

nexi

Nexi SmartPOS<sup>®</sup>  
with printer

PAX A910

User Manual

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June 2022, release 1.0 | Payment Application



# Nexi SmartPOS® with printer - PAX A910



## User Manual

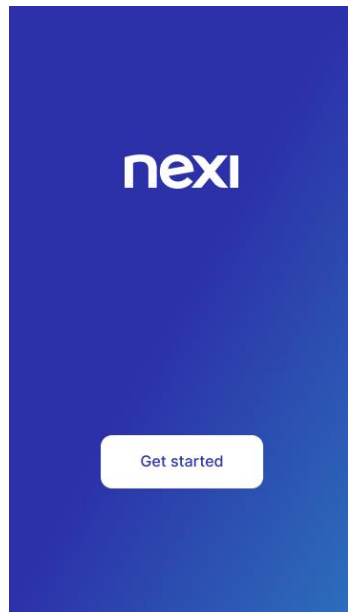
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# 1. Launch application

1

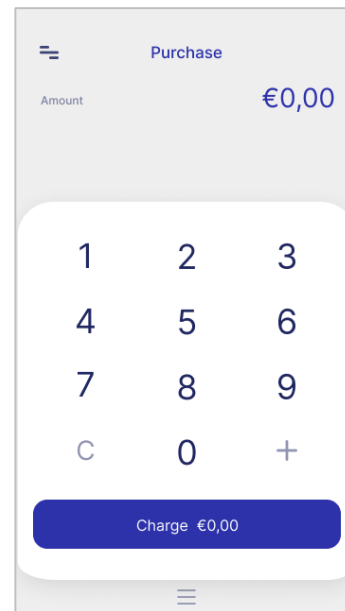
Get started



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

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.

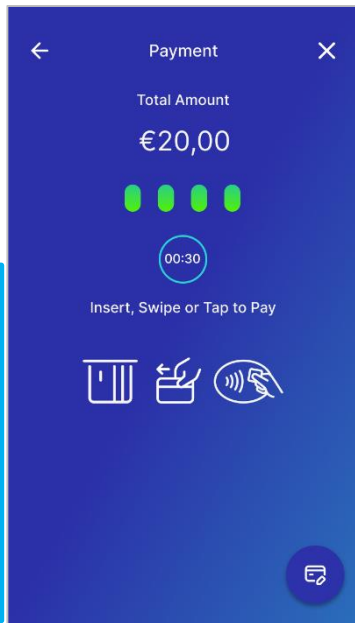
### 3 Installments

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

## 2. Purchase (continued)



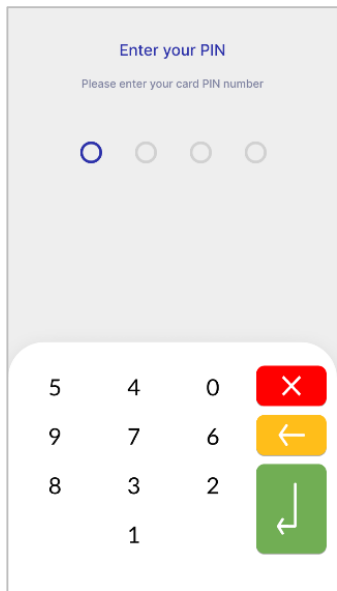
### 4 Payment



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.

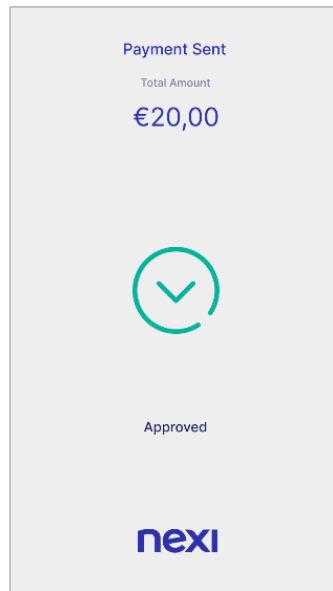
Insert, swipe or tap the customer's card into the reader.

### 5 PIN



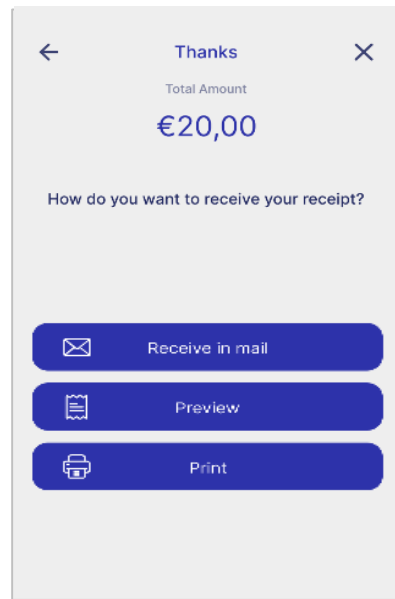
If the system requests it, hand the POS to the customer to enter their PIN. Then press the **green button**.

### 6 Sending of Payment



The payment transaction is approved.

### 7 Completion & Receipt



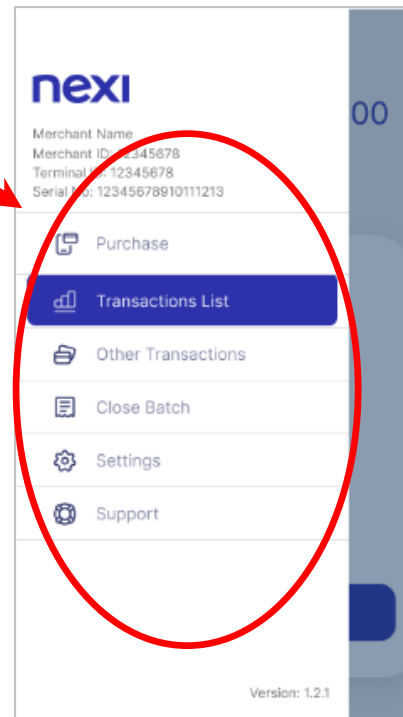
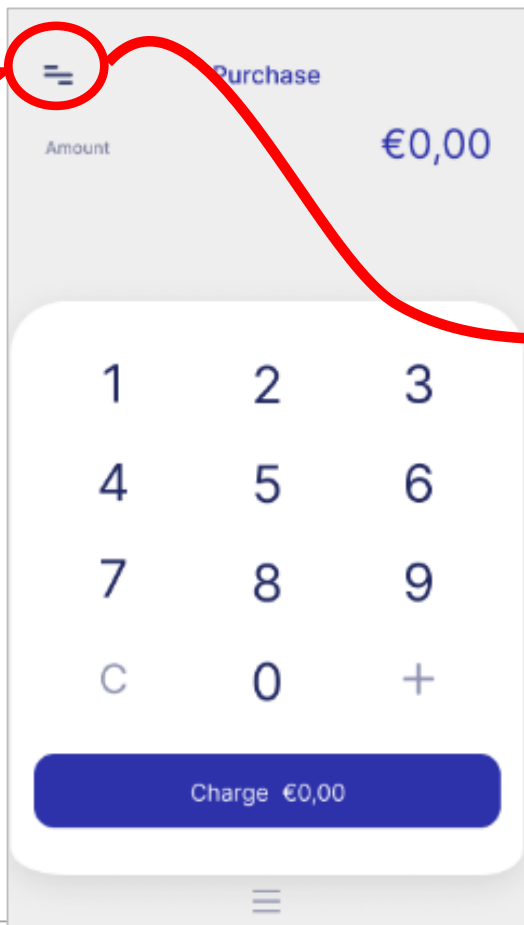
For the receipt, select either

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

### 3. Menu



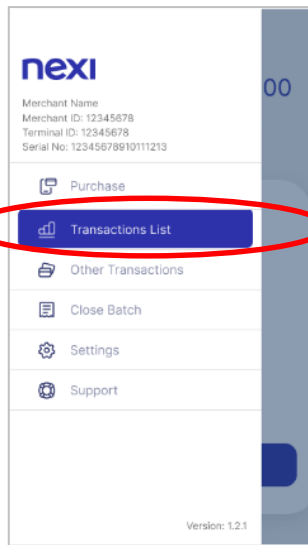
On the **top left** of every screen, click on the **3 dashes** to view the **Menu**.



## 4. Transaction Cancellation

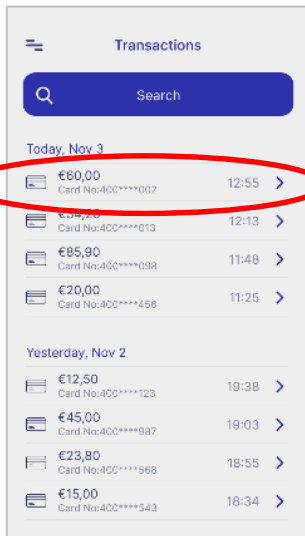


### 1 Select Transactions List



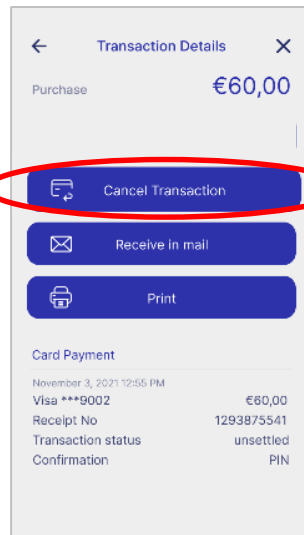
Please select  
“Transactions List”  
from the Menu.

### 2 Search



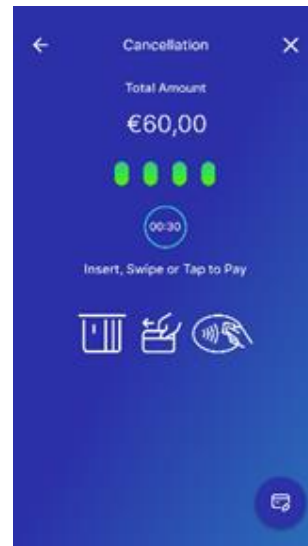
- Search and select the transaction you want to cancel from the list
- Click on > to view the “Transaction Details”.

### 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.*

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 either

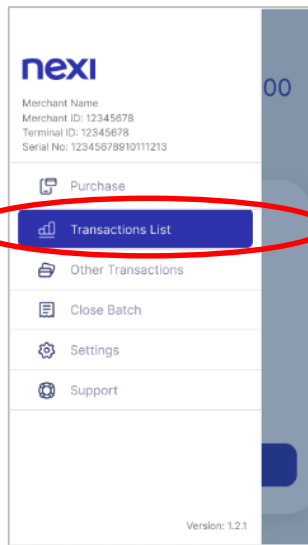
- Receipt by email to the customers email address
- Preview on POS screen,
- Print.

### Example of transaction receipt by email



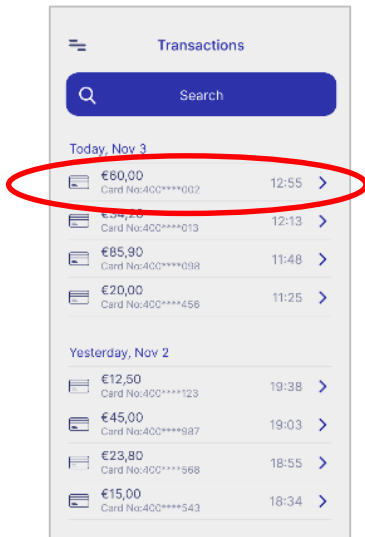
# 4. Transaction Cancellation

## 1 Select Transactions List



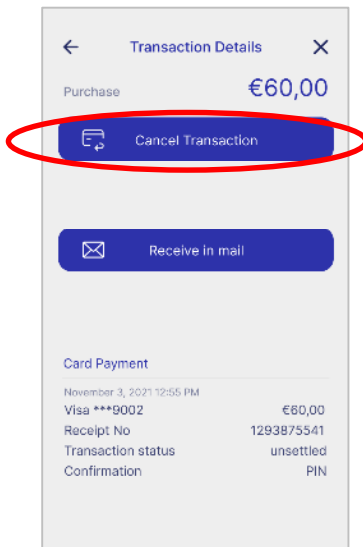
Please select  
“Transactions List”  
from the Menu.

## 2 Search



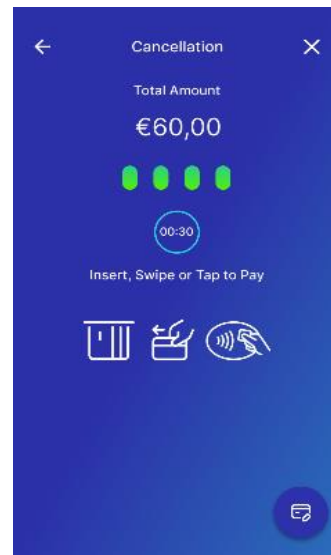
- Search and select the transaction you want to cancel from the list
- Click on > to view the “Transaction Details”.

## 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.*

continue

## 4. Transaction Cancellation (continued)



### 5 PIN

Enter your PIN

Please enter your card PIN number

○ ○ ○ ○

5 4 0 [Red X] [Yellow Left Arrow] [Green Right Arrow]

9 7 6

8 3 2

1

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

### 6 Completion & Receipt

Thanks

Total Amount

€60,00

How do you want to receive your receipt?

[Envelope icon] Receive in mail

[Receipt icon] Preview

[Printer icon] Print

- 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

Send email

Enter email

yourmail@email.com

Send

q w e r t y u i o p

a s d f g h j k l

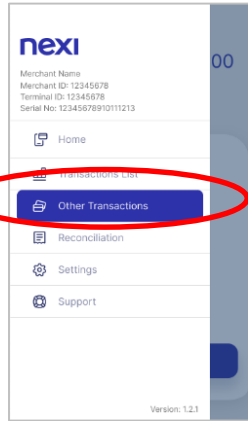
z x c v b n m

123 space return

# 5. Refund

1

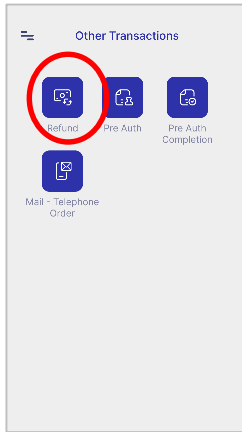
Select "Other Transactions"



Please select "Other Transactions" from the Menu.

2

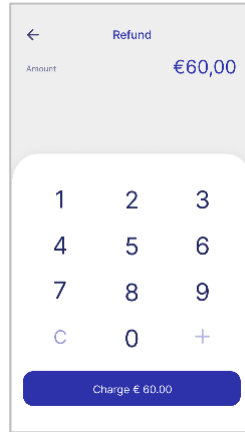
Select Refund



Select "Refund".

3

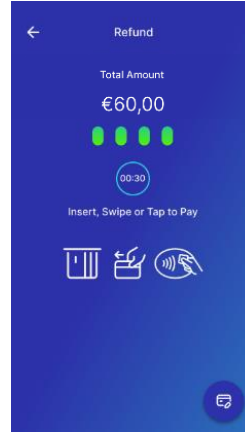
Enter Refund Amount



Enter the Amount to be refunded.

4

Refund

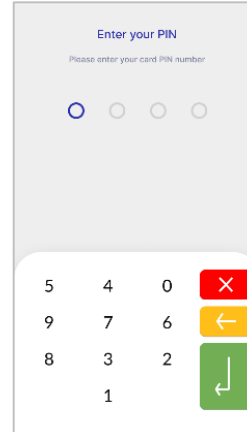


Tap, insert or swipe customer's card into the reader.

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

5

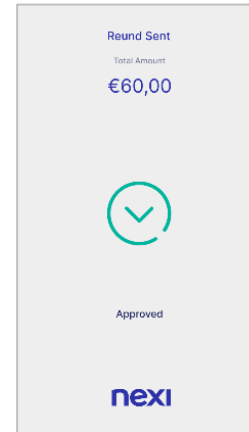
PIN



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

6

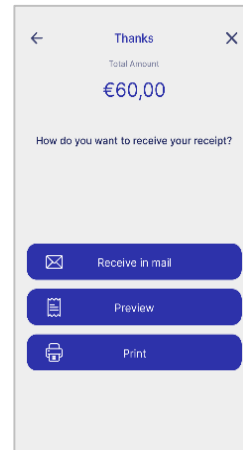
Refund Sent



The refund is approved.

7

Completion & Receipt



For the receipt, select either

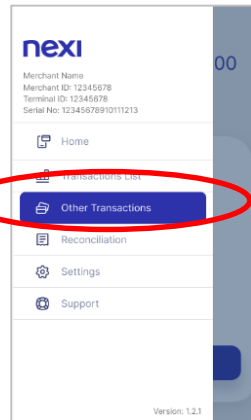
- Send by email
- Preview on POS screen
- Print.

# 6. Pre-Authorization



1

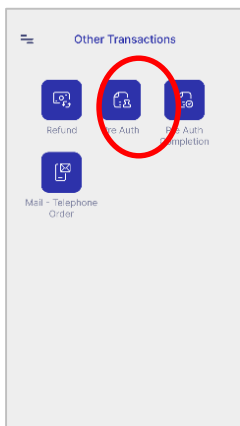
Select "Other Transactions"



Please select "Other Transactions"

2

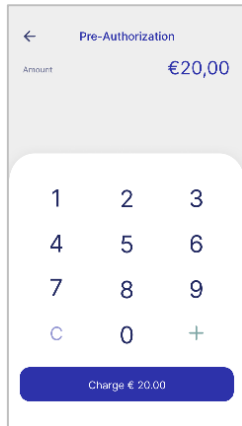
Select "Pre-Auth"



Click on "Pre-Auth"

3

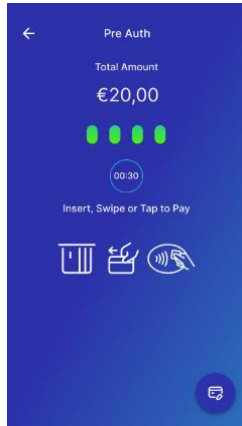
Enter Amount



Enter "Pre-Authorization" amount

4

Pre-Auth

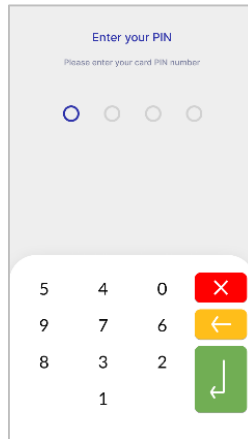


Tap, insert or swipe the customer's card into the reader

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

5

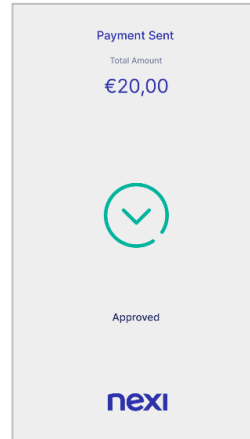
PIN



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

6

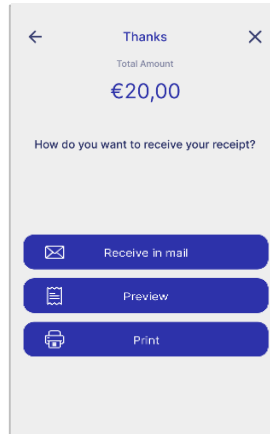
Payment Sent



The payment transaction is approved.

7

Completion & Receipt



For the receipt, select either

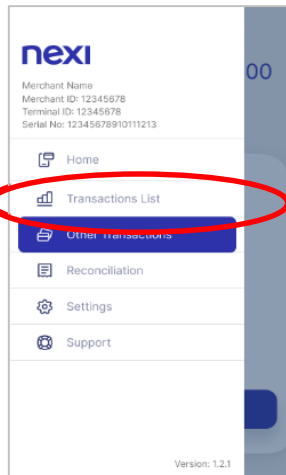
- Send by email
- Preview on POS screen
- Print.

# 7. Pre-Authorization Completion



1

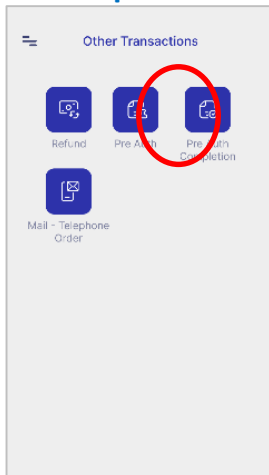
Select "Other Transactions"



Please select "Other Transactions".

2

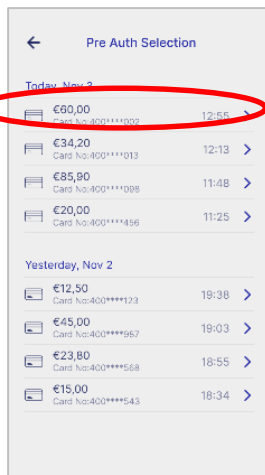
Select "Pre-Auth Completion"



Click on "Pre-Auth Completion".

3

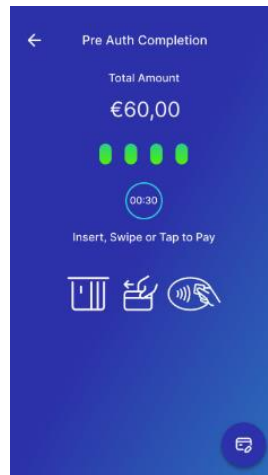
Select Transaction



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

4

Pre-auth Completion

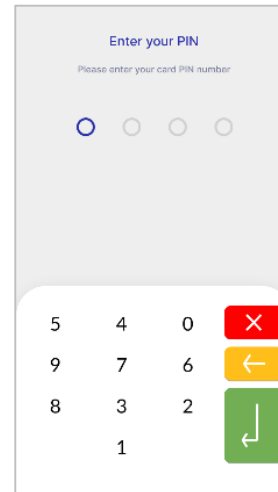


Tap, insert or swipe the customer's card into the reader.

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

5

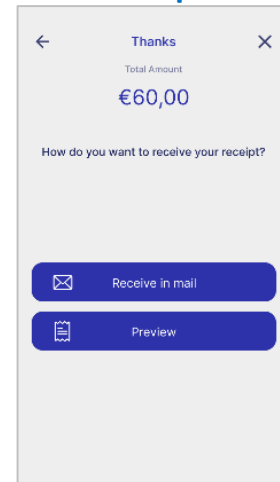
PIN



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

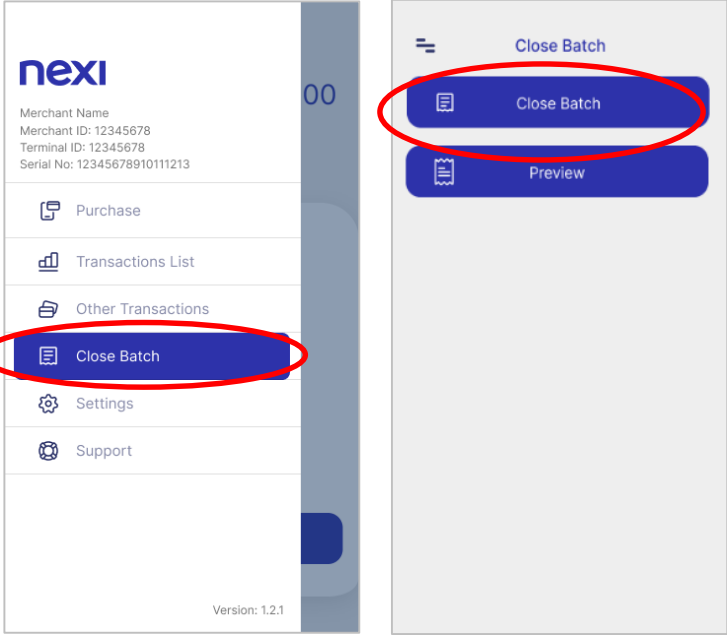
- Send by email
- Preview on POS screen
- Print.

# 8. Close Batch



1

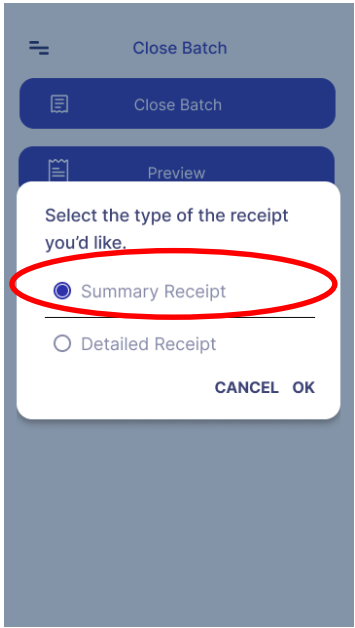
Select “Close Batch”



Select “Close Batch” from the main Menu.

2

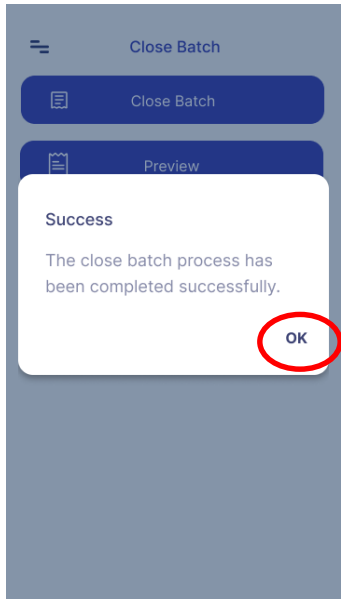
Select Receipt Type



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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