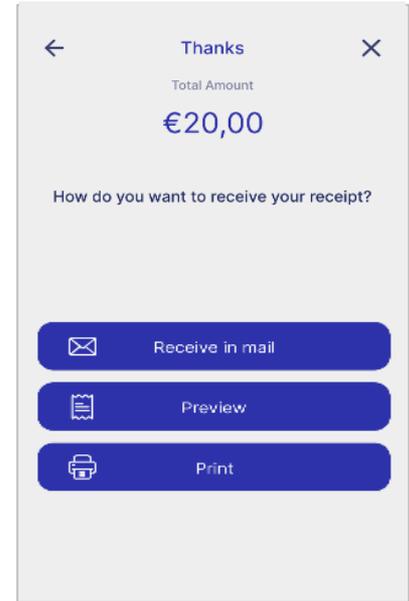
If the system requests it, hand the POS to the customer to enter their PIN. Then press the **green button**.

6 Sending of Payment



The payment transaction is approved.

7 Completion & Receipt



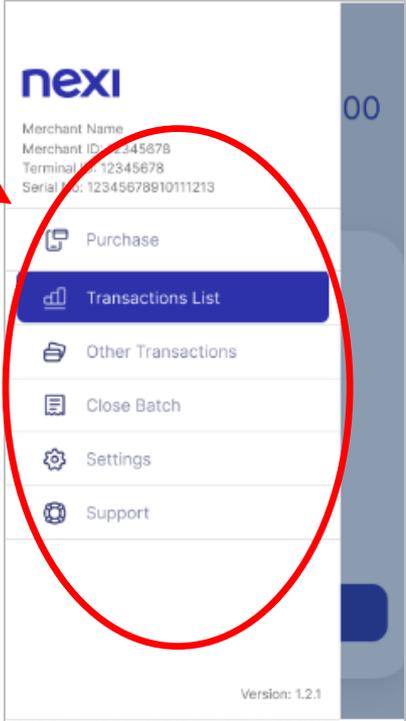
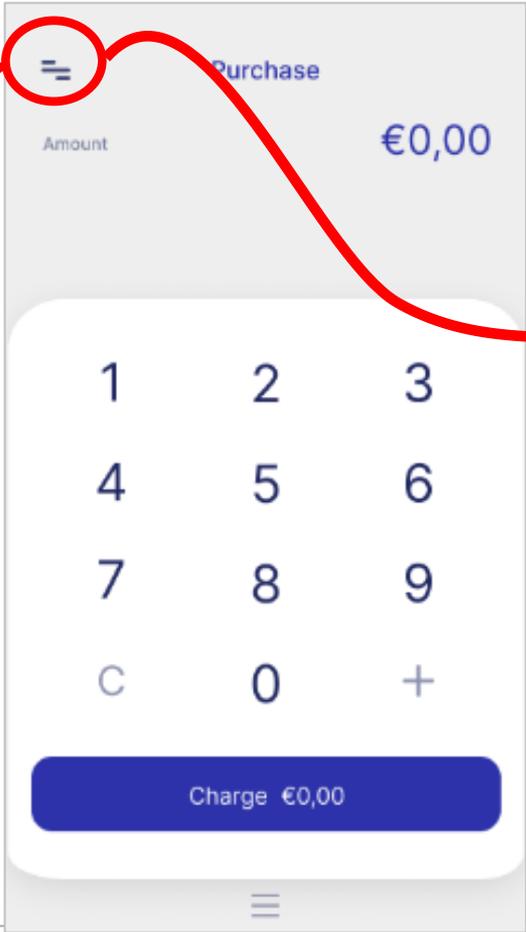
For the receipt, select either

- Receipt by email to the customers email address
- Preview on POS screen,
- Print.

3. Menu



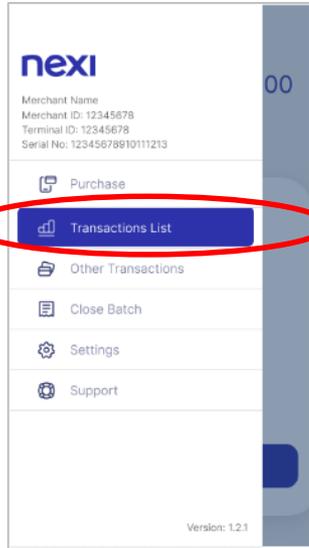
On the **top left of every screen**, click on the **3 dashes** to view the **Menu**.



4. Transaction Cancellation

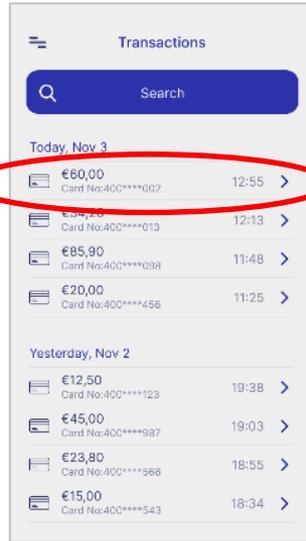


1 Select Transactions List



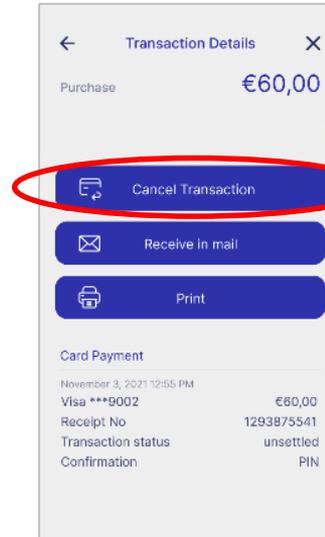
Please select "Transactions List" from the Menu.

2 Search



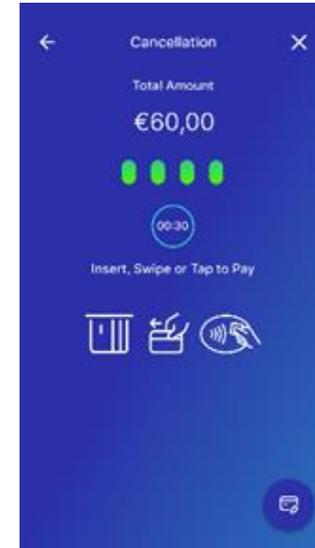
- Search and select the transaction you want to cancel from the list
- Click on > to view the "Transaction Details".

3 Transaction Details



On the transaction details screen. click "Cancel Transaction".

4 Cancel Transaction



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

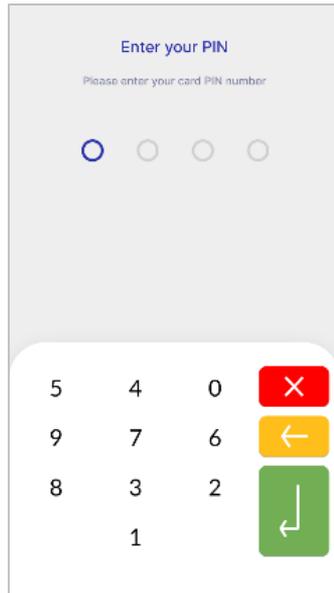
*If the customer wishes to use their **digital wallet** (Apple Pay, Google Pay, Samsung Pay), ask them to bring their device closer to the POS.*



4. Transaction Cancellation (continued)

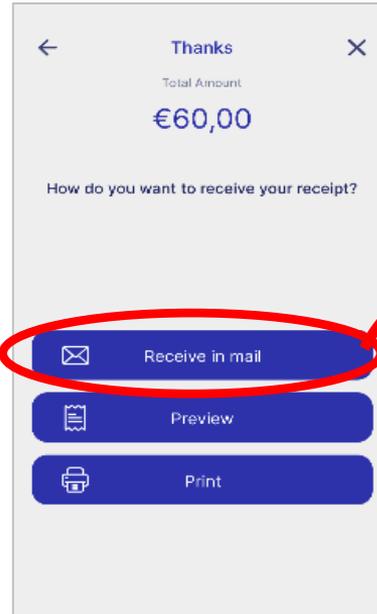


5 PIN



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

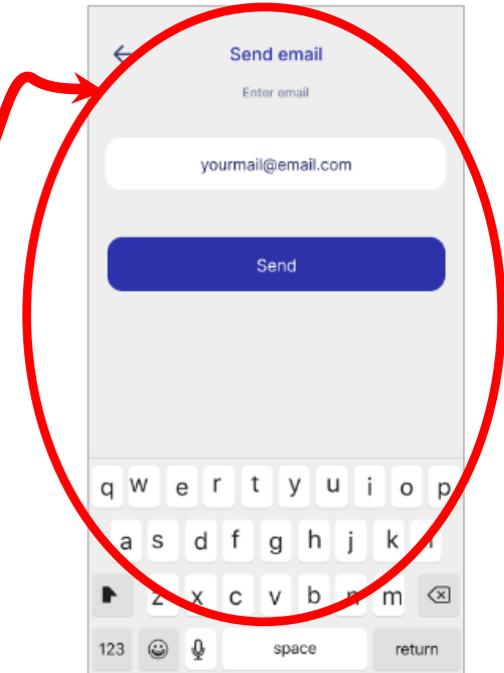
6 Completion & Receipt



For the receipt, select either

- Receipt by email to the customers email address
- Preview on POS screen,
- Print.

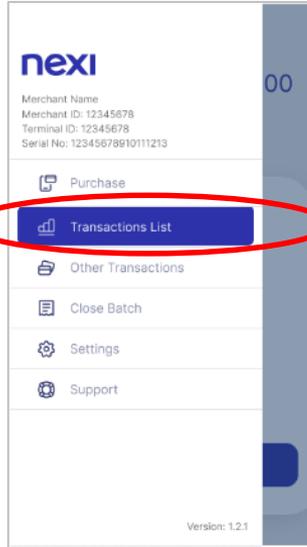
Example of transaction receipt by email



4. Transaction Cancellation

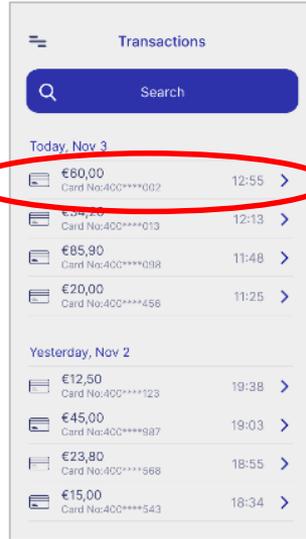


1 Select Transactions List



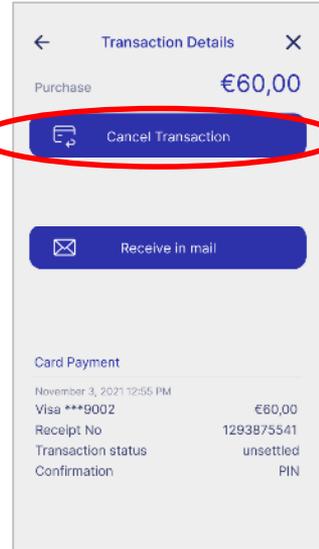
Please select "Transactions List" from the Menu.

2 Search



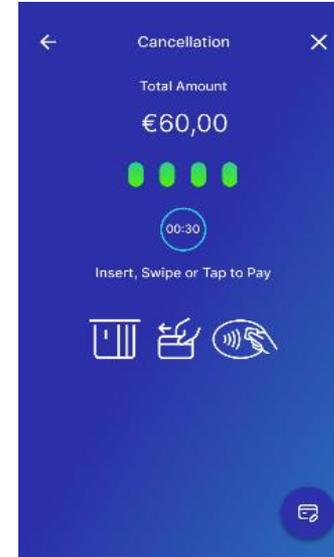
- Search and select the transaction you want to cancel from the list
- Click on > to view the "Transaction Details".

3 Transaction Details



On the transaction details screen. click "Cancel Transaction".

4 Cancel Transaction



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

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



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
- Receipt by email to the customer's email address.
 - Preview on POS screen
 - or Print

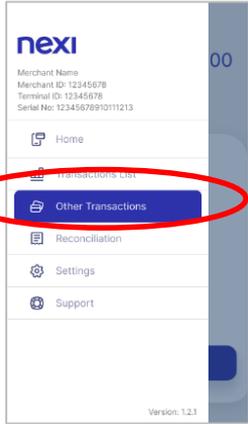
Example of transaction receipt by email

5. Refund



1

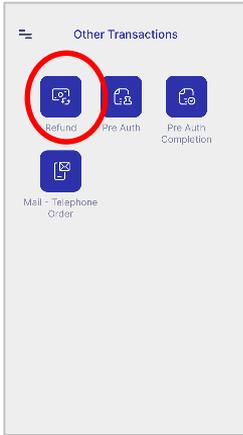
Select "Other Transactions"



Please select "Other Transactions" from the Menu.

2

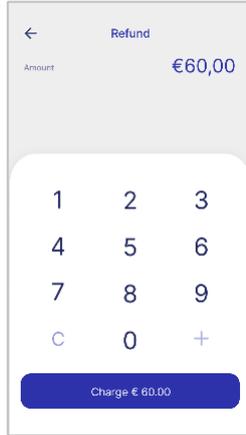
Select Refund



Select "Refund".

3

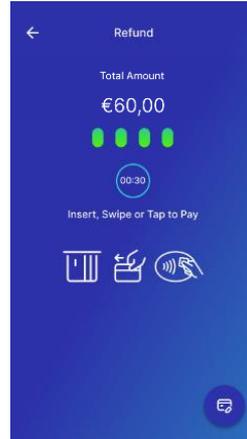
Enter Refund Amount



Enter the Amount to be refunded.

4

Refund

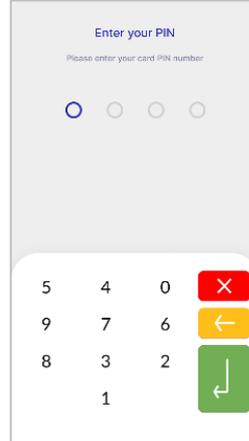


Tap, insert or swipe customer's card into the reader.

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

5

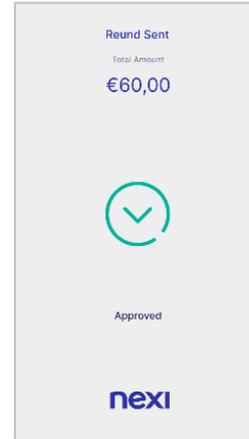
PIN



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

6

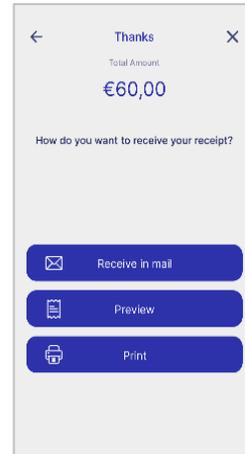
Refund Sent



The refund is approved.

7

Completion & Receipt



For the receipt, select either

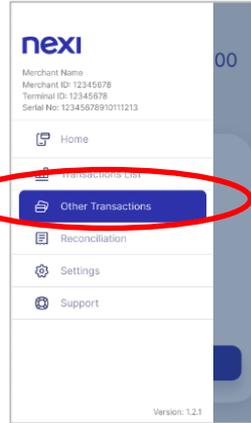
- Send by email
- Preview on POS screen
- Print.

6. Pre-Authorization



1

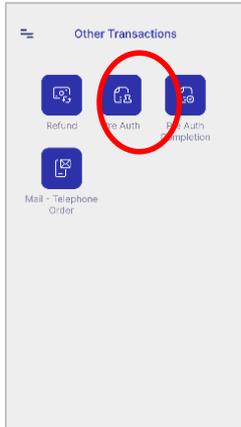
Select "Other Transactions"



Please select "Other Transactions"

2

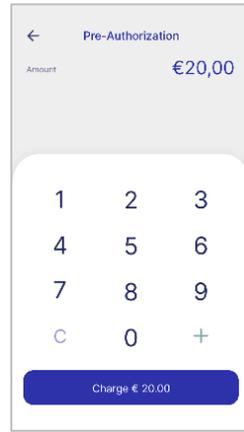
Select "Pre-Auth"



Click on "Pre-Auth"

3

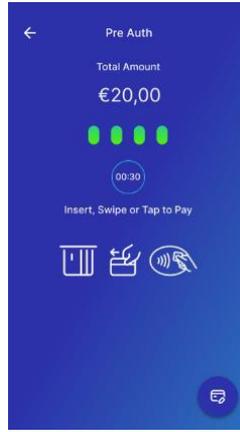
Enter Amount



Enter "Pre-Authorization" amount

4

Pre-Auth

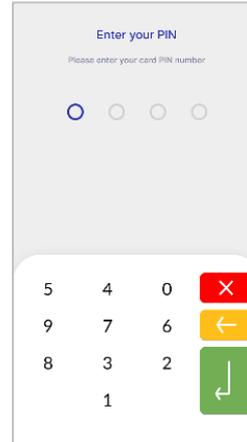


Tap, insert or swipe the customer's card into the reader

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

5

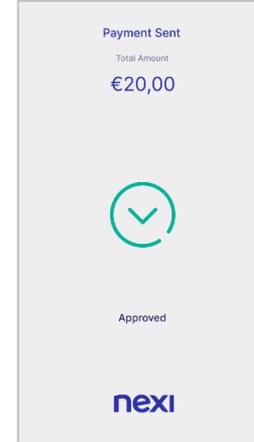
PIN



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

6

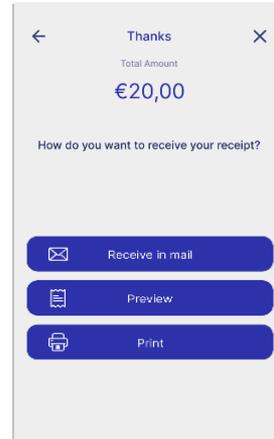
Payment Sent



The payment transaction is approved.

7

Completion & Receipt



For the receipt, select either

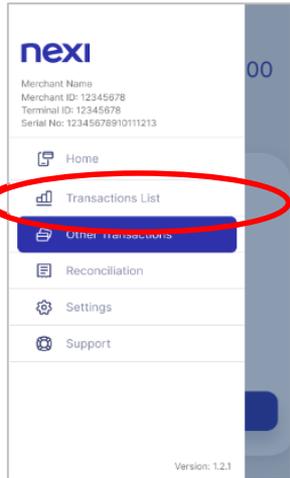
- Send by email
- Preview on POS screen
- Print.

7. Pre-Authorization Completion



1

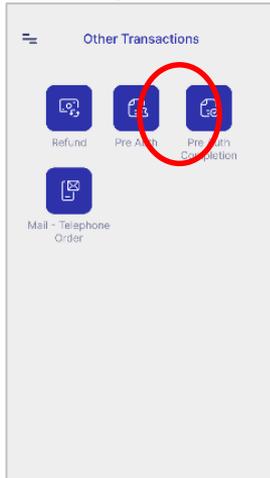
Select "Other Transactions"



Please select "Other Transactions".

2

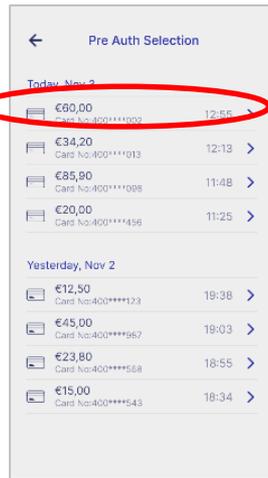
Select "Pre-Auth Completion"



Click on "Pre-Auth Completion".

3

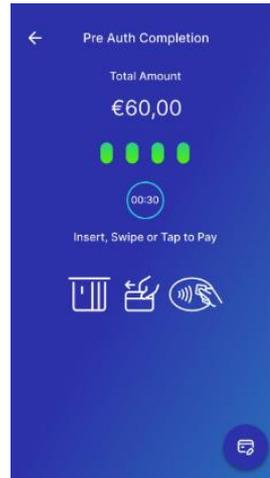
Select Transaction



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

4

Pre-auth Completion

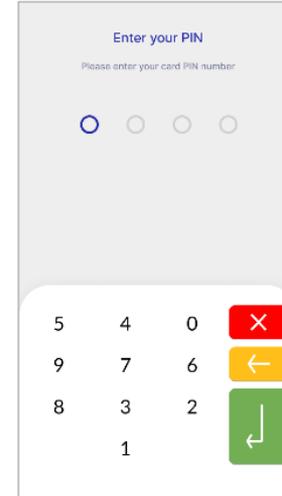


Tap, insert or swipe the customer's card into the reader.

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

5

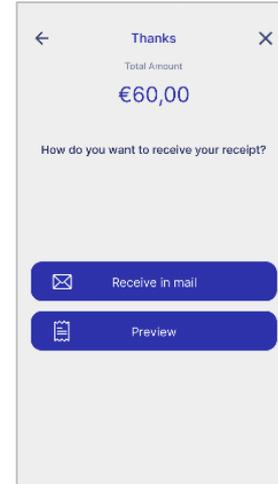
PIN



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 either

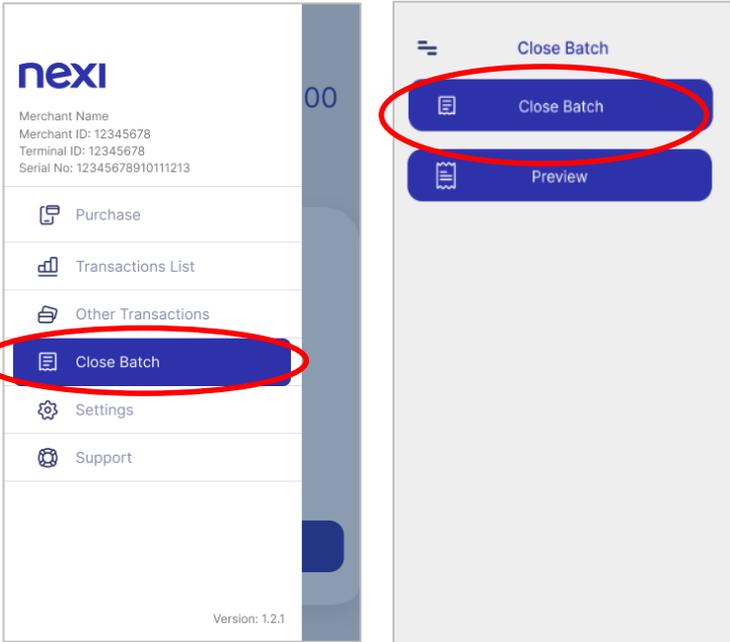
- Send by email
- Preview on POS screen
- Print.

8. Close Batch



1

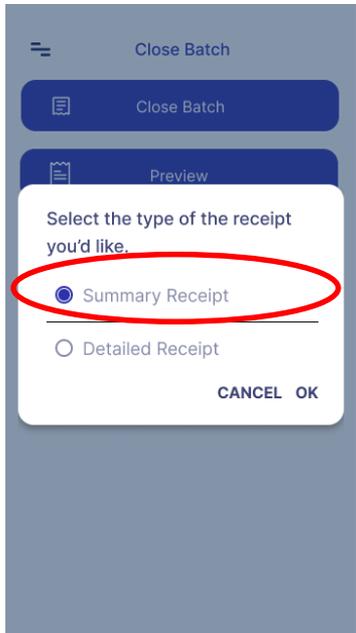
Select "Close Batch"



Select "Close Batch" from the main Menu.

2

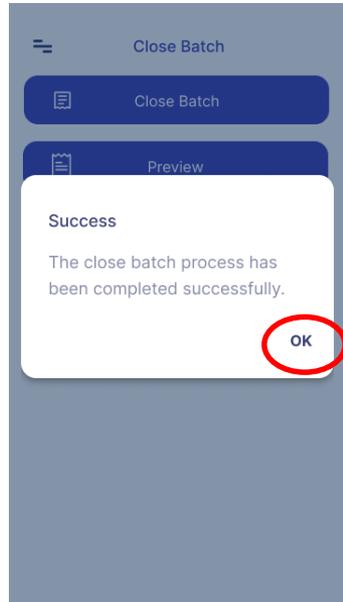
Select Receipt Type



Select "Summary Receipt" or "Detailed printing" and then click "OK".

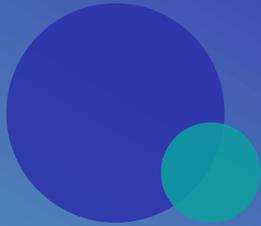
3

Successful Batch Close



When the message "Success" appears, click "OK".

The POS closes the package.



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