

nexi

Nexi SmartPOS® Mini

PAX A50

Operating Instructions

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September 2023



# Operating Instructions: Nexi SmartPOS® Mini PAX A50

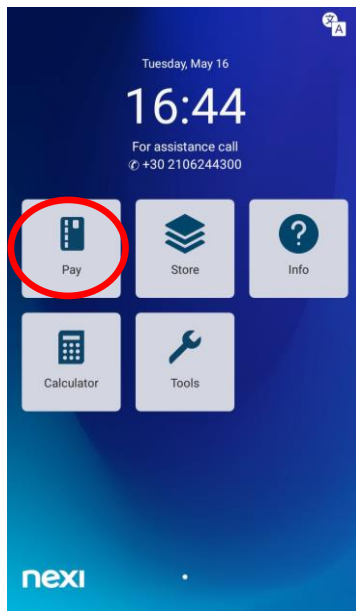


## Contents

1. [Launch Application](#)
2. [Menu](#)
3. [Purchase \(including Tip, Installments and DCC options\)](#)
4. [MOTO Purchase \(Mail - Telephone Order\)](#)
5. [Transaction Cancellation \(Void\)](#)
6. [Refund](#)
7. [Pre-Authorization](#)
8. [Pre-Authorization Completion](#)
9. [Preview Open Batch](#)
10. [Close Batch](#)
11. [Preview Latest Closed Batch](#)
12. [Short Transaction Guide – to be printed](#)

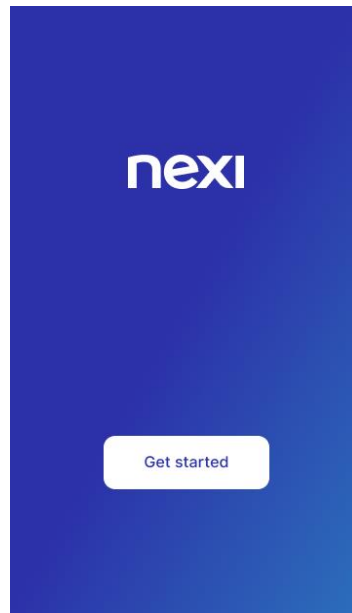
# 1. Launch application

## 1 Initial Menu



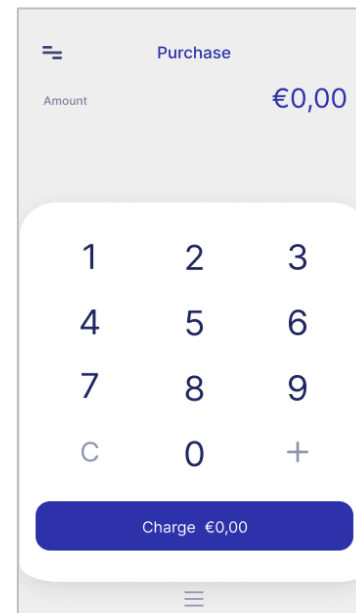
Press "Pay"

## 2 Get Started



To start please press "Get started".

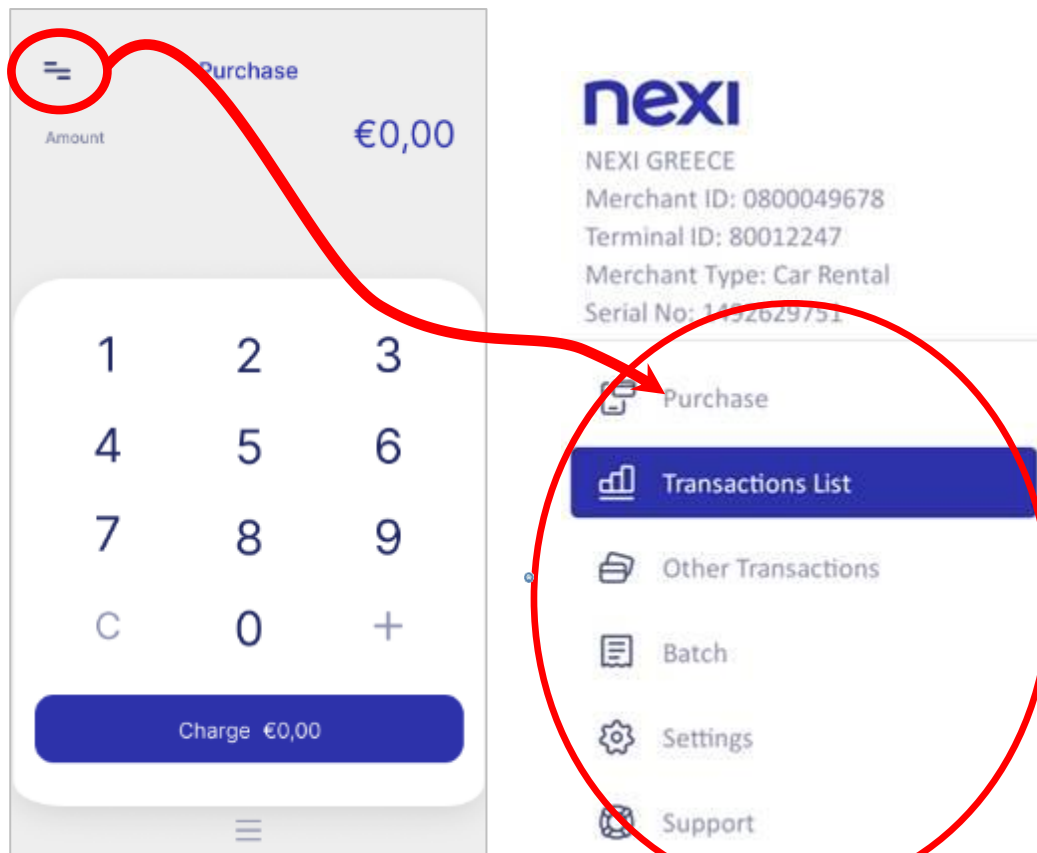
## 3 Initiate a Purchase Transaction



You will be automatically redirected to the purchase screen.

## 2. Menu

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



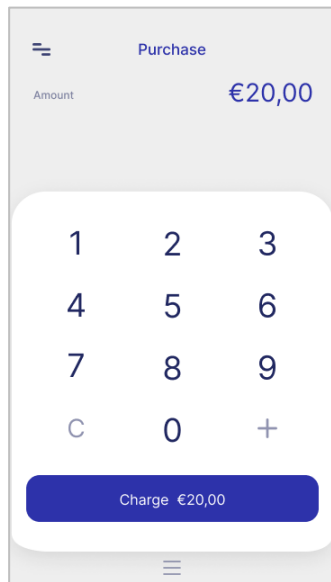
# 3. Purchase

[1/2]



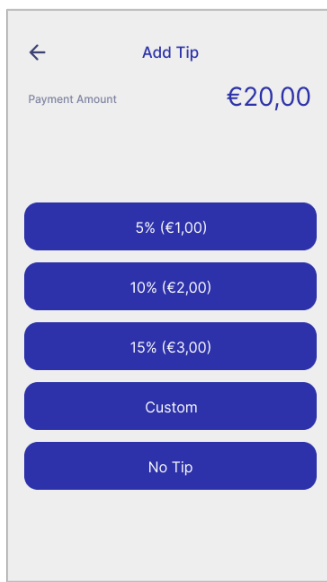
\* Installments and Tip Options are available to specific merchants upon request and are subject to approval.

## 1 Enter Amount



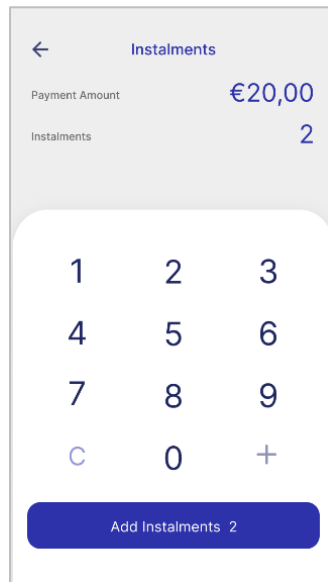
Please enter the transaction amount and then click "Charge".

## 2 Tip\*



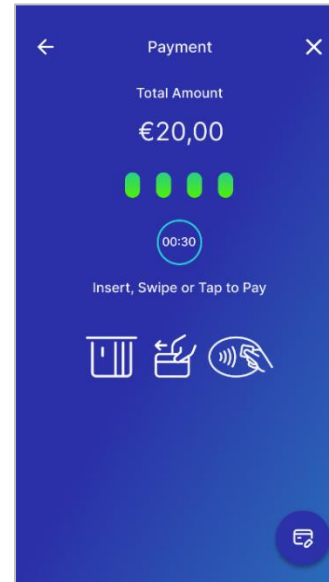
If it is available for your company and if the customer requests it, please press the tip amount or percentage. Alternatively, press the option "No Tip".

## 3 Installments\*



If it is available for your company and if the customer requests it, please enter the number of installments. Alternatively enter the number "0".

## 4 Card Reading



Tap the card over the POS or insert it into the card reader.

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

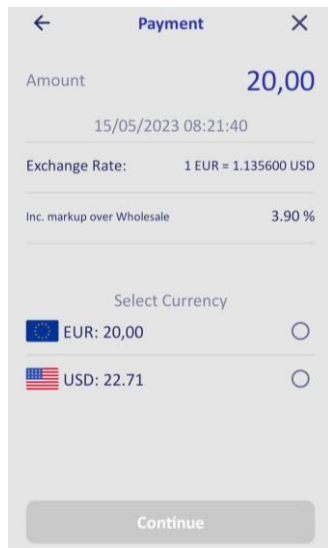
# 3. Purchase

[2/2]



\*\* Dynamic Currency Conversion (DCC) is available to specific merchants upon request and is subject to approval.

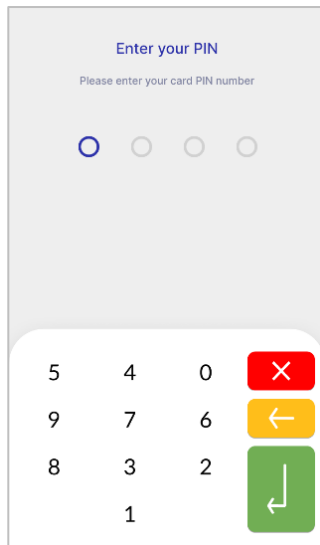
## 5 Currency Selection \*\*



If supported for your company and if the customer's card is in a currency other than €, please **hand the POS to the cardholder** so that they can select the currency of the transaction and press "Continue".

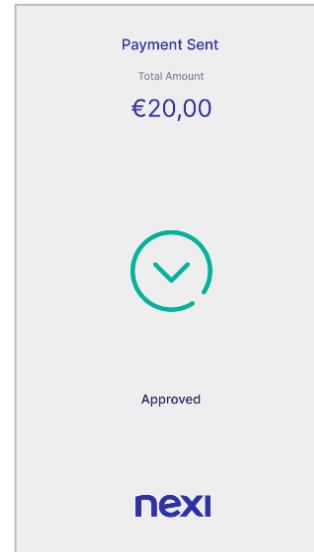


## 6 PIN



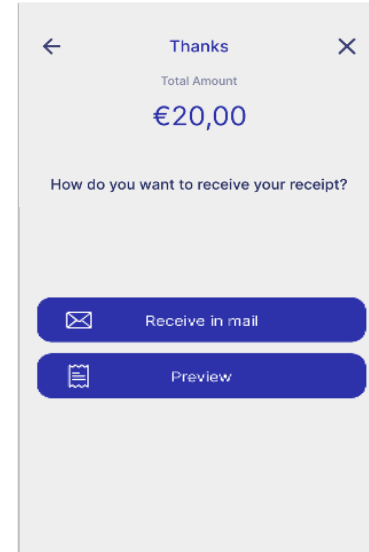
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

## 7 Processing Payment



The payment transaction is approved.

## 8 Completion & Receipt



Please press:

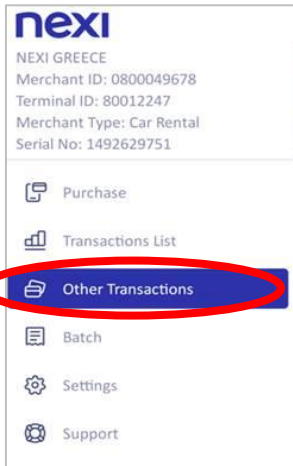
- Receipt to the customer's email address
- Preview on POS

# 4. MOTO Purchase (Mail – Telephone Order)



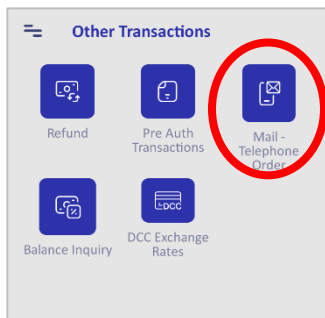
 MOTO is available upon request and is subject to approval.

## 1 Menu Selection



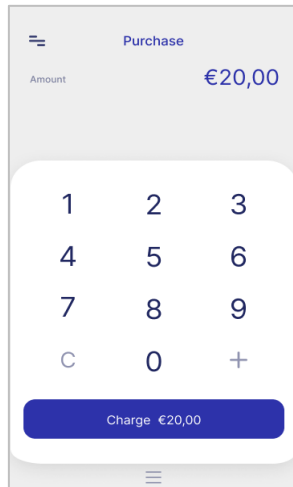
Please select  
“Other Transactions”.

## 2 Select «Mail – Telephone Order»



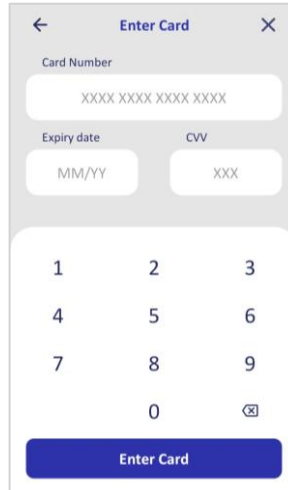
Press  
«Mail-Telephone Order».

## 3 Enter Amount



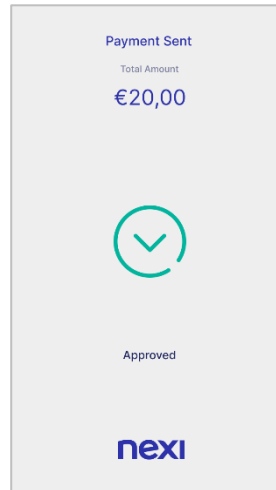
Please enter the  
transaction amount  
and then click  
“Charge”.

## 4 Enter Card Details



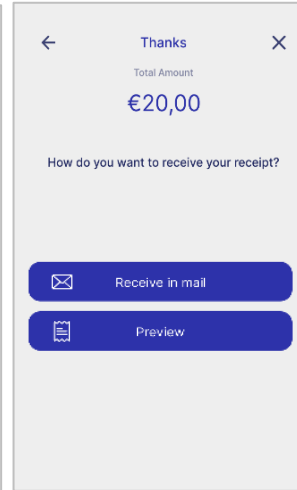
Enter the card  
number, expiration  
date and 3digit  
security code and  
press “Enter Card”.

## 5 Processing Payment



The payment  
transaction is  
approved.

## 6 Completion & Receipt



Please press:

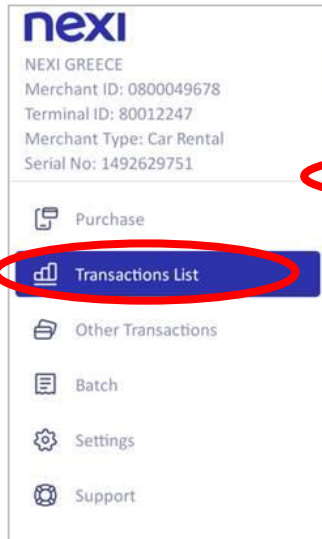
- Receipt to the customer’s email address
- Preview on POS

# 5. Transaction Cancellation (Void)

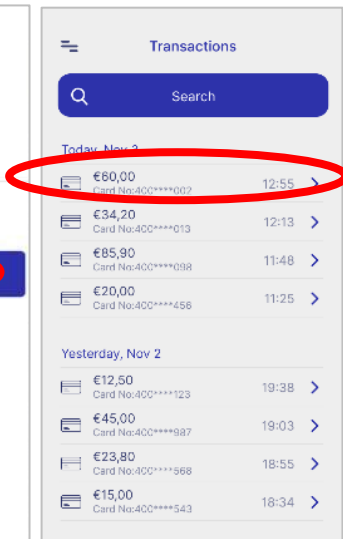
 Only for transactions in the current batch



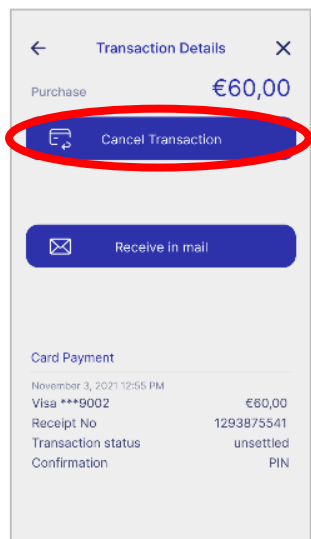
## 1 Menu Selection



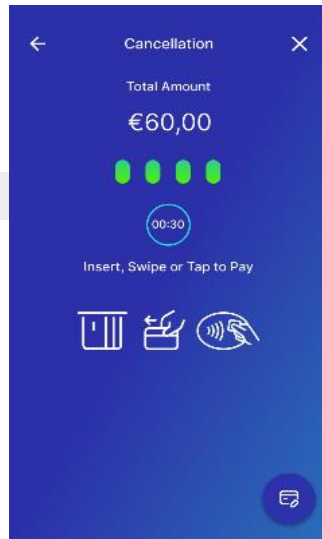
## 2 Select Transaction



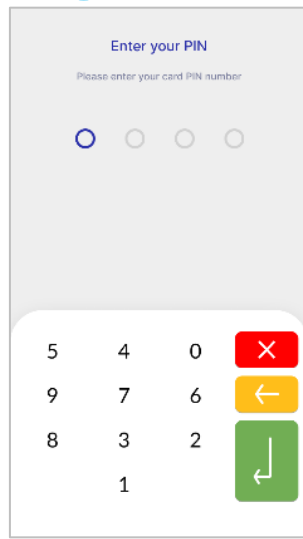
## 3 Transaction Details



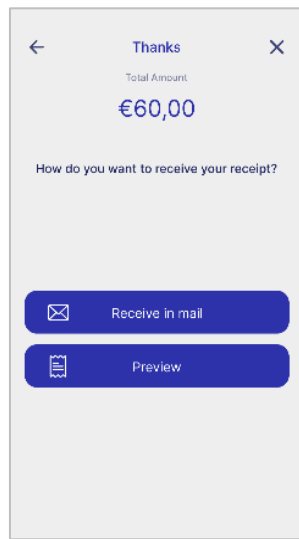
## 4 Transaction Cancellation



## 5 PIN



## 6 Completion & Receipt



Please select "Transactions List".

- Search the transaction you want to cancel.
- Press the symbol ">" to view its details and cancel it.

Press "Cancel Transaction".

Tap the card over the POS or insert it into the card reader.

*If the customer wishes to pay with a digital wallet, ask them to bring their device closer to the POS.*

If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

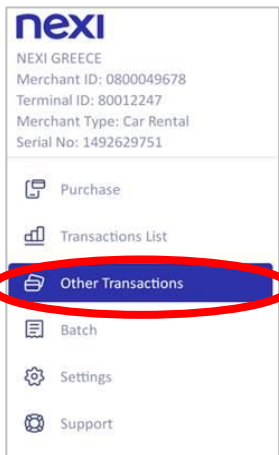
- Please press:
- Receipt to the customer's email address
  - Preview on POS



# 6. Refund

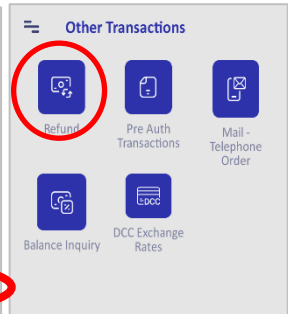


## 1 Menu Selection



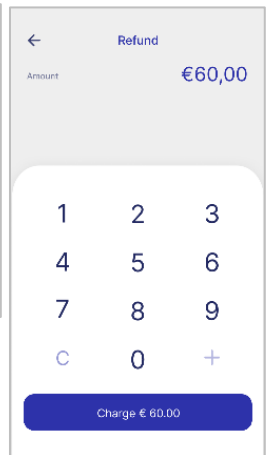
Please select "Other Transactions".

## 2 Select "Refund"



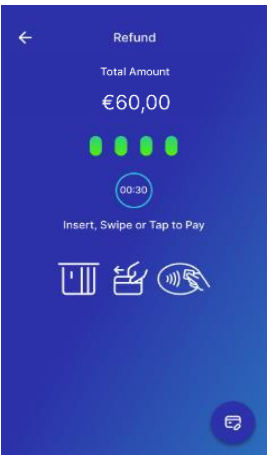
Press "Refund".

## 3 Enter Amount



Enter the amount to be refunded and then click "Charge".

## 4 Refund

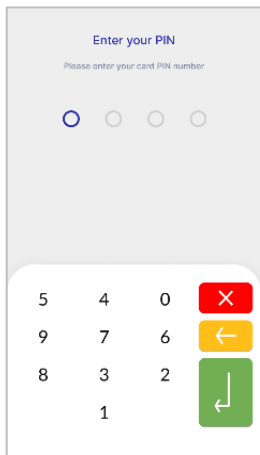


Tap the card over the POS or insert it into the card reader.

*If installments and/or DCC are supported, the relevant screens will appear.*

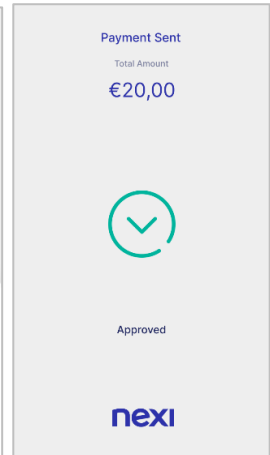
*If the customer wishes to pay with a digital wallet, ask them to bring their device closer to the POS.*

## 5 PIN



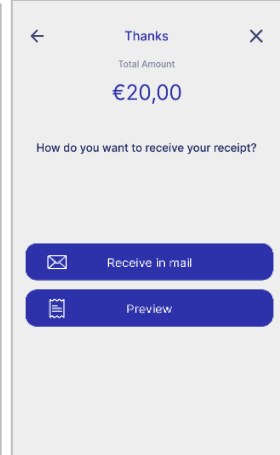
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

## 6 Processing Refund



The refund is approved.

## 7 Completion & Receipt



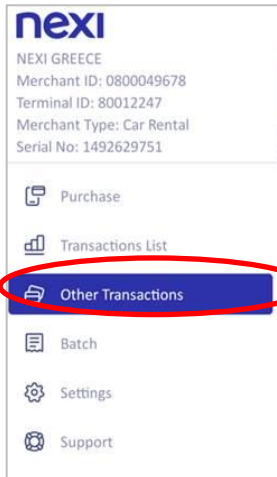
Please press:  
• Receipt to the customer's email address  
• Preview on POS

# 7. Pre-Authorization



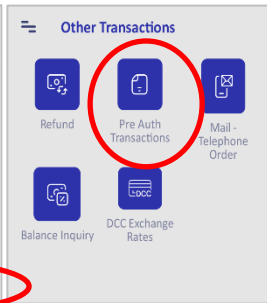
This transaction is available to specific merchant categories (hotels, travel agencies, car rentals etc).

**1** Menu Selection



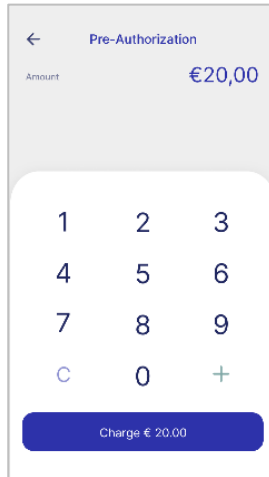
Please select "Other Transactions".

**2** Select "Pre-Auth"



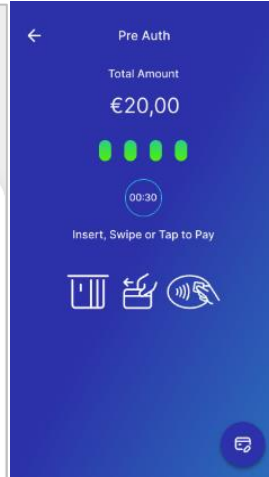
Press "Pre-Auth Transactions". On the next screen press "Pre-Auth".

**3** Enter Amount



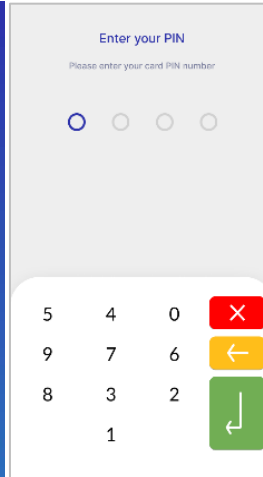
Enter the Pre-Auth amount and then click "Charge".

**4** Pre-Auth



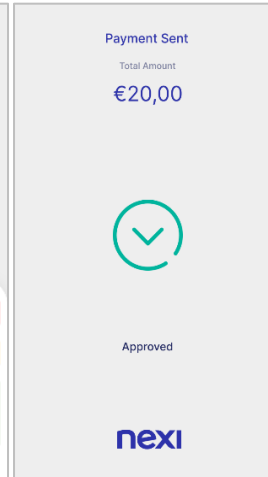
Tap the card over the POS or insert it into the card reader. *If the customer wishes to use a digital wallet, ask them to bring their device closer to the POS.*

**5** PIN



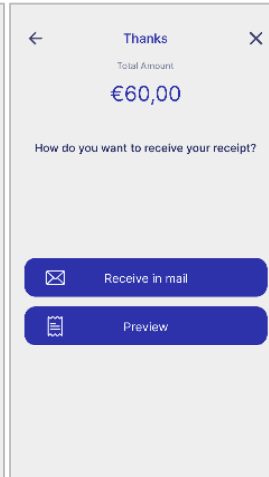
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

**6** Processing Pre-Auth



The transaction is approved

**7** Completion & Receipt

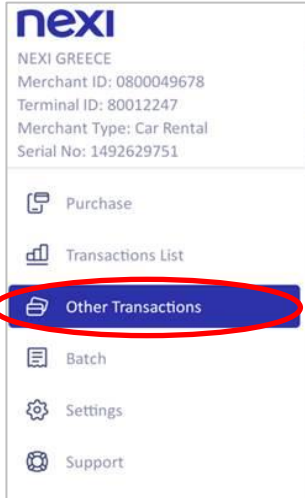


Please press:  
• Receipt to the customer's email address  
• Preview on POS

# 8. Pre-Authorization Completion

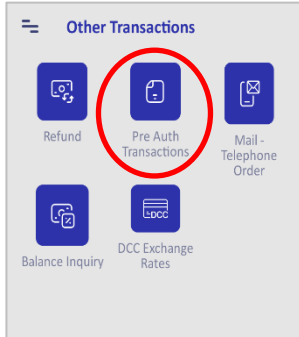


## 1 Menu Selection



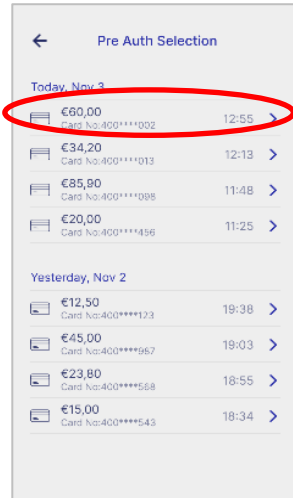
Please select "Other Transactions".

## 2 Select "Pre-Auth"



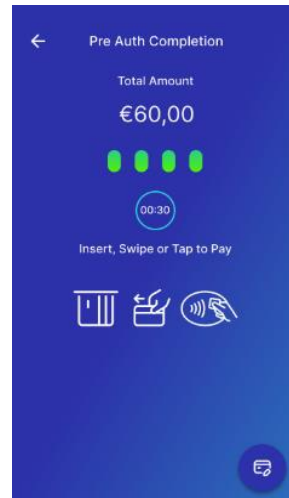
Press "Pre-Auth Transactions".  
On the next screen, press "Pre-Auth Completion".

## 3 Select Transaction



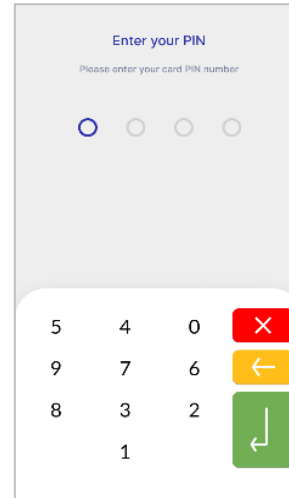
- Select the transaction you want from the list
- Click on > to view the "Transaction Details" and proceed with the completion.

## 4 Pre-Auth Completion



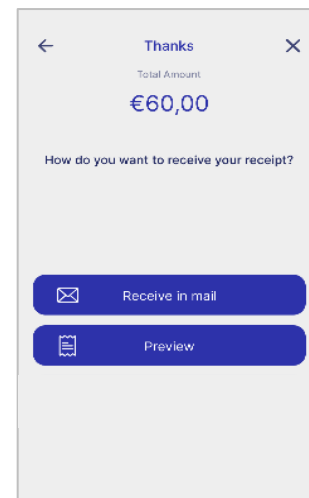
Tap the card over the POS or insert it into the card reader.

## 5 PIN



If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

## 6 Completion & Receipt

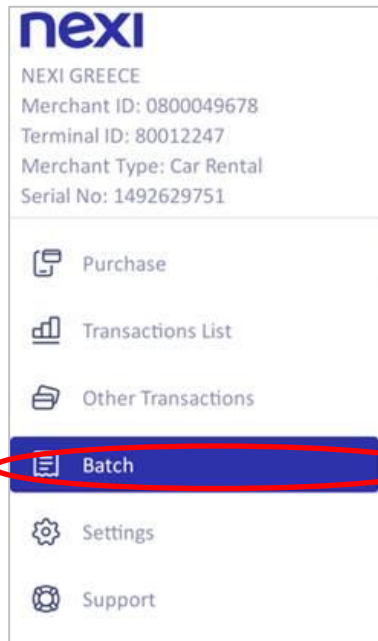


- Please press:
- Receipt to the customer's email address
  - Preview on POS

# 9. Preview Open Batch

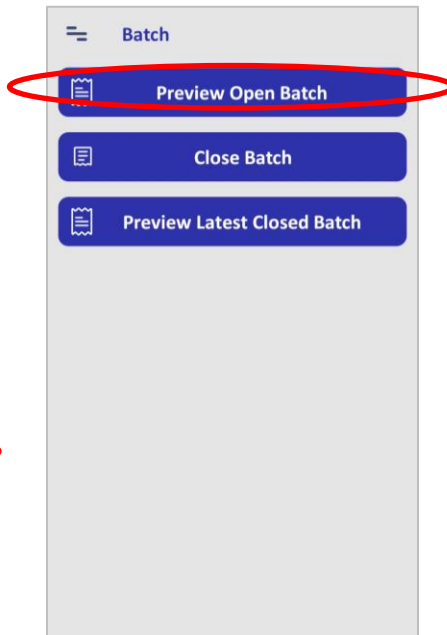


## 1 Menu Selection



Please select  
"Batch".

## 2 Select "Preview Open Batch"



Press  
"Preview Open Batch".

## 3 Preview Open Batch



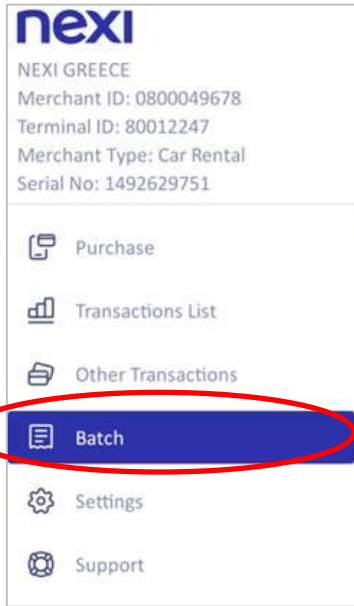
The open batch appears on  
screen.

# 10. Close Batch



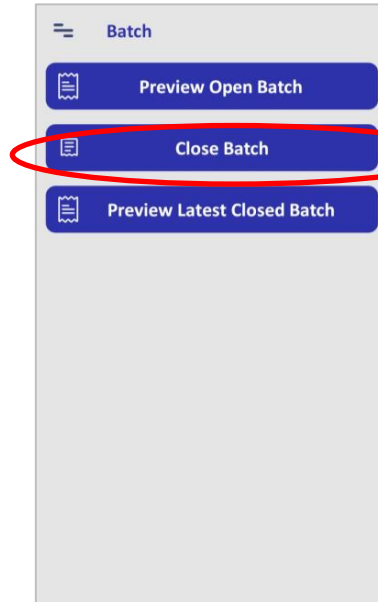
 It is recommended to run daily, if transactions are made.

## 1 Menu Selection



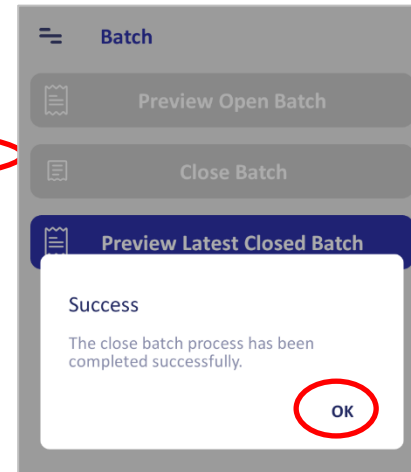
Select "Batch".

## 2 Select "Close Batch"



Press "Close Batch".

## 3 Successful Batch Close

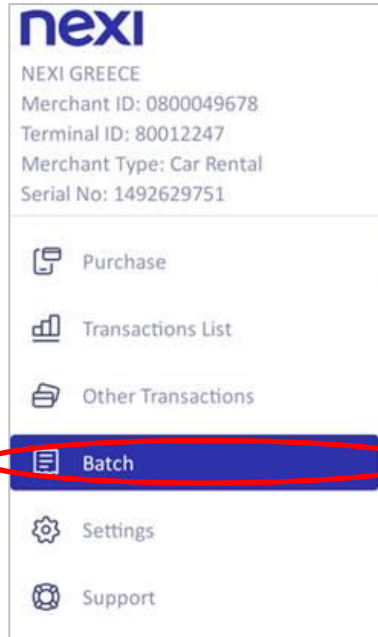


Press "OK".  
The batch is closed.

# 11. Preview Latest Closed Batch

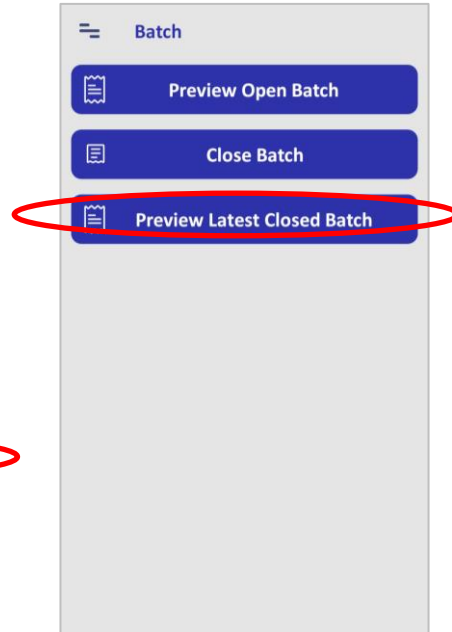


## 1 Menu Selection



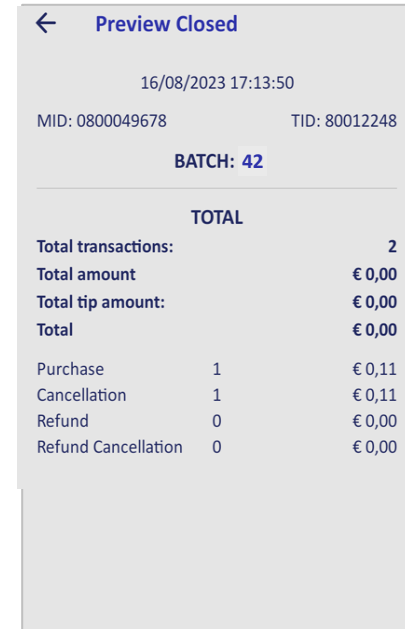
Please select  
"Batch".

## 2 Select "Preview Latest Closed Batch"









Press  
"Preview Latest Closed Batch".

## 3 Preview Latest Closed Batch









The latest closed batch appears  
on screen.



TRANSACTION TYPE	TRANSACTION FLOW					
 <p><b>PURCHASE</b></p>	<p><b>1</b> SELECT "PAY" FROM THE MENU</p>	<p><b>2</b> ENTER THE AMOUNT AND PRESS "CHARGE"</p>	<p><b>3</b> CARD READING (CONTACTLESS / CHIP &amp; PIN/ MAGNETIC)</p>	<p><b>4</b> ENTER PIN (IF REQUESTED)</p>	<p><b>5</b> COMPLETION &amp; RECEIPT (VIA EMAIL OR PREVIEW ON SCREEN)</p>	
 <p><b>PURCHASE WITH INSTALLMENTS</b> UPON AVAILABILITY</p>	<p><b>1</b> SELECT "PAY" FROM THE MENU</p>	<p><b>2</b> ENTER THE AMOUNT AND PRESS "CHARGE"</p>	<p><b>3</b> ENTER NUMBER OF INSTALLMENTS OR "0"</p>	<p><b>4</b> CARD READING (CONTACTLESS / CHIP &amp; PIN/ MAGNETIC)</p>	<p><b>5</b> ENTER PIN (IF REQUESTED)</p>	<p><b>6</b> COMPLETION &amp; RECEIPT (VIA EMAIL OR PREVIEW ON SCREEN)</p>
 <p><b>PURCHASE WITH TIP</b> UPON AVAILABILITY</p>	<p><b>1</b> SELECT "PAY" FROM THE MENU"</p>	<p><b>2</b> ENTER THE AMOUNT AND PRESS "CHARGE"</p>	<p><b>3</b> ENTER TIP AMOUNT (FROM SELECTION) OR "NO TIP" OPTION</p>	<p><b>4</b> CARD READING (CONTACTLESS / CHIP &amp; PIN/ MAGNETIC)</p>	<p><b>5</b> ENTER PIN (IF REQUESTED)</p>	<p><b>6</b> COMPLETION &amp; RECEIPT (VIA EMAIL OR PREVIEW ON SCREEN)</p>
 <p><b>VOID</b> ONLY FOR TRANSACTIONS IN THE CURRENT BATCH</p>	<p><b>1</b> SELECT "TRANSACTION LIST" FROM THE MENU</p>	<p><b>2</b> SELECT THE TRANSACTION YOU WANT TO CANCEL . PRESS THE SYMBOL " &gt; " TO VIEW THE TRANSACTION DETAILS AND CANCEL IT.</p>	<p><b>3</b> PRESS "CANCEL TRANSACTION"</p>	<p><b>4</b> CARD READING (CONTACTLESS / CHIP &amp; PIN/ MAGNETIC)</p>	<p><b>5</b> ENTER PIN (IF REQUESTED)</p>	<p><b>6</b> COMPLETION &amp; RECEIPT (VIA EMAIL OR PREVIEW ON SCREEN)</p>
 <p><b>REFUND</b></p>	<p><b>1</b> SELECT "OTHER TRANSACTIONS" FROM THE MENU</p>	<p><b>2</b> PRESS "REFUND" <i>IF SUPPORTED INSTALLMENTS AND/OR DCC THE RELEVANT MENU WILL FOLLOW.</i></p>	<p><b>3</b> ENTER REFUND AMOUNT</p>	<p><b>4</b> CARD READING (CONTACTLESS / CHIP &amp; PIN/ MAGNETIC)</p>	<p><b>5</b> ENTER PIN (IF REQUESTED)</p>	<p><b>6</b> COMPLETION &amp; RECEIPT (VIA EMAIL OR PREVIEW ON SCREEN)</p>
 <p><b>CLOSE BATCH</b> IT IS RECOMMENDED TO RUN DAILY, IF TRANSACTIONS ARE MADE</p>	<p><b>1</b> SELECT "BATCH" FROM THE MENU</p>	<p><b>2</b> PRESS "CLOSE BATCH"</p>	<p><b>3</b> CLOSE BATCH IS COMPLETED.</p>			



TRANSACTION TYPE	TRANSACTION FLOW						
 <b>MOTO PURCHASE</b> (Mail - Telephone Order) UPON AVAILABILITY	<b>1</b> SELECT "OTHER TRANSACTIONS" FROM THE MENU	<b>2</b> PRESS "MAIL – TELEPHONE ORDER"	<b>3</b> ENTER AMOUNT	<b>4</b> ENTER THE CARD DETAILS (NUMBER, EXPIRATION DATE, CVC/CVV)	<b>5</b> COMPLETION & RECEIPT (VIA EMAIL OR PREVIEW ON SCREEN)		
 <b>DCC PURCHASE</b> (Currency Conversion) UPON AVAILABILITY	<b>1</b> SELECT "PAY" FROM THE MENU	<b>2</b> ENTER AMOUNT	<b>3</b> CARD READING (CONTACTLESS/ CHIP & PIN/ MAGNETIC)	<b>4</b> HAND THE POS TO THE CUSTOMER TO SELECT CURRENCY. CURRENCY CONVERSION AMOUNT AND FEE ARE DISPLAYED	<b>5</b> ENTER PIN (IF REQUESTED)	<b>6</b> COMPLETION & RECEIPT (VIA EMAIL OR PREVIEW ON SCREEN)	
 <b>PRE-AUTHORIZATION</b> UPON AVAILABILITY	<b>1</b> SELECT "OTHER TRANSACTIONS" FROM THE MENU	<b>2</b> PRESS "PRE-AUTH TRANSACTIONS"	<b>3</b> PRESS "PRE-AUTH"	<b>4</b> ENTER AMOUNT AND PRESS "CHARGE"	<b>5</b> CARD READING (CONTACTLESS/ CHIP & PIN/ MAGNETIC)	<b>6</b> ENTER PIN (IF REQUESTED)	<b>7</b> COMPLETION & RECEIPT (VIA EMAIL OR PREVIEW ON SCREEN)
 <b>PRE-AUTHORIZATION COMPLETION</b> FOR PRE-AUTHORIZED TRANSACTIONS ONLY	<b>1</b> SELECT "OTHER TRANSACTIONS" FROM THE MENU	<b>2</b> PRESS "PRE-AUTH TRANSACTIONS"	<b>3</b> PRESS "PRE-AUTH COMPLETION"	<b>4</b> SELECT THE PRE-AUTHORIZED TRANSACTION TO COMPLETE	<b>5</b> CARD READING (CONTACTLESS/ CHIP & PIN/ MAGNETIC)	<b>6</b> ENTER PIN (IF REQUESTED)	<b>7</b> COMPLETION & RECEIPT (VIA EMAIL OR PREVIEW ON SCREEN)
 <b>PREVIEW OPEN BATCH</b>	<b>1</b> SELECT "BATCH" FROM THE MENU	<b>2</b> PRESS "PREVIEW OPEN BATCH"	<b>3</b> PREVIEW THE OPEN BATCH ON THE POS SCREEN				
 <b>PREVIEW LATEST CLOSED BATCH</b>	<b>1</b> SELECT "BATCH" FROM THE MENU.	<b>2</b> PRESS "PREVIEW LATEST CLOSED BATCH"	<b>3</b> PREVIEW THE LATEST CLOSED BATCH ON THE POS SCREEN				





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