

nexi

Nexi SmartPOS® Mini

PAX A50

Operating Instructions

September 2023



Operating Instructions: Nexi SmartPOS® Mini PAX A50

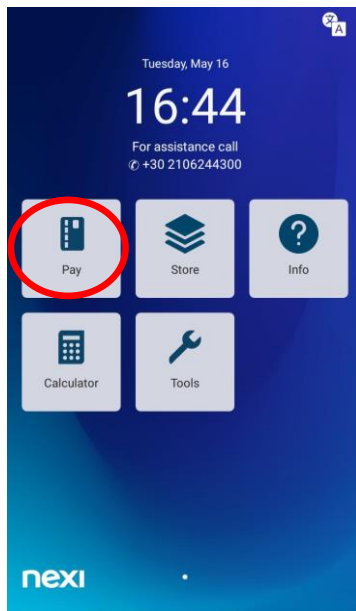


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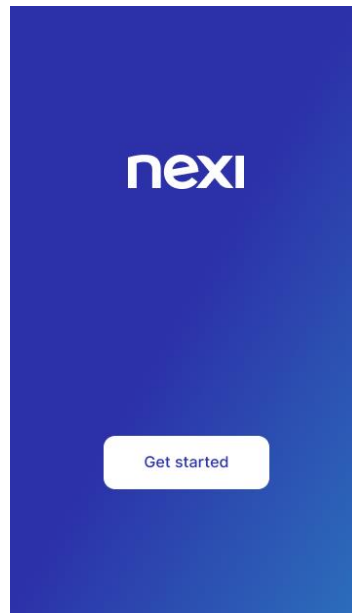
1. Launch application

1 Initial Menu



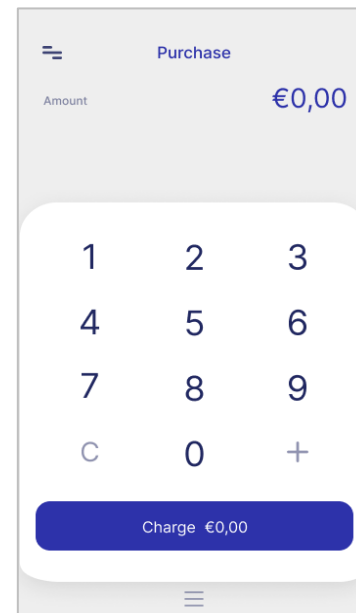
Press "Pay"

2 Get Started



To start please press "Get started".

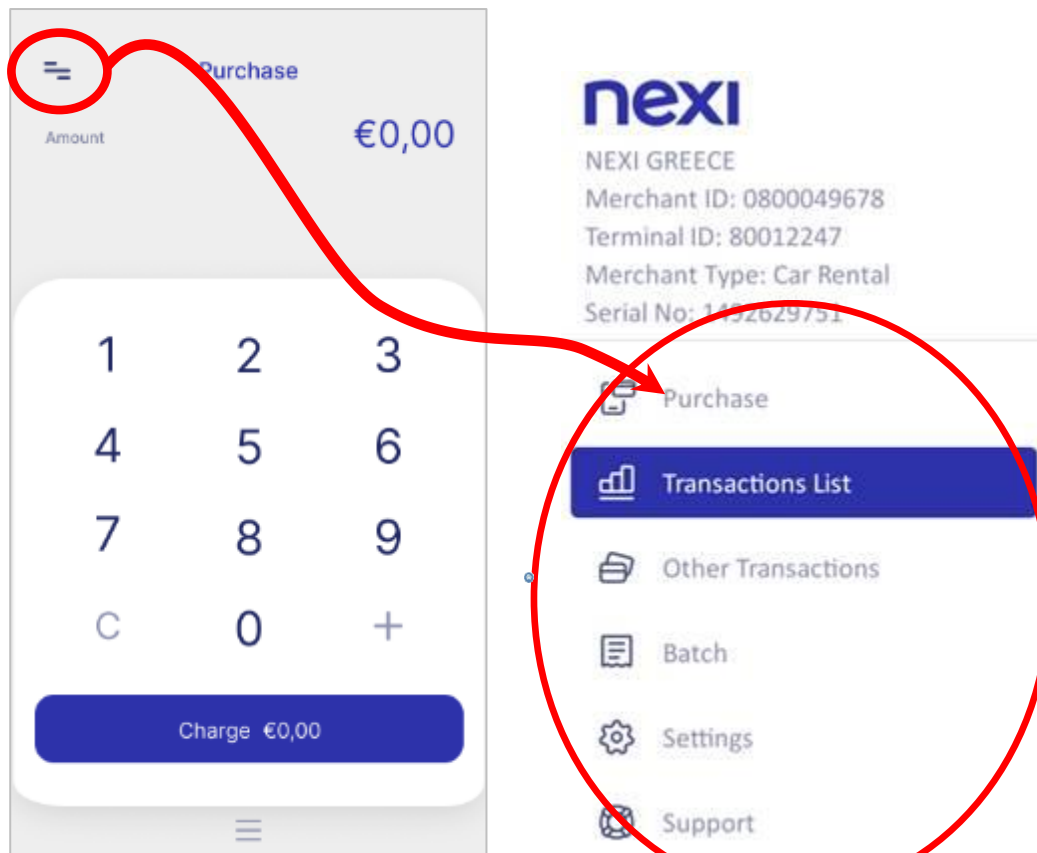
3 Initiate a Purchase Transaction



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**.



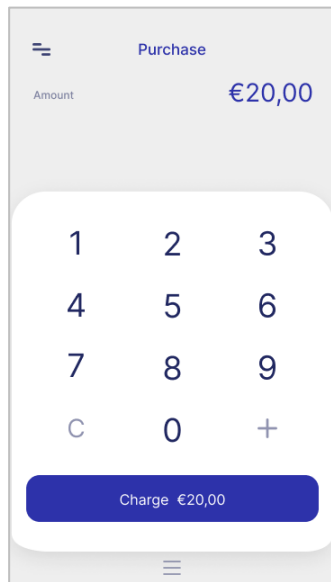
3. Purchase

[1/2]



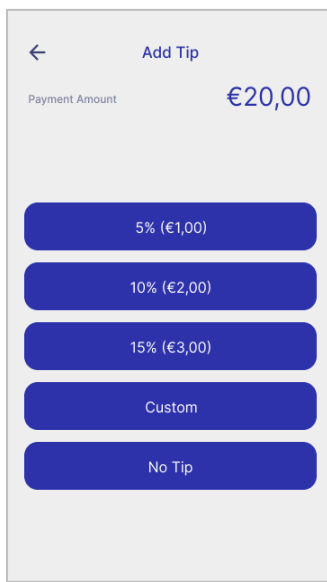
* Installments and Tip Options are available to specific merchants upon request and are subject to approval.

1 Enter Amount



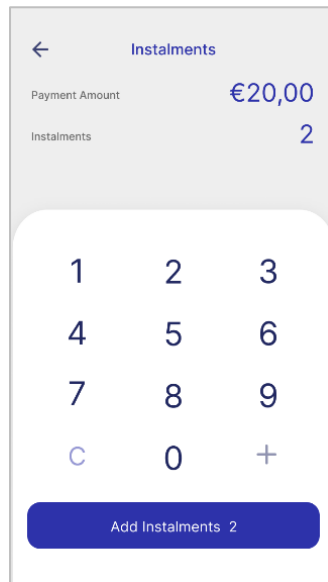
Please enter the transaction amount and then click "Charge".

2 Tip*



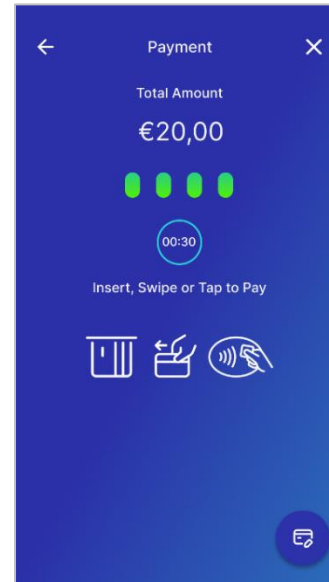
If it is available for your company and if the customer requests it, please press the tip amount or percentage. Alternatively, press the option "No Tip".

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.

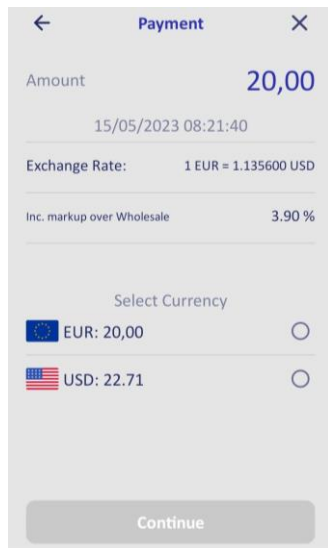
3. Purchase

[2/2]



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

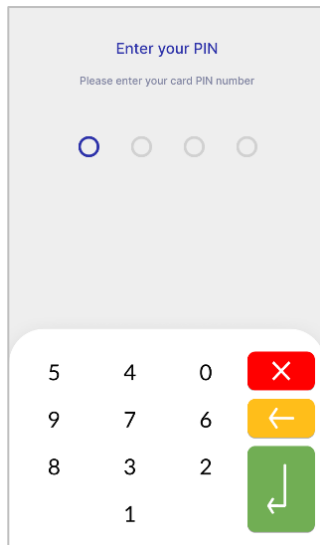
5 Currency Selection **



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".

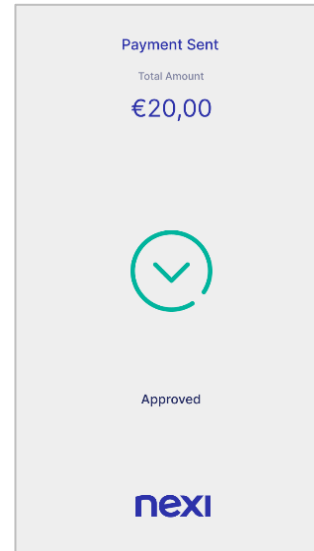


6 PIN



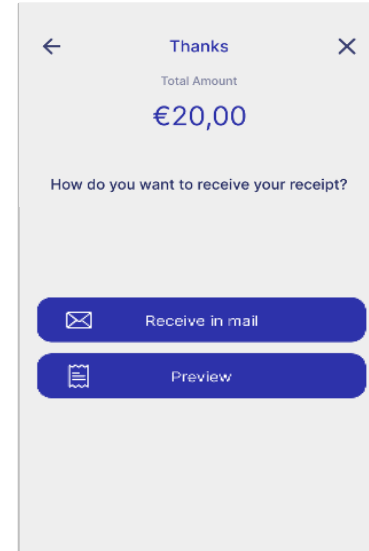
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

7 Processing Payment



The payment transaction is approved.

8 Completion & Receipt



Please press:

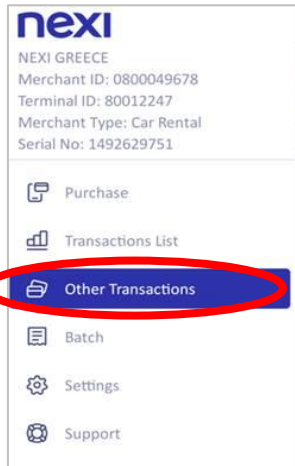
- Receipt to the customer's email address
- Preview on POS

4. MOTO Purchase (Mail – Telephone Order)



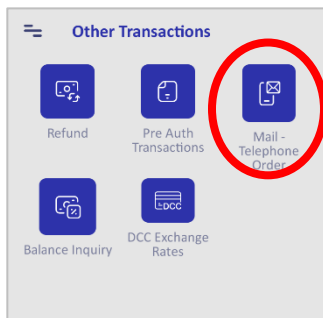
 MOTO is available upon request and is subject to approval.

1 Menu Selection



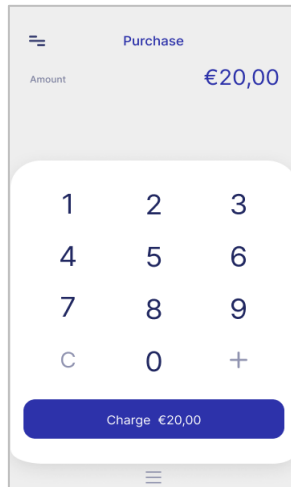
Please select
“Other Transactions”.

2 Select «Mail – Telephone Order»



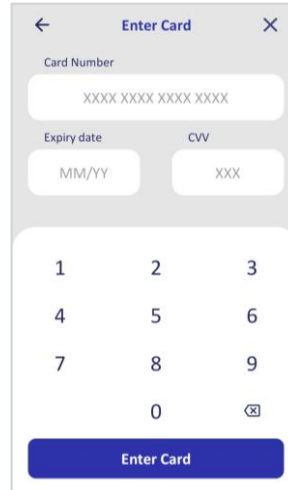
Press
«Mail-Telephone Order».

3 Enter Amount



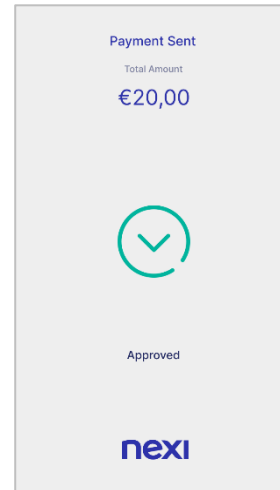
Please enter the
transaction amount
and then click
“Charge”.

4 Enter Card Details



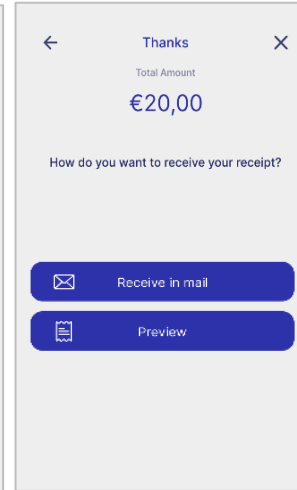
Enter the card
number, expiration
date and 3digit
security code and
press “Enter Card”.

5 Processing Payment



The payment
transaction is
approved.

6 Completion & Receipt



Please press:

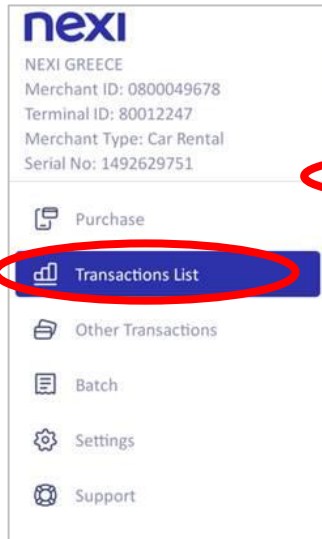
- Receipt to the customer’s email address
- Preview on POS

5. Transaction Cancellation (Void)

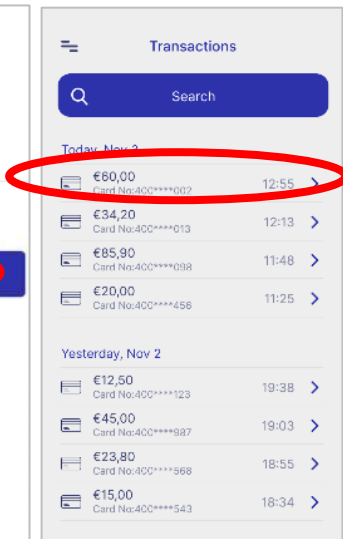
 Only for transactions in the current batch



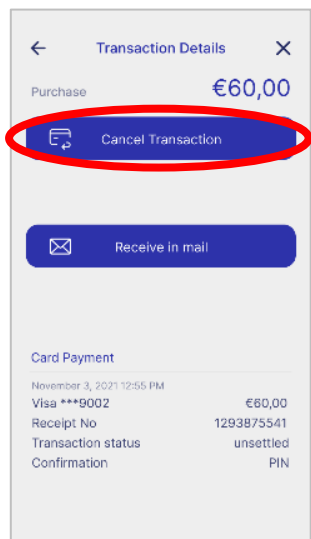
1 Menu Selection



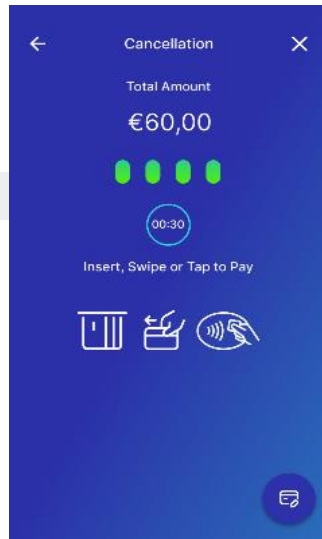
2 Select Transaction



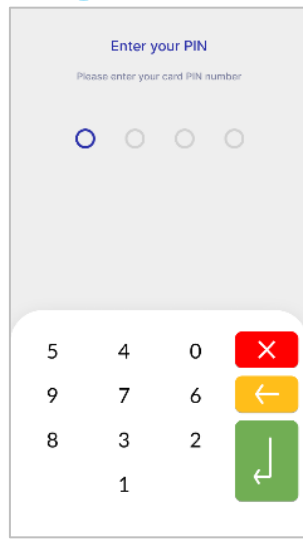
3 Transaction Details



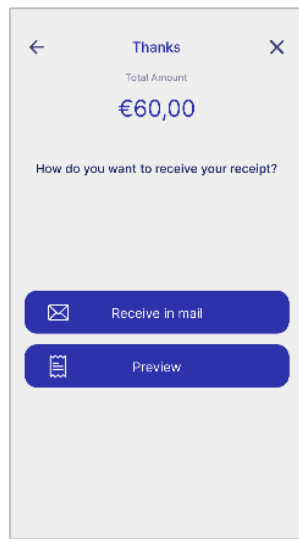
4 Transaction Cancellation



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.

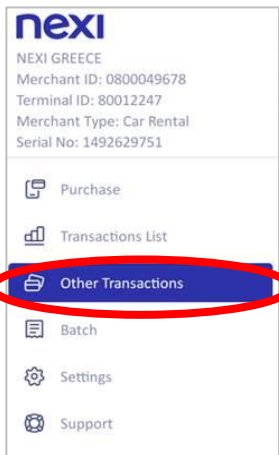
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

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

6. Refund

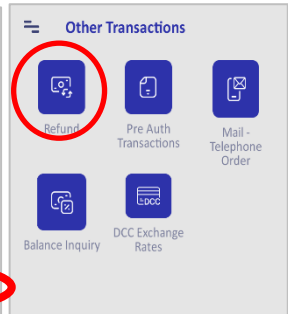


1 Menu Selection



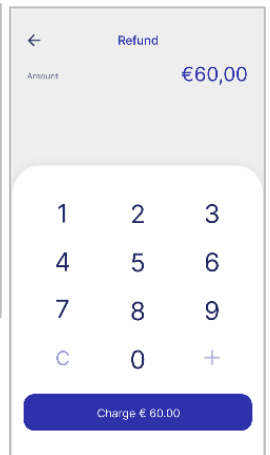
Please select "Other Transactions".

2 Select "Refund"



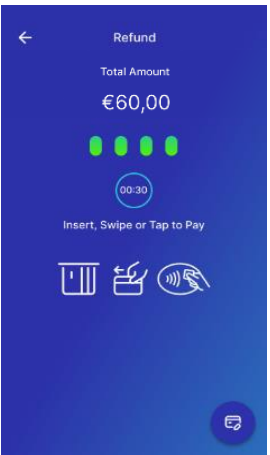
Press "Refund".

3 Enter Amount



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

4 Refund

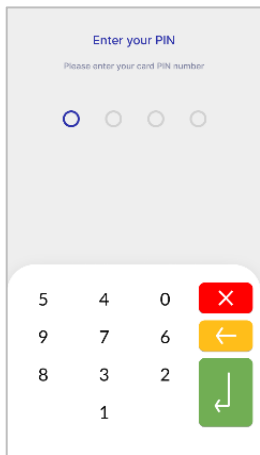


Tap the card over the POS or insert it into the card reader.

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

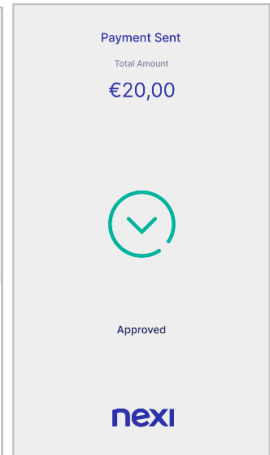
If the customer wishes to pay with a digital wallet, ask them to bring their device closer to the POS.

5 PIN



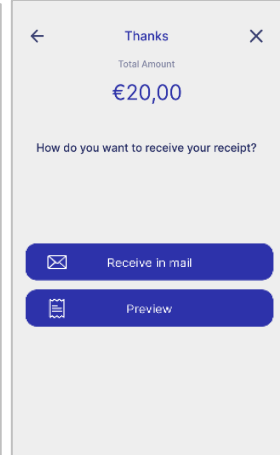
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

6 Processing Refund



The refund is approved.

7 Completion & Receipt



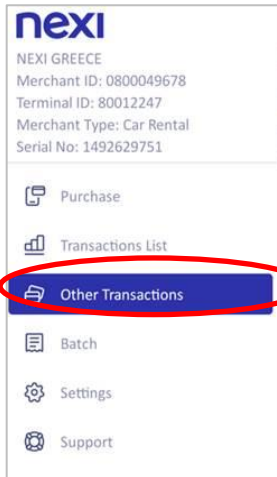
Please press:
• Receipt to the customer's email address
• Preview on POS

7. Pre-Authorization



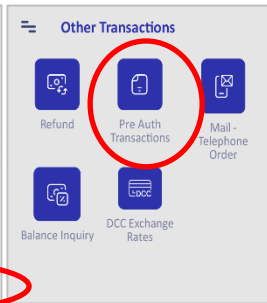
This transaction is available to specific merchant categories (hotels, travel agencies, car rentals etc).

1 Menu Selection



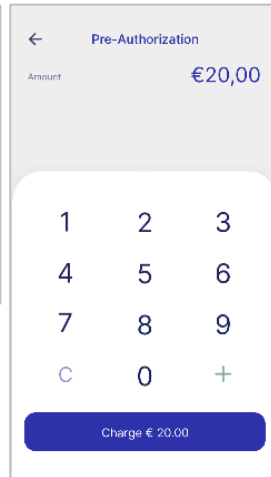
Please select "Other Transactions".

2 Select "Pre-Auth"



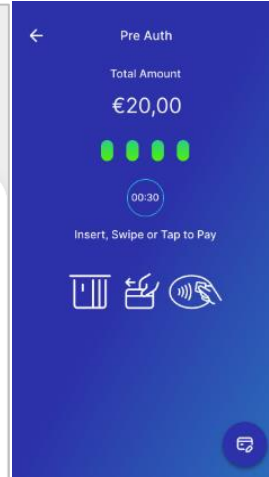
Press "Pre-Auth Transactions". On the next screen press "Pre-Auth".

3 Enter Amount



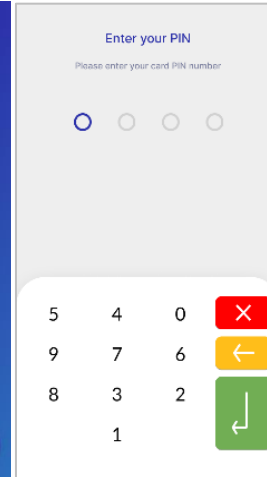
Enter the Pre-Auth amount and then click "Charge".

4 Pre-Auth



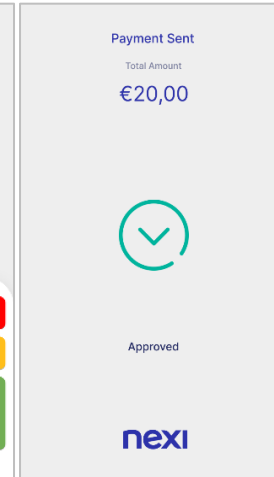
Tap the card over the POS or insert it into the card reader. *If the customer wishes to use a digital wallet, ask them to bring their device closer to the POS.*

5 PIN



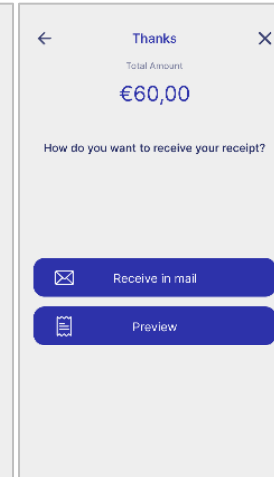
If requested, hand the POS to the customer to enter their PIN. Then press the **green key**.

6 Processing Pre-Auth



The transaction is approved

7 Completion & Receipt

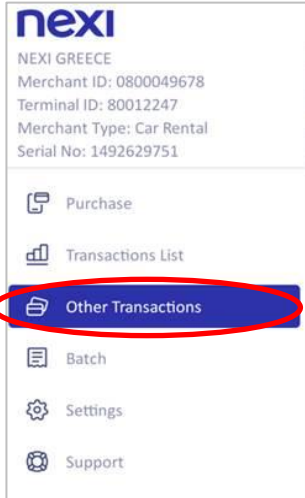


Please press:
• Receipt to the customer's email address
• Preview on POS

8. Pre-Authorization Completion

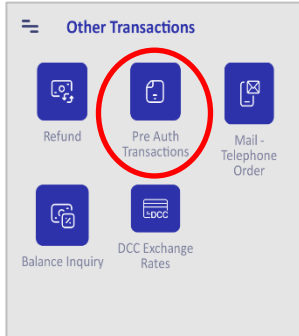


1 Menu Selection



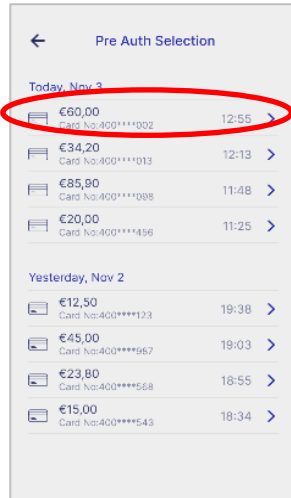
Please select "Other Transactions".

2 Select "Pre-Auth"



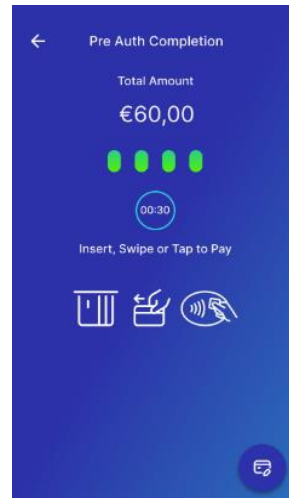
Press "Pre-Auth Transactions".
On the next screen, press "Pre-Auth Completion".

3 Select Transaction



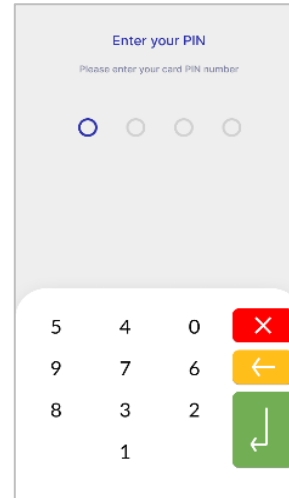
- Select the transaction you want from the list
- Click on > to view the "Transaction Details" and proceed with the completion.

4 Pre-Auth Completion



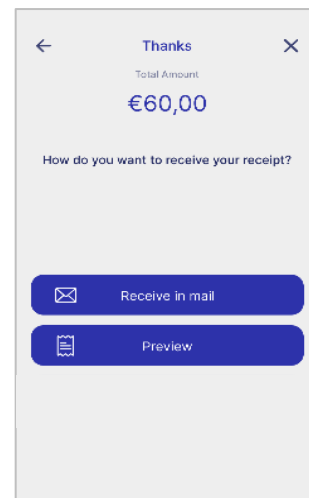
Tap the card over the POS or insert it into the card reader.

5 PIN



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

6 Completion & Receipt

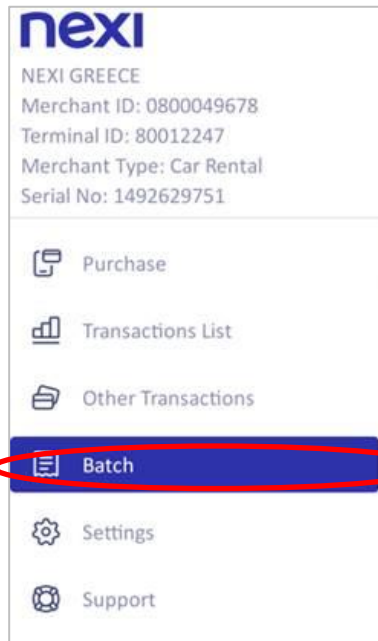


- Please press:
- Receipt to the customer's email address
 - Preview on POS

9. Preview Open Batch

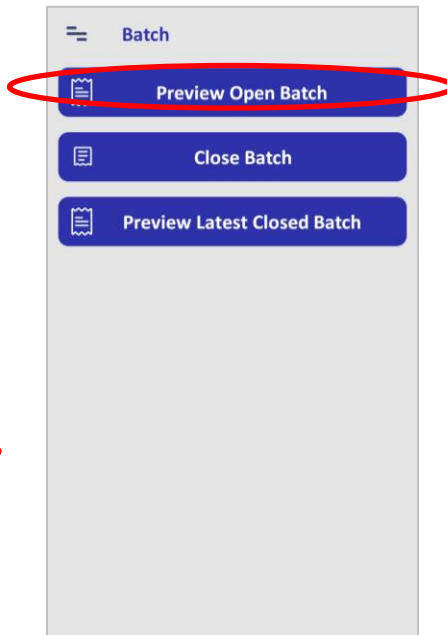


1 Menu Selection



Please select
"Batch".

2 Select "Preview Open Batch"



Press
"Preview Open Batch".

3 Preview Open Batch



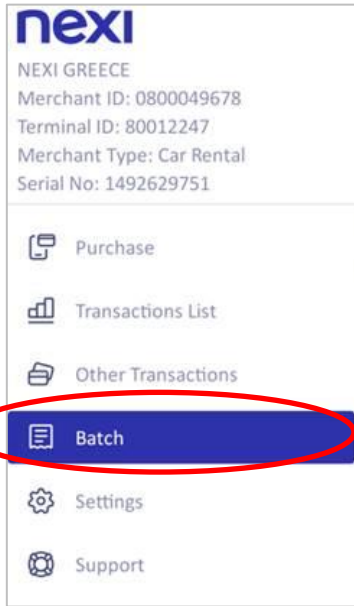
The open batch appears on
screen.

10. Close Batch



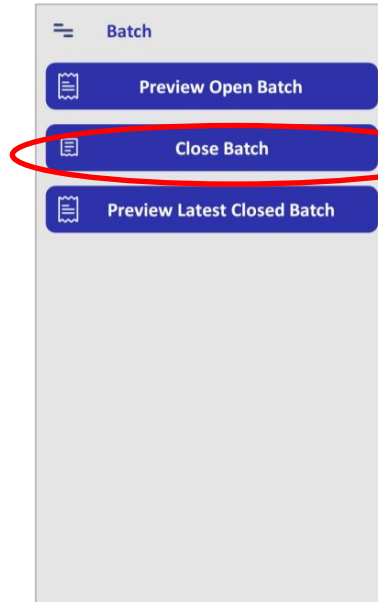
 It is recommended to run daily, if transactions are made.

1 Menu Selection



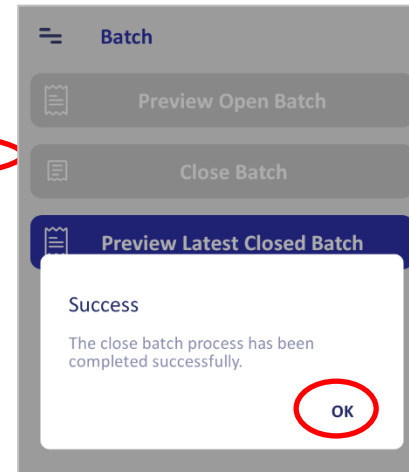
Select "Batch".

2 Select "Close Batch"



Press "Close Batch".

3 Successful Batch Close

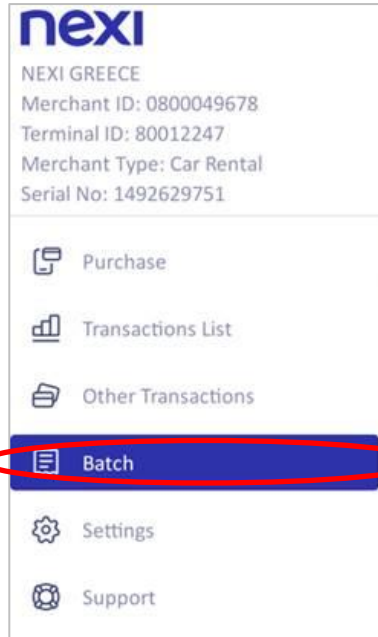


Press "OK".
The batch is closed.

11. Preview Latest Closed Batch

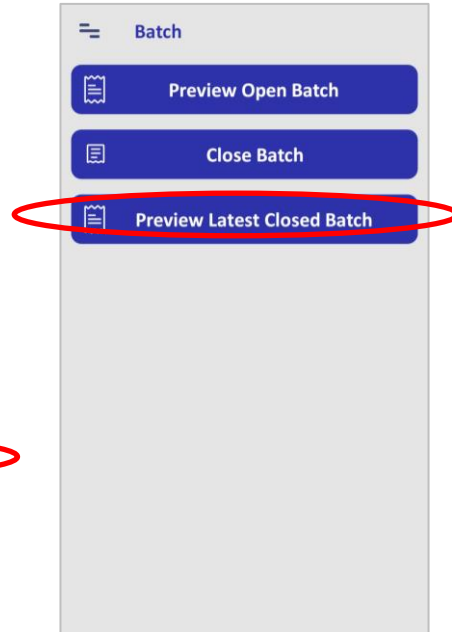


1 Menu Selection



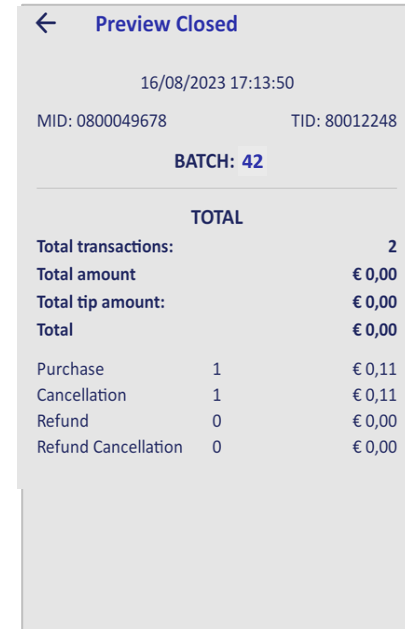
Please select
"Batch".

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>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" <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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