

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

- **ON:** Hold the power button on the right side of the screen for a few seconds & let go
- **OFF:** Hold in the power button & then choose the 'Power Off' option

## MANUAL END-OF-DAY CASH UP:

- Select 'Settle Accounts'
- Select the red tab named 'Settle Accounts'
- Select 'OK' on Settlement Summary

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



## DEBIT / CREDIT CARD SALES:

- Open 'AddPay Cashier' APP & press 'Login'
- Press on 'Purchase' & enter the amount
- Press 'OK' after amount & 'OK' again
- Tap/swipe or insert the card
- Select 'Cheque' / 'Savings' / 'Credit Card', if applicable
- Ask the cardholder to enter their PIN & press 'ENTER'
- Slip is printed! Make sure it says "Transaction Successful".
- If your device doesn't have printing capabilities, press 'Send Receipt' & enter the email address or phone number to send the electronic receipt.
- Press 'OK' to end the sale

\*The merchant receipt is yours & the customer receipt is the cardholder's copy. Make sure the cardholder signs the merchant receipt.

## HOW DO I REPRINT A SLIP?

- Click on 'Bill', the middle screen option
- Select the transaction you want
- Select the 'print' icon on the top right of the screen & click back to the 'cashier' button

## POSSIBLE TERMINAL ERRORS:

- **Printing Problems:** Make sure the paper is inserted correctly & that the paper is going up, and 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.
- **Transaction Failed:** Device should be on mobile data only. Retry to make sure card is not damaged or move to stronger connectivity spot.

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