

**How do I switch the Device on or off?**

**ON:** Hold in the blue button on the top right hand side of the PocketPOS™ for a few seconds until the screen switches on

**OFF:** Hold in the blue button on the top right hand side of the PocketPOS™ for a few seconds until the device says 'Shutting Down'

**How do I download the Nedbank PocketPOS™ App?**

-Download the free Nedbank PocketPOS™ App from the Google Play/Apple App Store onto your smartphone/tablet



**How do I pair the PocketPOS™ & smartphone via Bluetooth?**

-Hold in the Bluetooth button on the top right of the PocketPOS™ & let go as soon as the Bluetooth icon on the PocketPOS screen starts flickering

-Enable the Bluetooth on your smartphone/tablet & make sure your device is set to be "discoverable", & search for the PocketPOS™ Terminal. The bluetooth connection will be mPress + the last 3 digits of the PocketPOS™ serial number

-SELECT mPress & then PAIR on your smartphone & press ENTER on the PocketPOS™ to confirm the passkey

**\*Your PocketPOS and smartphone should now be successfully paired!**

**How do I charge the PocketPOS™ Shuttle?**

-Insert the Micro USB Cable into the top of the charging port of the PocketPOS™ Shuttle & insert the other end into any suitable charging adaptor

-Ensure that it is fully charged before use

**Debit / Credit Card Sales:**

-Make sure that your Smartphone / Tablet is successfully paired with the PocketPOS™

-Login with the User Group, User Name & Password as supplied to you by WAPPoint  
 -ENTER the Amount & your invoice number in the 'Reference' field. **\*Note: The Reference Field should always be unique**

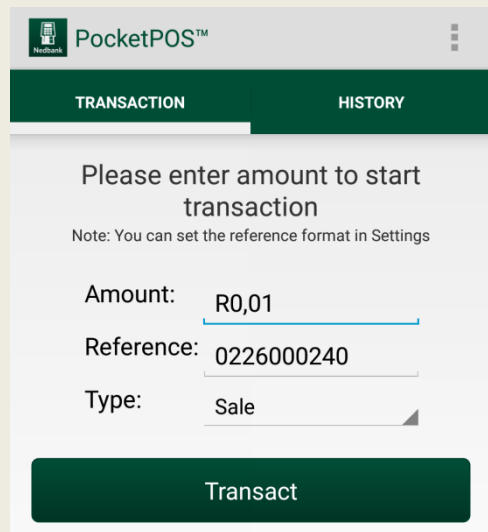
-SELECT 'Transact' & 'Insert / swipe card' as prompted by the PocketPOS™

-The cardholder must then ENTER their pin, & SELECT ENTER

-SELECT Cheque, Savings or Credit Card depending on the account type & press ENTER

-Wait for the **Approved** message & SELECT the top left button on your smartphone to view & send the Merchant & Customer receipt via email or SMS to yourself & the cardholder

**\*Always send the Merchant Copy to yourself & the Customer Copy to the Cardholder**



**How do I view my Transaction History?**

-Once you have signed in with your login details, tap on the 'History' button on the top right of the application

-Tap on the transaction you want to view

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