

## HOW DO I SWITCH THE DEVICE ON & OFF?

- **ON/OFF:** Press and hold the top right button for a few seconds & let go
- If the device goes into power saving "sleep mode", press it once to access the screen
- SWIPE UP TO UNLOCK YOUR SCREEN
- OPEN UP THE **CENDROID** APP TO START

**Merchant Password: 6755**



## MANUAL SETTLEMENT (END OF DAY CASH UP):

- Press 'Enter'
- 1 Applications
- Maintenance Menu
- Enter PIN 6755
- 3 Manual Bank
- 2 Manual Bank

**\*This should be done at the end of each day**

## PARAMETER DOWNLOAD (TO TEST IF THE GPRS IS WORKING):

- Press Enter
- 1 Applications
- 4 Maintenance Menu
- Enter PIN 6755
- 3 Manual Bank
- 5 Download Parameters

## HOW DO I REPRINT A SLIP?

- Press 'Enter'
- 1 Applications
- 4 Maintenance Menu
- Enter PIN 6755
- Select 5 - Print Reports
- Select 4 - Reprint Bank Slip
- Select Enter the Receipt if you would like to reprint according to the Sequence Number & time of the Transactions

## HOW TO MAKE A SALE

### INSERT /SWIPE CARD:

- Swipe or insert card
- Select 'Purchase' and follow prompts

### TAP CARD:

- Enter amount first
- Press 'Enter'
- Tap card
- Enter the amount & press 'Enter' again
- Ask the cardholder to enter their PIN & Press 'Enter'
- Slip is printed! Make sure it says **APPROVED**. The merchant receipt is yours & the customer receipt is their copy'. Make sure the cardholder signs the merchant receipt.

## POSSIBLE TERMINAL ERRORS:

**Printing Problems:** Make sure the paper is inserted correctly & that the paper is feeding over the printer lid, away from you.

**Device not charging:** Try another plug point. If this fails, contact our helpdesk as the battery or charger may be faulty.

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