

nexi

Nexi SmartPOS® Mini

PAX A50

Operating Instructions

September 2023



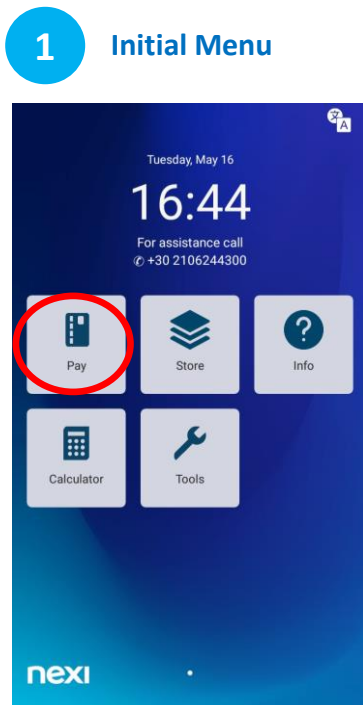
Operating Instructions: Nexi SmartPOS® Mini PAX A50



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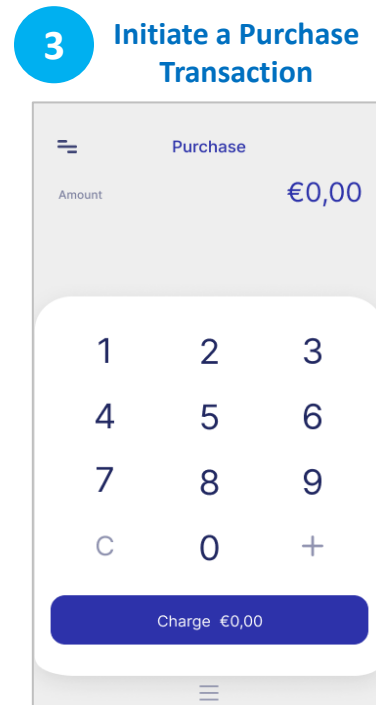
1. Launch application



Press “Pay”



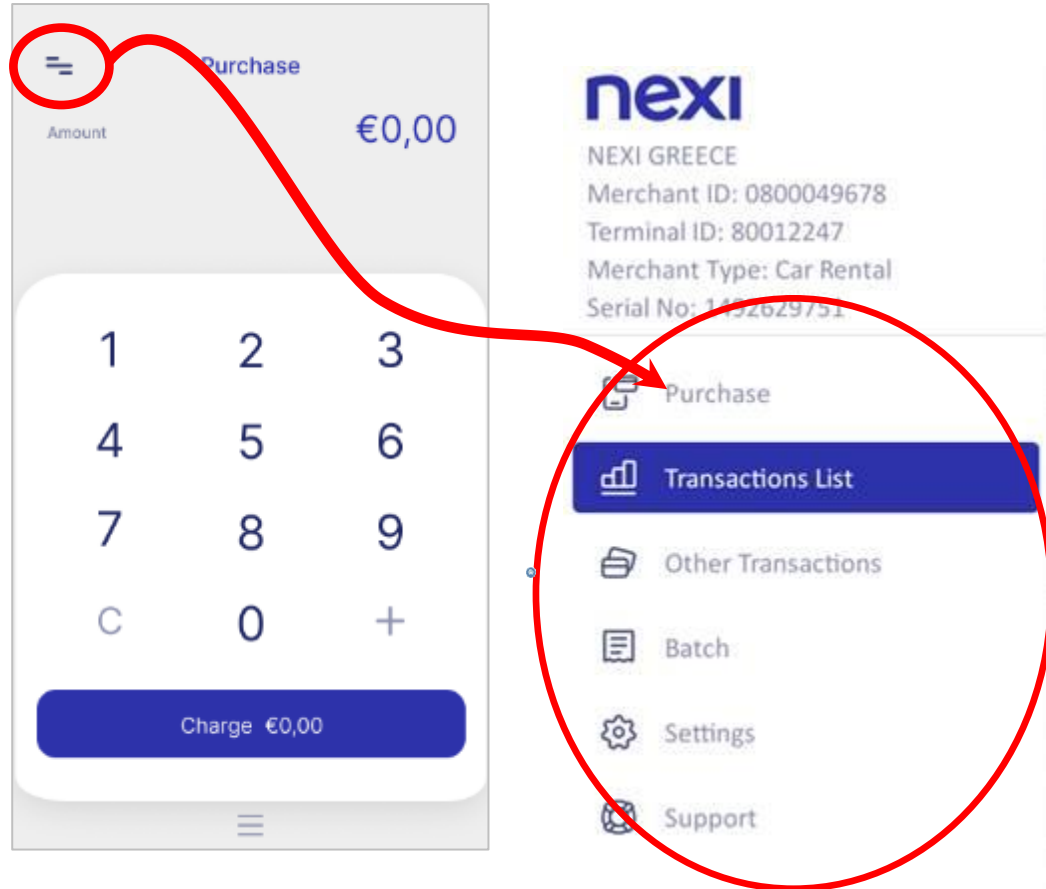
To start please press
“Get started”.



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 **

Payment

Amount 20,00

15/05/2023 08:21:40

Exchange Rate: 1 EUR = 1.135600 USD

Inc. markup over Wholesale 3.90 %

Select Currency

EUR: 20,00

USD: 22.71

Continue

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".

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6

PIN

Enter your PIN

Please enter your card PIN number

5 4 0

9 7 6

8 3 2

1

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

7

Processing Payment

Payment Sent

Total Amount

€20,00

Approved

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The payment transaction is approved.

8

Completion & Receipt

Thanks

Total Amount

€20,00

How do you want to receive your receipt?

Receive in mail

Preview

Please press:

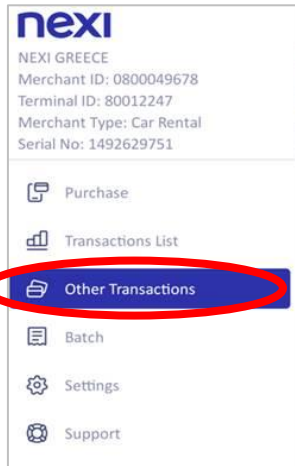
- Receipt to the customer's email address
- Preview on POS

4. MOTO Purchase (Mail – Telephone Order)



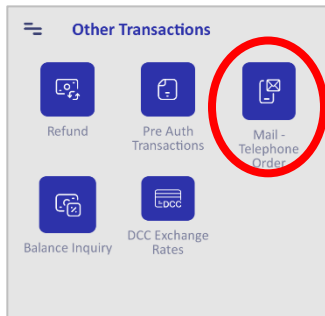
 MOTO is available upon request and is subject to approval.

1 Menu Selection



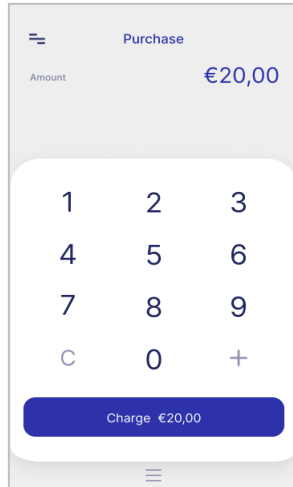
Please select
“Other Transactions”.

2 Select «Mail – Telephone Order»



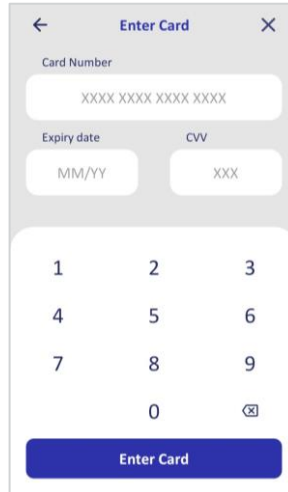
Press
«Mail-Telephone Order».

3 Enter Amount



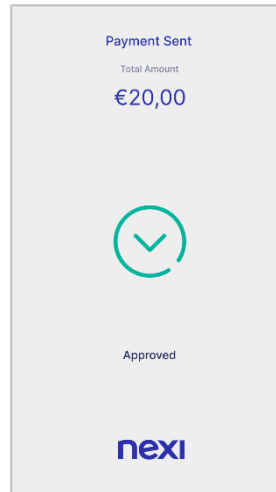
Please enter the
transaction amount
and then click
“Charge”.

4 Enter Card Details



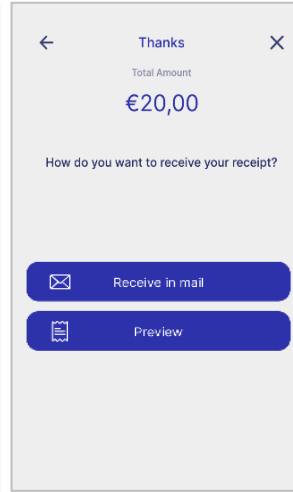
Enter the card
number, expiration
date and 3digit
security code and
press “Enter Card”.

5 Processing Payment



The payment
transaction is
approved.

6 Completion & Receipt



Please press:

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

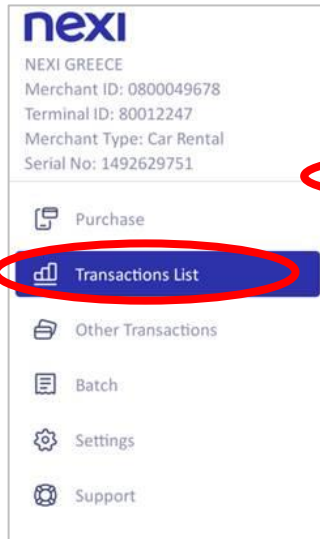
5. Transaction Cancellation (Void)



Only for transactions in the current batch

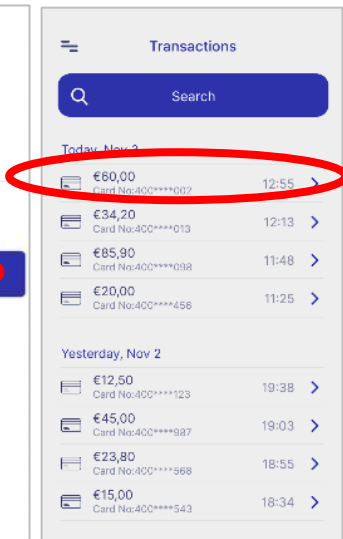


1 Menu Selection



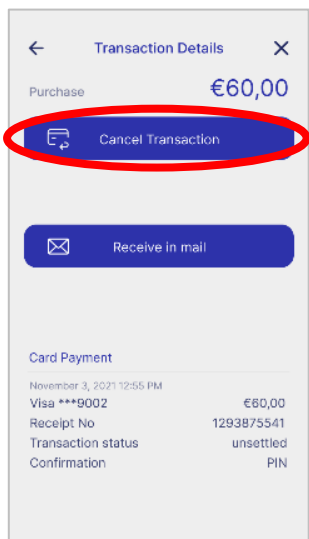
Please select
“Transactions List”.

2 Select Transaction



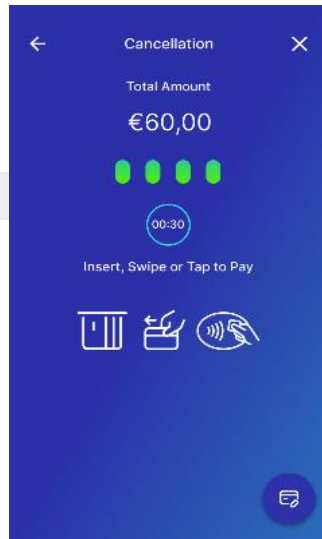
- Search the transaction you want to cancel.
- Press the symbol “>” to view its details and cancel it.

3 Transaction Details



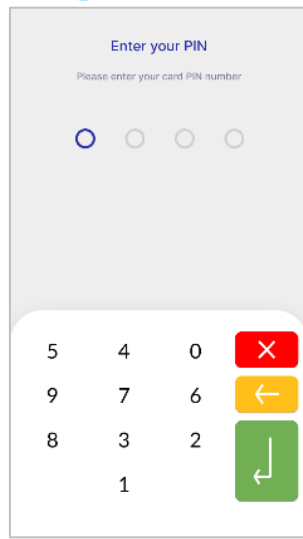
Press
“Cancel Transaction”.

4 Transaction Cancellation



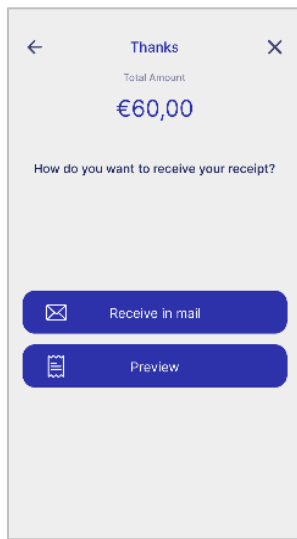
Tap the card over the
POS or insert it into the
card reader.

5 PIN



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

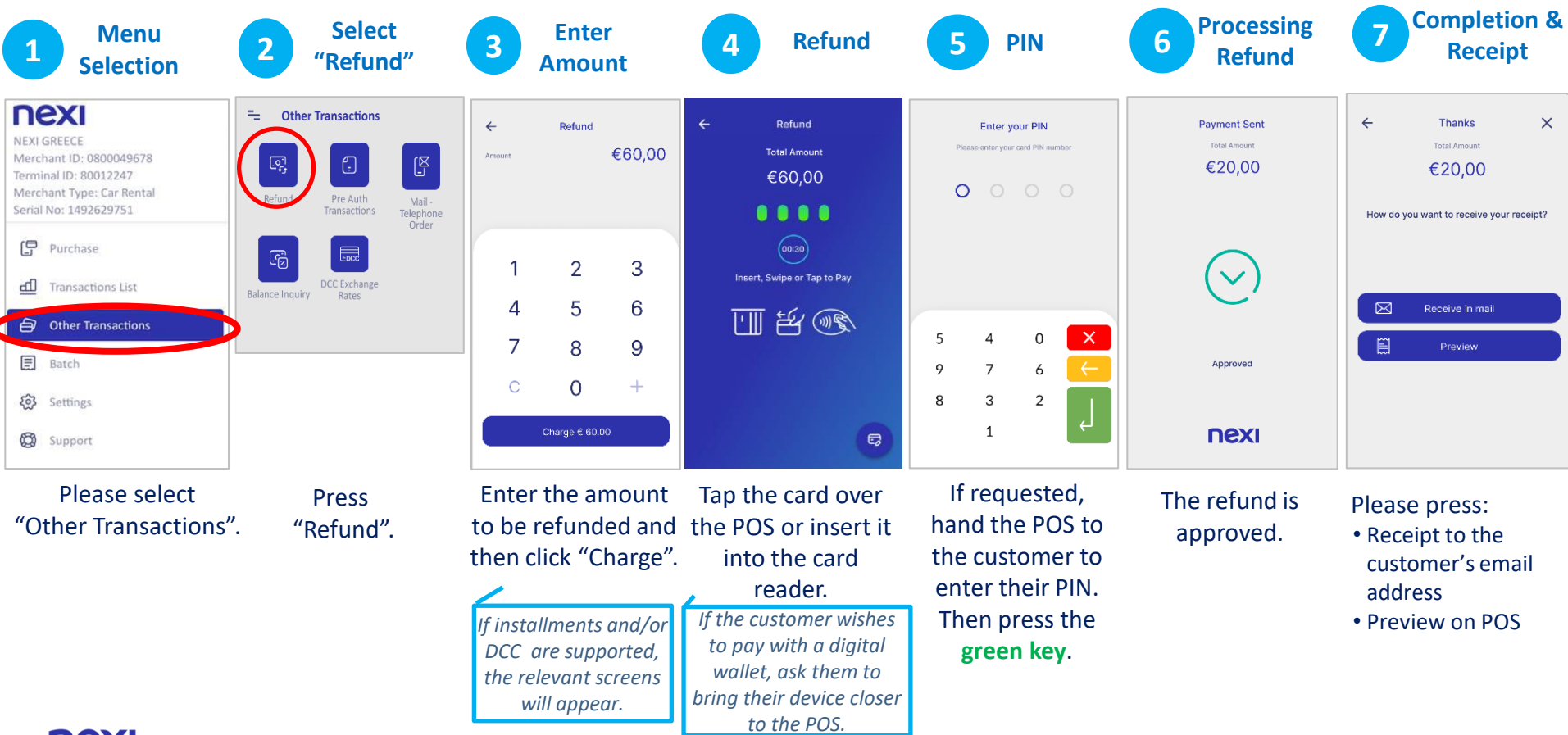
6 Completion & Receipt



Please press:

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

6. Refund



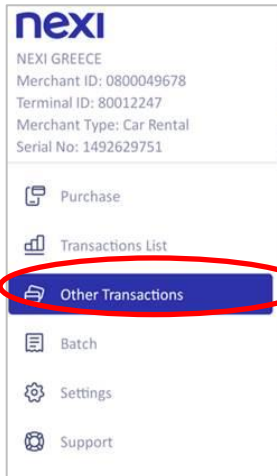
7. Pre-Authorization



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

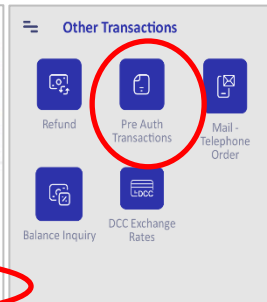


1 Menu Selection



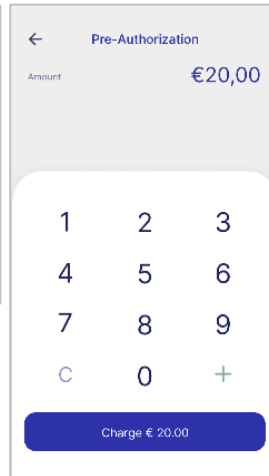
Please select
"Other Transactions".

2 Select "Pre-Auth"



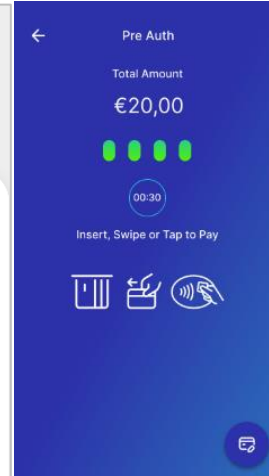
Press
"Pre-Auth
Transactions".
On the next
screen press
"Pre-Auth".

3 Enter Amount



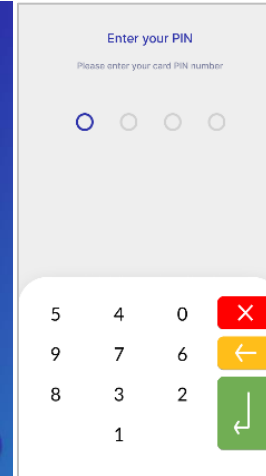
Enter the
Pre-Auth amount
and then click
"Charge".

4 Pre-Auth



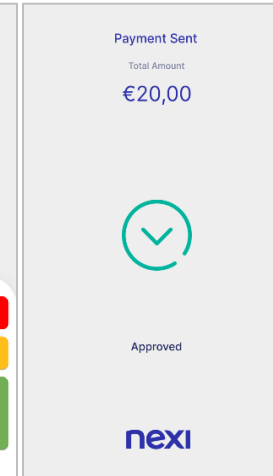
Tap the card over
the POS or insert it
into the card reader.
*If the customer wishes to
use a digital wallet, ask
them to bring their
device closer to the POS.*

5 PIN



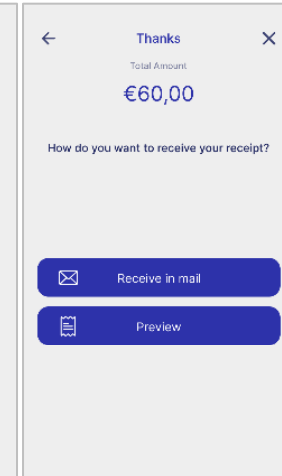
If requested, hand
the POS to the
customer to enter
their PIN. Then
press the **green
key**.

6 Processing Pre-Auth



The transaction is
approved

7 Completion & Receipt

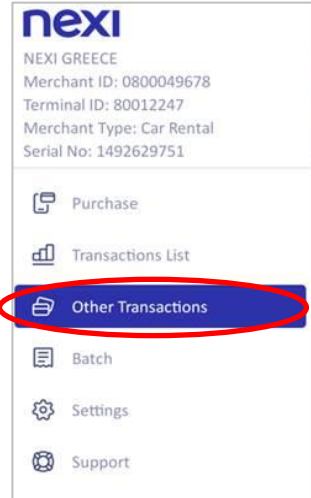


Please press:
• Receipt to the
customer's email
address
• Preview on POS

8. Pre-Authorization Completion

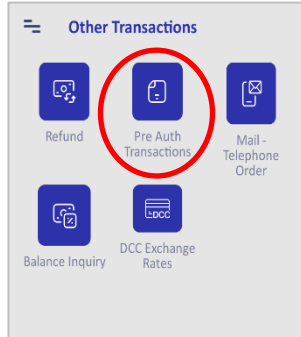


1 Menu Selection



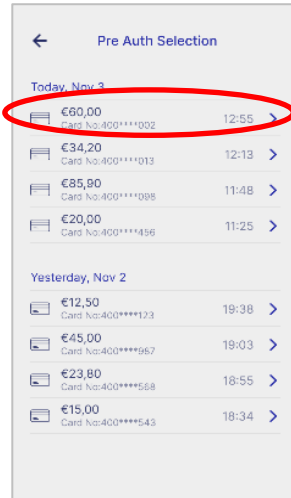
Please select
"Other Transactions".

2 Select "Pre-Auth"



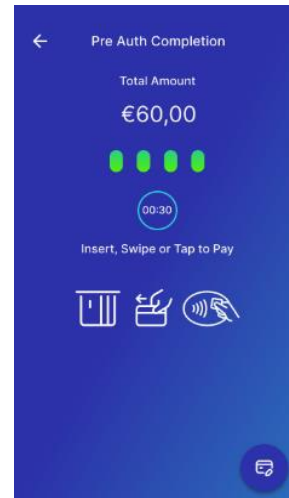
Press
"Pre-Auth
Transactions".
On the next screen,
press
"Pre-Auth
Completion".

3 Select Transaction



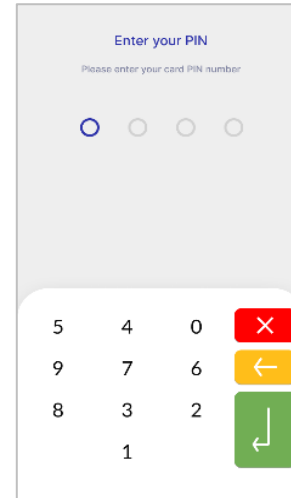
- Select the transaction you want from the list
- Click on > to view the "Transaction Details" and proceed with the completion.

4 Pre-Auth Completion



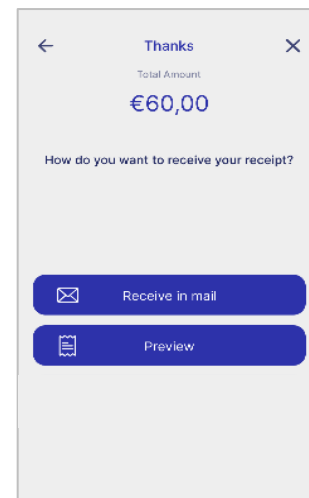
Tap the card over
the POS or insert it
into the card reader.
*If the customer wishes to
use a digital wallet, ask
them to bring their
device closer to the POS.*

5 PIN



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

6 Completion & Receipt



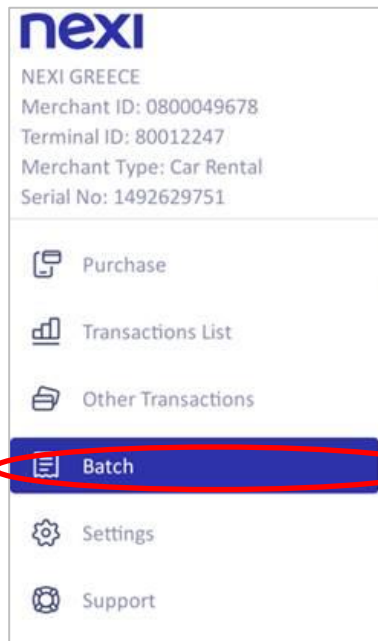
- Please press:
- Receipt to the customer's email address
 - Preview on POS

9. Preview Open Batch



1

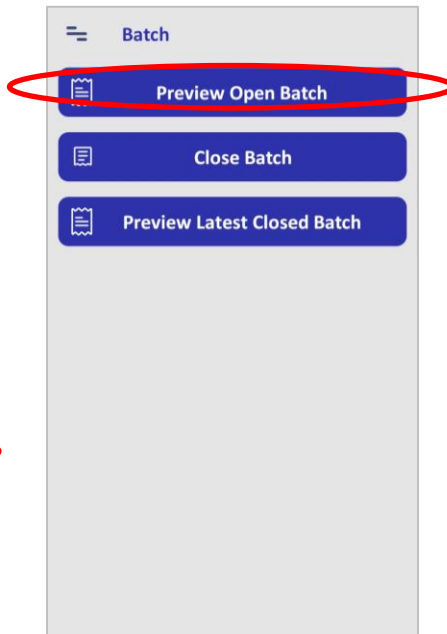
Menu
Selection



Please select
"Batch".

2

Select
"Preview Open Batch"



Press
"Preview Open Batch".

3

Preview Open Batch



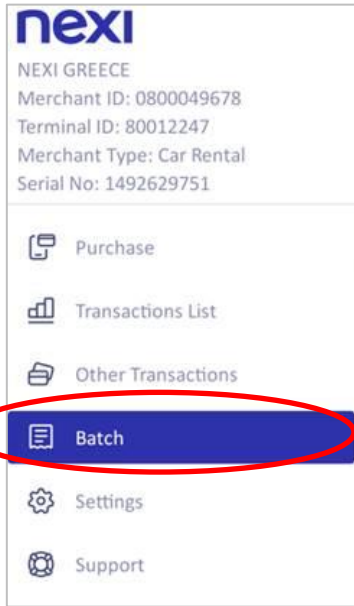
The open batch appears on
screen.

10. Close Batch



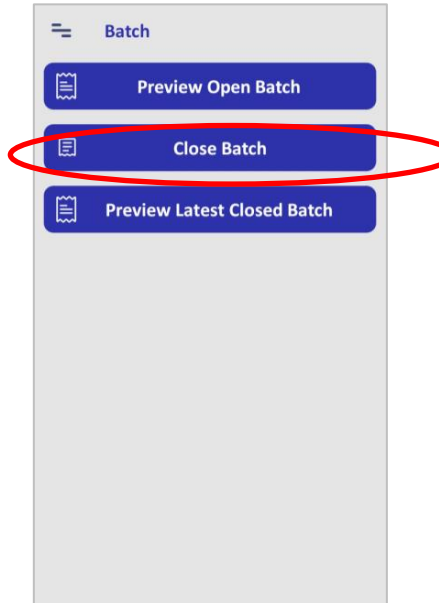
It is recommended to run daily, if transactions are made.

1 Menu Selection



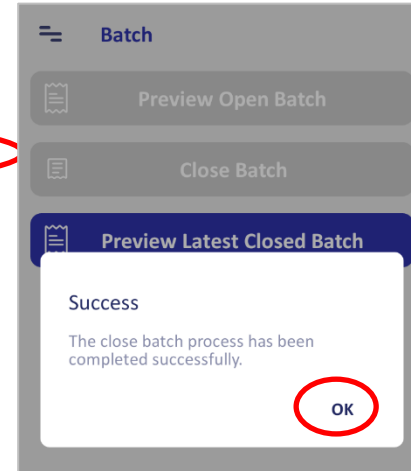
Select "Batch".

2 Select "Close Batch"



Press "Close Batch".

3 Successful Batch Close

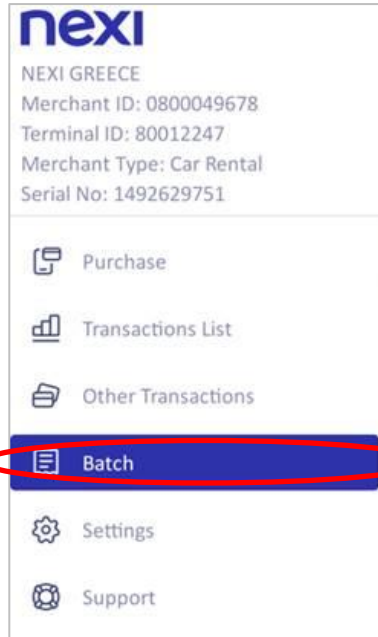


Press "OK".
The batch is closed.

11. Preview Latest Closed Batch

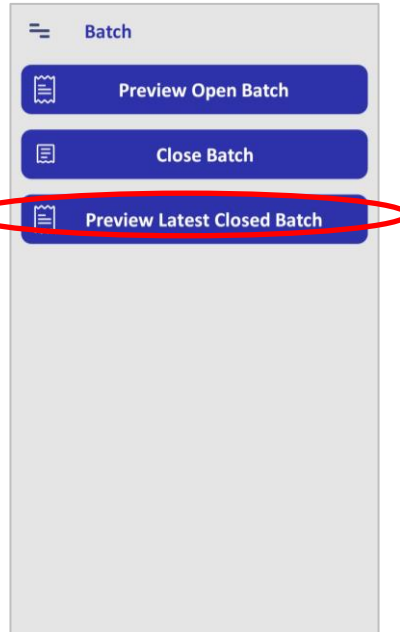


1 Menu Selection



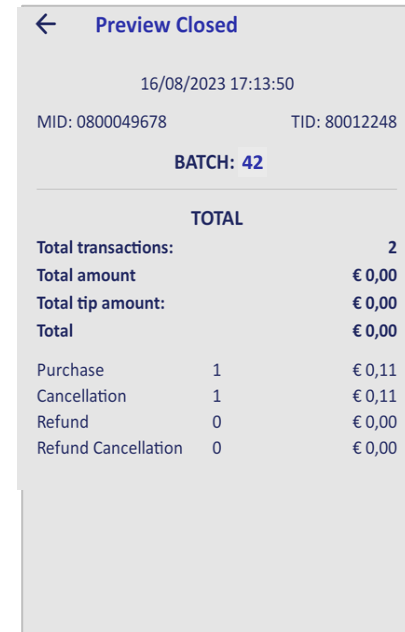
Please select
"Batch".

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



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



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