

nexi

Nexi SmartPOS® Mini

PAX A50

Operating Instructions

September 2023



Operating Instructions: Nexi SmartPOS® Mini PAX A50

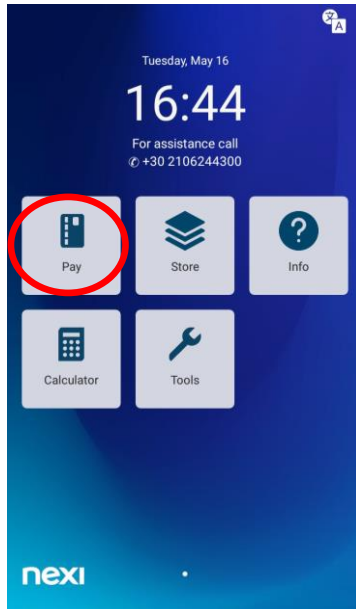


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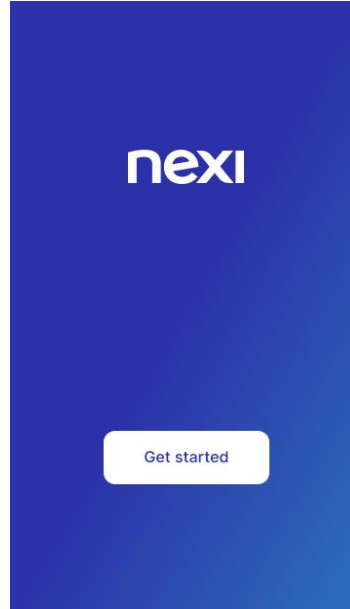
1. Launch application

1 Initial Menu



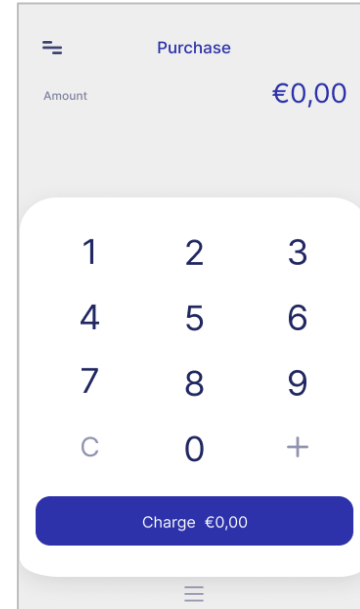
Press "Pay"

2 Get Started



To start please press "Get started".

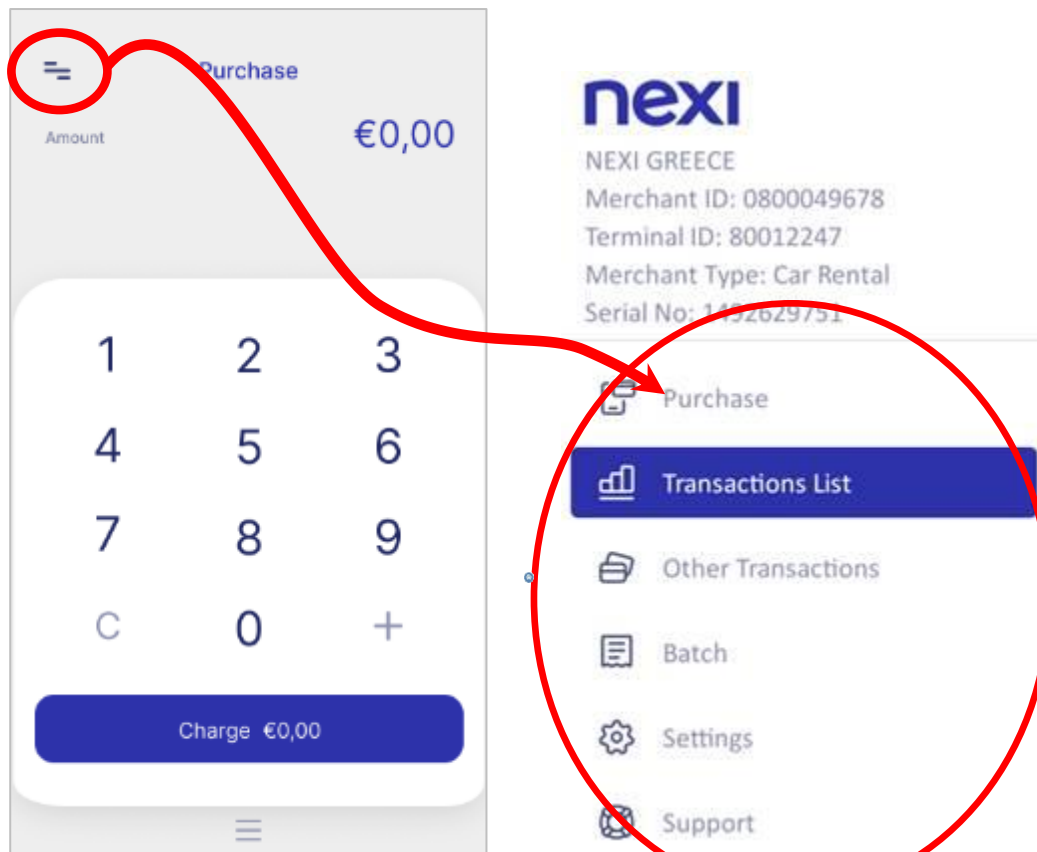
3 Initiate a Purchase Transaction



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**.



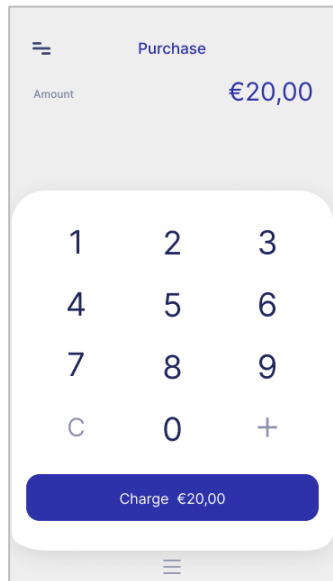
3. Purchase

[1/2]



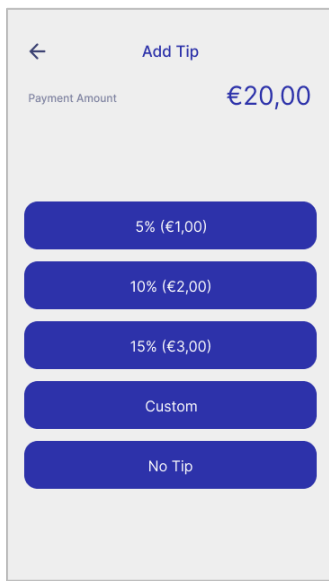
* Installments and Tip Options are available to specific merchants upon request and are subject to approval.

1 Enter Amount



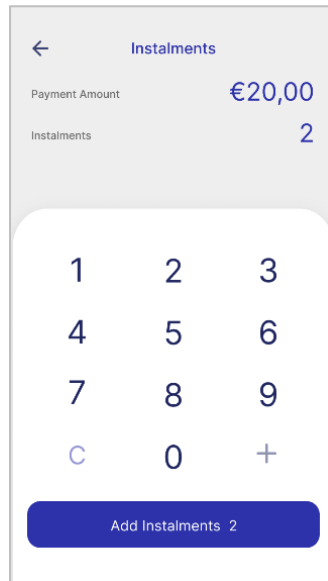
Please enter the transaction amount and then click "Charge".

2 Tip*



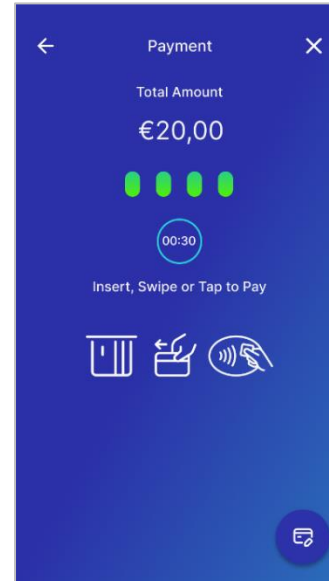
If it is available for your company and if the customer requests it, please press the tip amount or percentage. Alternatively, press the option "No Tip".

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.

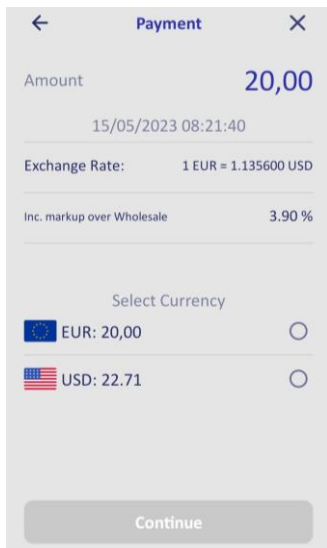
3. Purchase

[2/2]



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

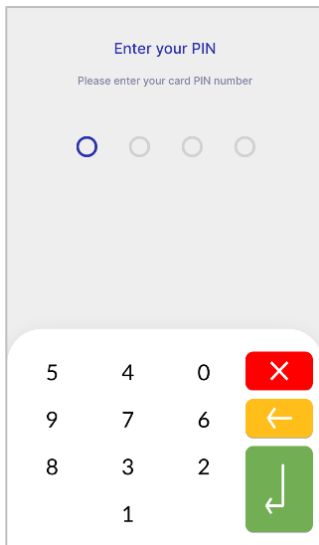
5 Currency Selection **



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".

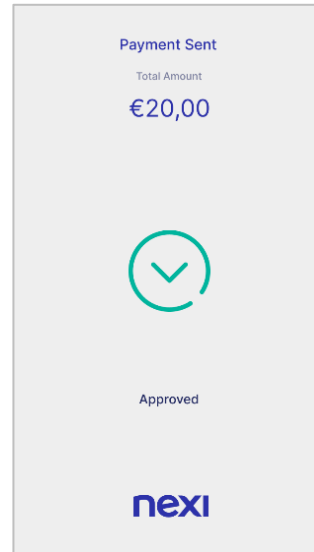


6 PIN



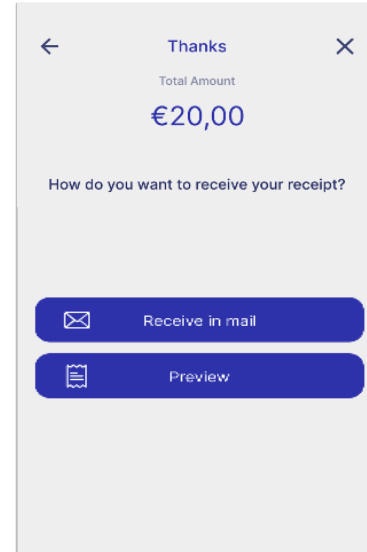
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

7 Processing Payment



The payment transaction is approved.

8 Completion & Receipt



Please press:

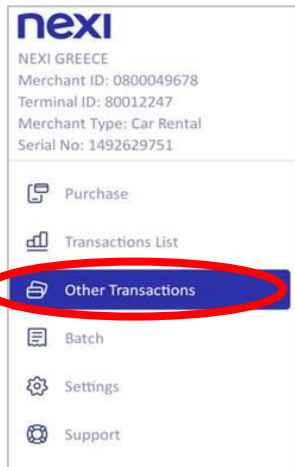
- Receipt to the customer's email address
- Preview on POS

4. MOTO Purchase (Mail – Telephone Order)



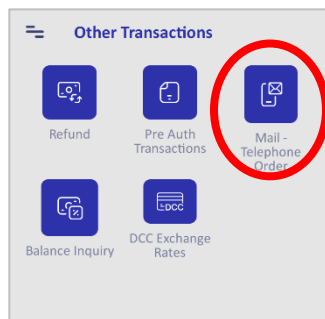
 MOTO is available upon request and is subject to approval.

1 Menu Selection



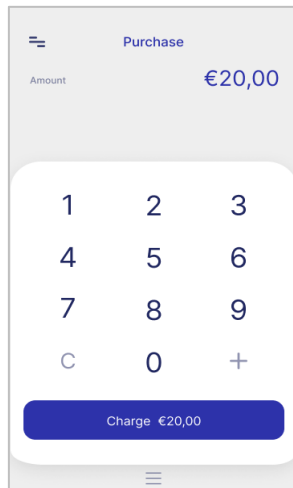
Please select
“Other Transactions”.

2 Select «Mail – Telephone Order»



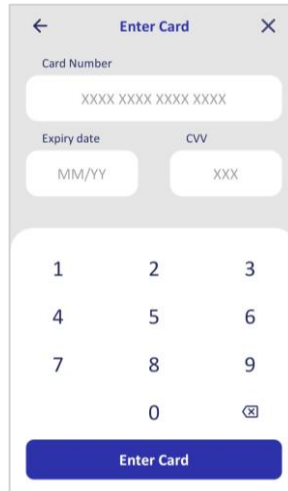
Press
«Mail-Telephone Order».

3 Enter Amount



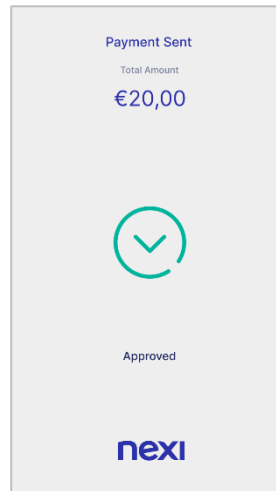
Please enter the
transaction amount
and then click
“Charge”.

4 Enter Card Details



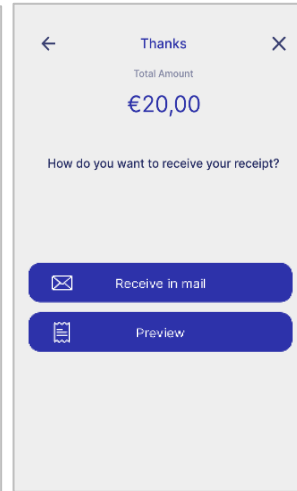
Enter the card
number, expiration
date and 3digit
security code and
press “Enter Card”.

5 Processing Payment



The payment
transaction is
approved.

6 Completion & Receipt



Please press:

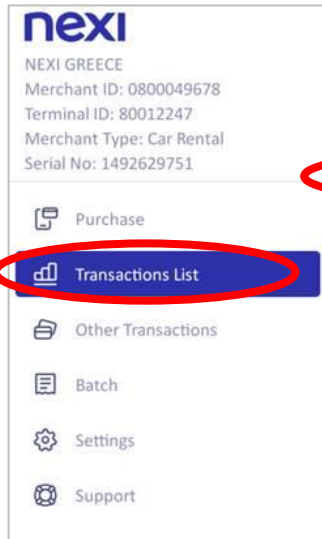
- Receipt to the customer’s email address
- Preview on POS

5. Transaction Cancellation (Void)

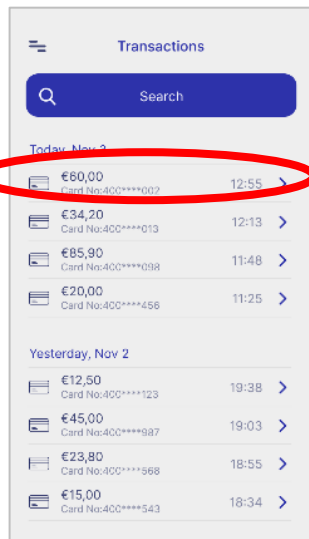
 Only for transactions in the current batch



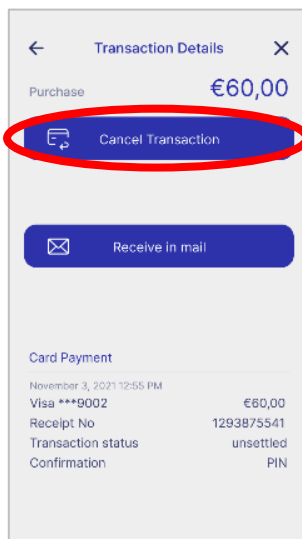
1 Menu Selection



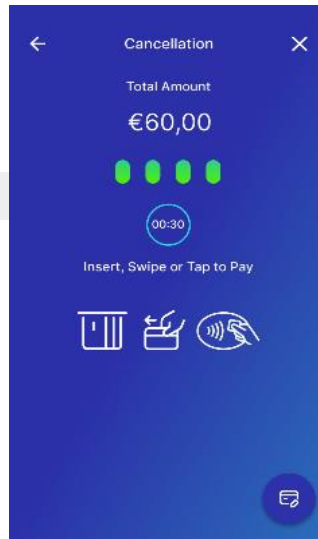
2 Select Transaction



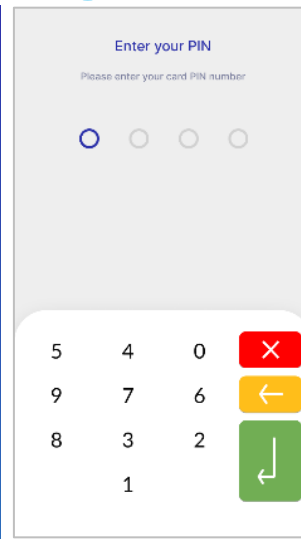
3 Transaction Details



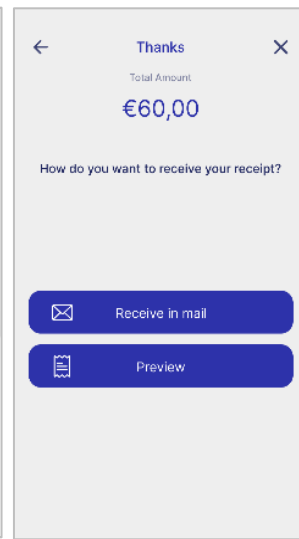
4 Transaction Cancellation



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.

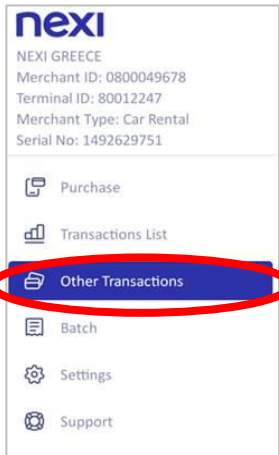
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

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

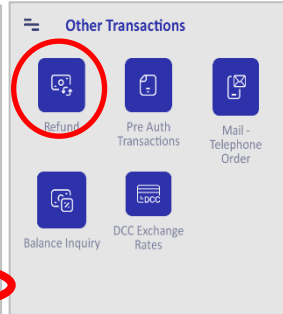
6. Refund



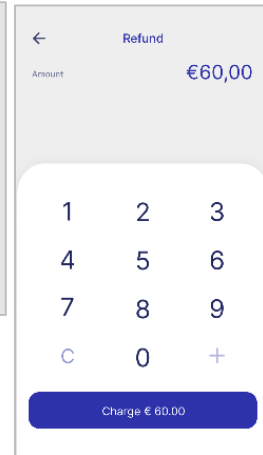
1 Menu Selection



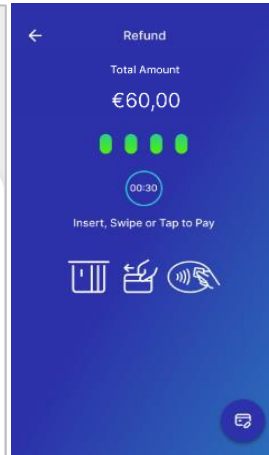
2 Select "Refund"



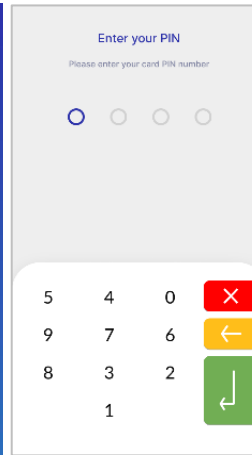
3 Enter Amount



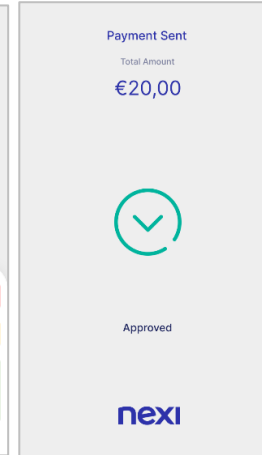
4 Refund



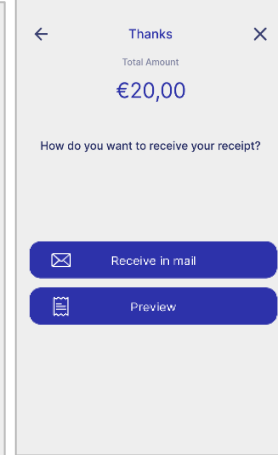
5 PIN



6 Processing Refund



7 Completion & Receipt



Please select "Other Transactions".

Press "Refund".

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

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

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

The refund is approved.

Please press:

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

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

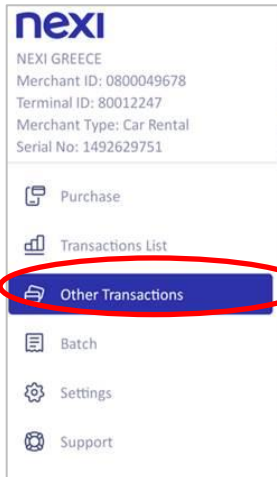
If the customer wishes to pay with a digital wallet, ask them to bring their device closer to the POS.

7. Pre-Authorization



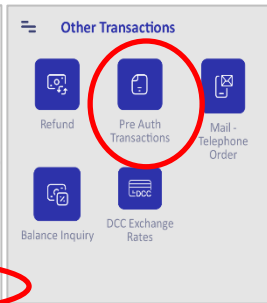
This transaction is available to specific merchant categories (hotels, travel agencies, car rentals etc).

1 Menu Selection



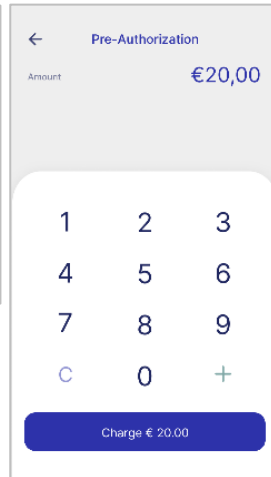
Please select "Other Transactions".

2 Select "Pre-Auth"



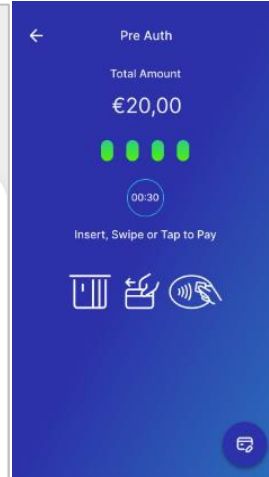
Press "Pre-Auth Transactions". On the next screen press "Pre-Auth".

3 Enter Amount



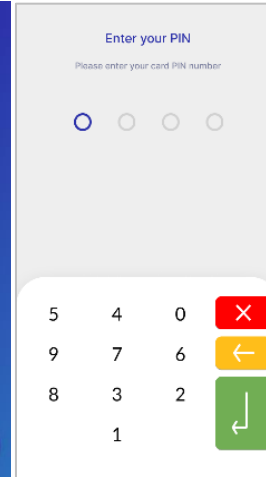
Enter the Pre-Auth amount and then click "Charge".

4 Pre-Auth



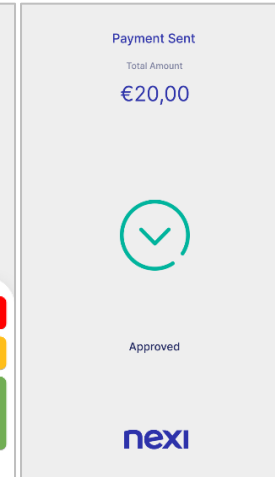
Tap the card over the POS or insert it into the card reader.
If the customer wishes to use a digital wallet, ask them to bring their device closer to the POS.

5 PIN



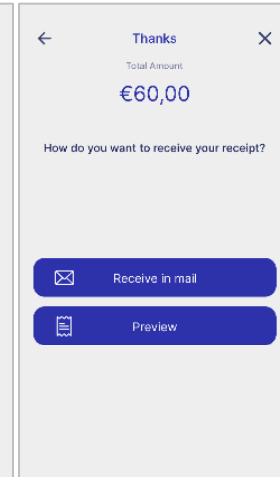
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

6 Processing Pre-Auth



The transaction is approved

7 Completion & Receipt

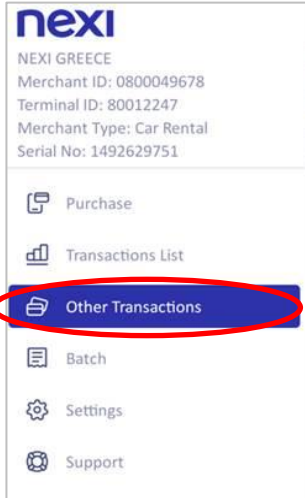


Please press:
• Receipt to the customer's email address
• Preview on POS

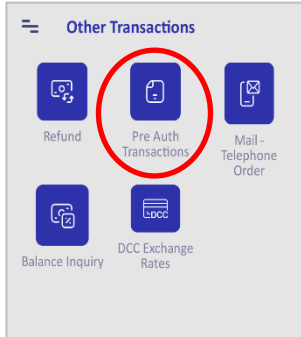
8. Pre-Authorization Completion



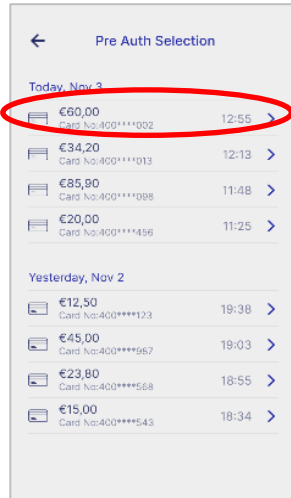
1 Menu Selection



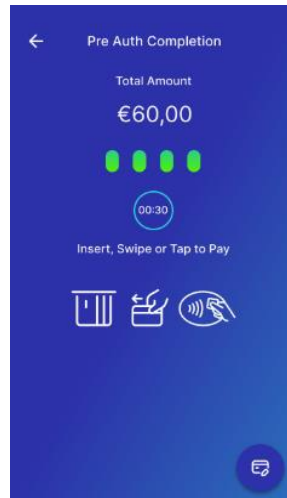
2 Select "Pre-Auth"



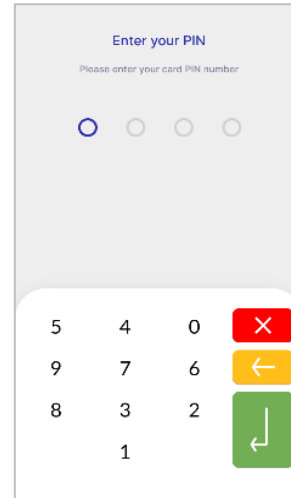
3 Select Transaction



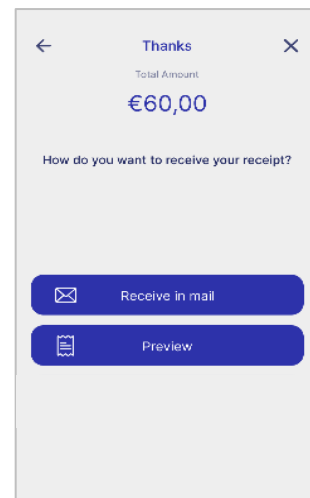
4 Pre-Auth Completion



5 PIN



6 Completion & Receipt



Please select "Other Transactions".

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

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

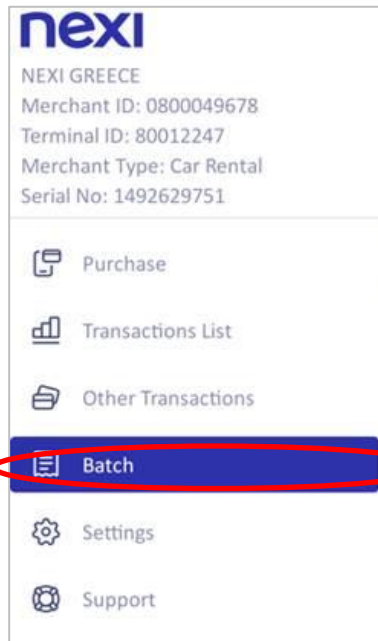
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

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

9. Preview Open Batch

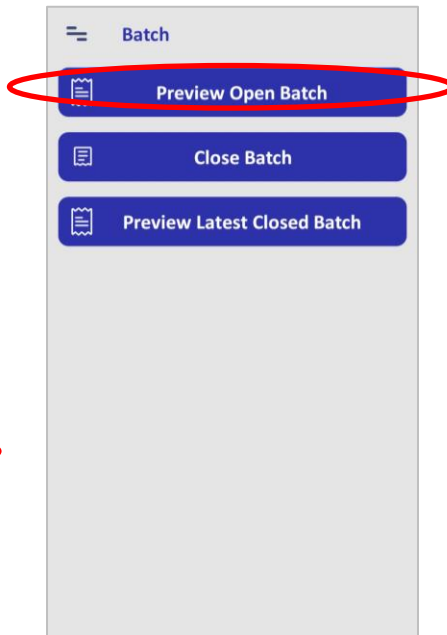


1 Menu Selection



Please select
"Batch".

2 Select "Preview Open Batch"



Press
"Preview Open Batch".

3 Preview Open Batch



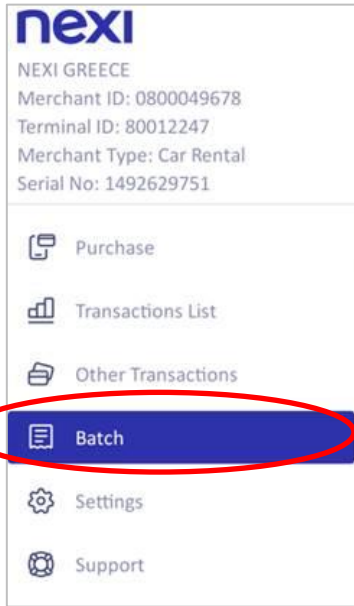
The open batch appears on
screen.

10. Close Batch



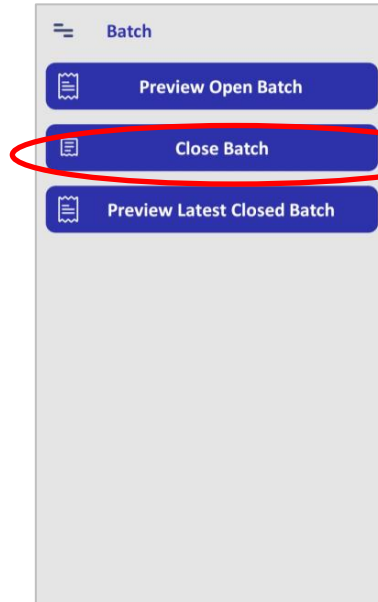
 It is recommended to run daily, if transactions are made.

1 Menu Selection



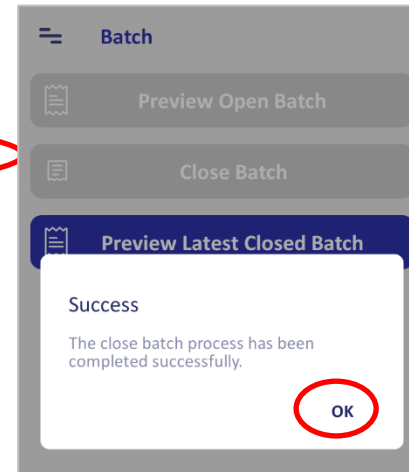
Select "Batch".

2 Select "Close Batch"



Press "Close Batch".

3 Successful Batch Close

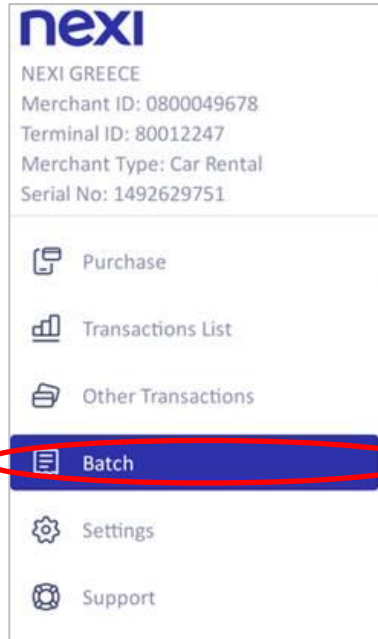


Press "OK".
The batch is closed.

11. Preview Latest Closed Batch

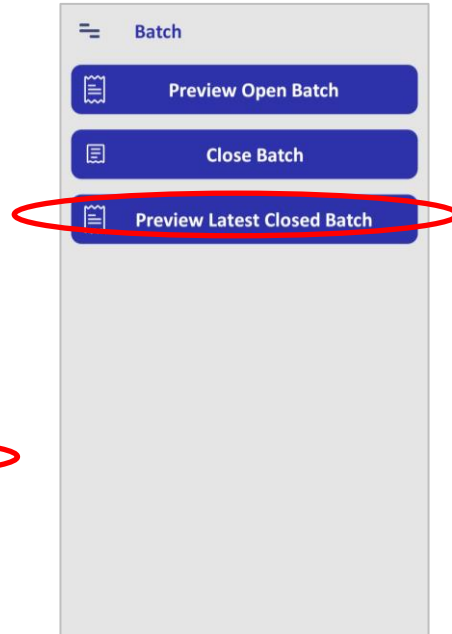


1 Menu Selection



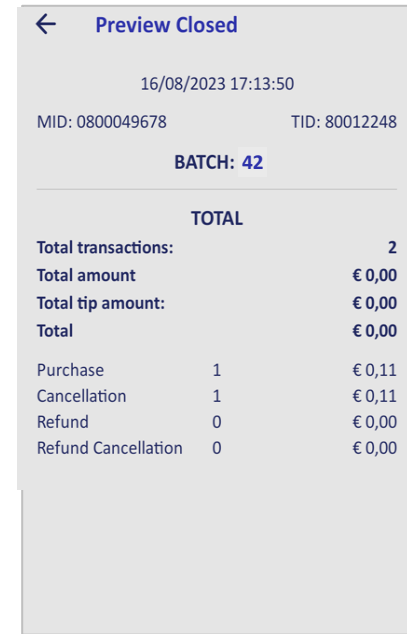
Please select
"Batch".

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



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



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