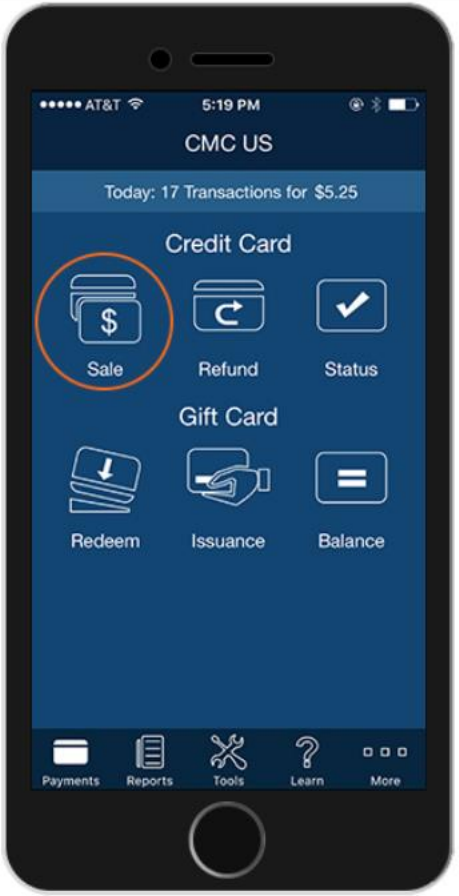
Steps

1 | Quick Sale
2 | Amount Entry
3 | Card Insert
4 | Card Insert - Pause
5 | Remove Card
6 | Customer Confirms Sale
7 | Tip Entry
8 | Waiting for Authorization
9 | Enter Receipt Information
10 | Receipt Sent
11 | Schedule Follow-up



Step 1

Quick Sale

MERCHANT HOLDING PHONE »

Merchant selects **Sale**.

Steps

1 | Quick Sale
2 | **Amount Entry**
3 | Card Insert
4 | Card Insert - Pause
5 | Remove Card
6 | Customer Confirms Sale
7 | Tip Entry
8 | Waiting for Authorization
9 | Enter Receipt Information
10 | Receipt Sent
11 | Schedule Follow-up

Step 2

Amount Entry

MERCHANT HOLDING PHONE »

1. Merchant enters **Sale Amount**
2. Selects **Done**
3. Then selects **Continue**

Steps

1 | Quick Sale
2 | Amount Entry
3 | **Card Insert**
4 | Card Insert - Pause
5 | Remove Card
6 | Customer Confirms Sale
7 | Tip Entry
8 | Waiting for Authorization
9 | Enter Receipt Information
10 | Receipt Sent
11 | Schedule Follow-up

Step 3

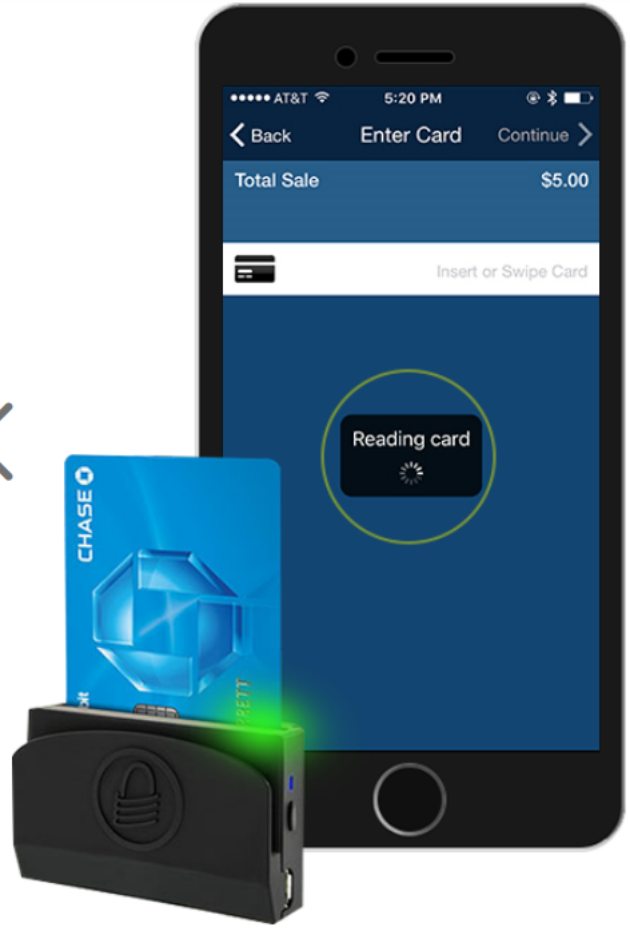
Card Insert

« CUSTOMER HOLDING CARD READER

General status LED lights green when ready for customer to insert card.

Steps

1 | Quick Sale
2 | Amount Entry
3 | Card Insert
4 | **Card Insert - Pause**
5 | Remove Card
6 | Customer Confirms Sale
7 | Tip Entry
8 | Waiting for Authorization
9 | Enter Receipt Information
10 | Receipt Sent
11 | Schedule Follow-up



Step 4

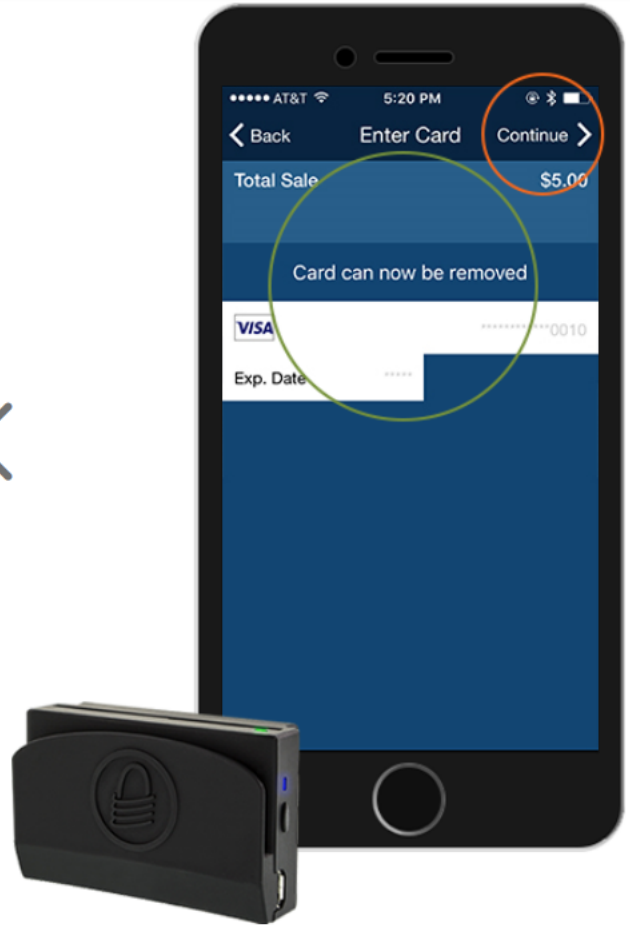
Card Insert - Pause

« CUSTOMER HOLDING CARD READER

Customer leaves card inserted.

Steps

1 | Quick Sale
2 | Amount Entry
3 | Card Insert
4 | Card Insert - Pause
5 | **Remove Card**
6 | Customer Confirms Sale
7 | Tip Entry
8 | Waiting for Authorization
9 | Enter Receipt Information
10 | Receipt Sent
11 | Schedule Follow-up



Step 5

Remove Card

« CUSTOMER HOLDING CARD READER

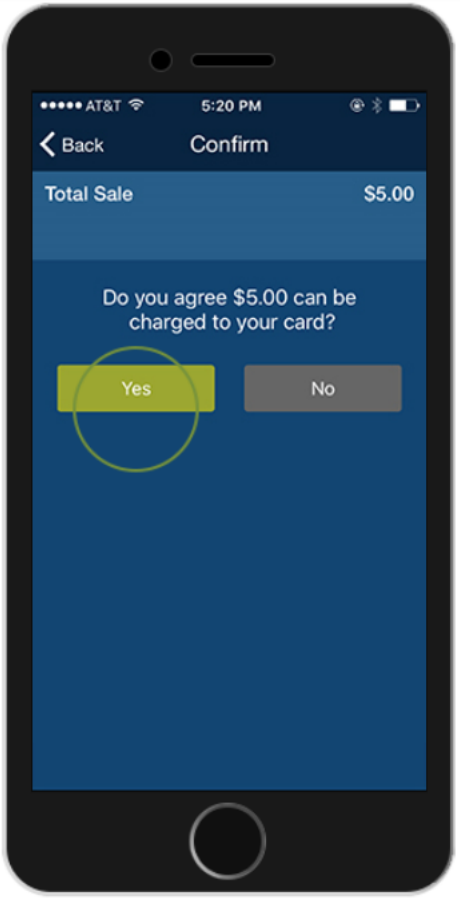
Customer removes card as directed. The General Status LED light goes off.

MERCHANT HOLDING PHONE »

Merchant selects **Continue**.

Steps

1 | Quick Sale
2 | Amount Entry
3 | Card Insert
4 | Card Insert - Pause
5 | Remove Card
6 | **Customer Confirms Sale**
7 | Tip Entry
8 | Waiting for Authorization
9 | Enter Receipt Information
10 | Receipt Sent
11 | Schedule Follow-up



Step 6

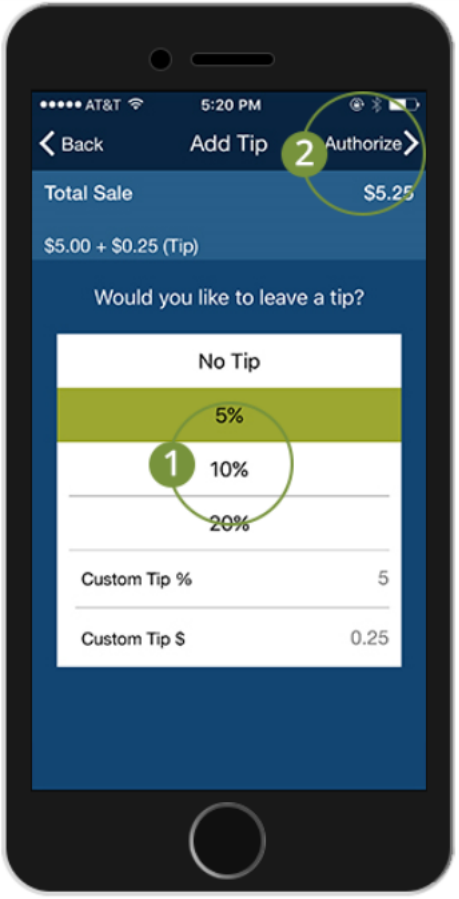
Customer Confirms Sale

« CUSTOMER HOLDING PHONE

Customer is handed smartphone to confirm sale amount. Tap **Yes** to confirm.

Steps

1 | Quick Sale
2 | Amount Entry
3 | Card Insert
4 | Card Insert - Pause
5 | Remove Card
6 | Customer Confirms Sale
7 | **Tip Entry**
8 | Waiting for Authorization
9 | Enter Receipt Information
10 | Receipt Sent
11 | Schedule Follow-up



Step 7

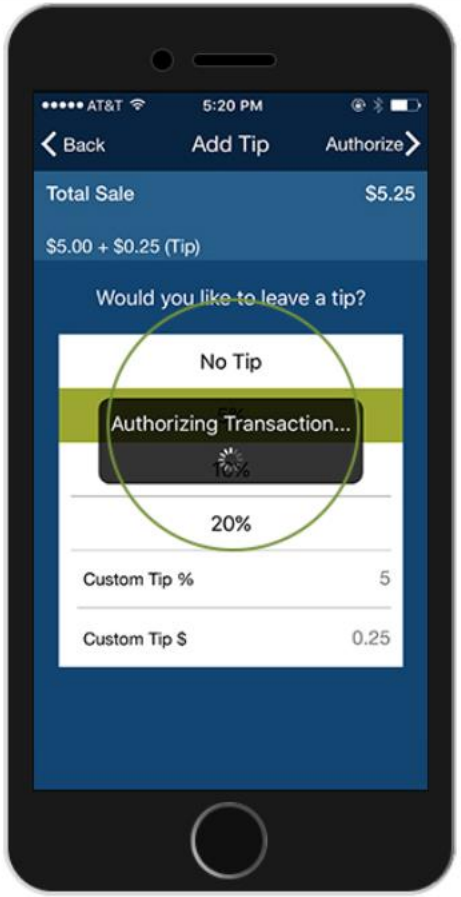
Tip Entry

« CUSTOMER HOLDING PHONE

1. Customer enters **Tip Amount**
2. Selects **Authorize**

Steps

1 | Quick Sale
2 | Amount Entry
3 | Card Insert
4 | Card Insert - Pause
5 | Remove Card
6 | Customer Confirms Sale
7 | Tip Entry
8 | **Waiting for Authorization**
9 | Enter Receipt Information
10 | Receipt Sent
11 | Schedule Follow-up

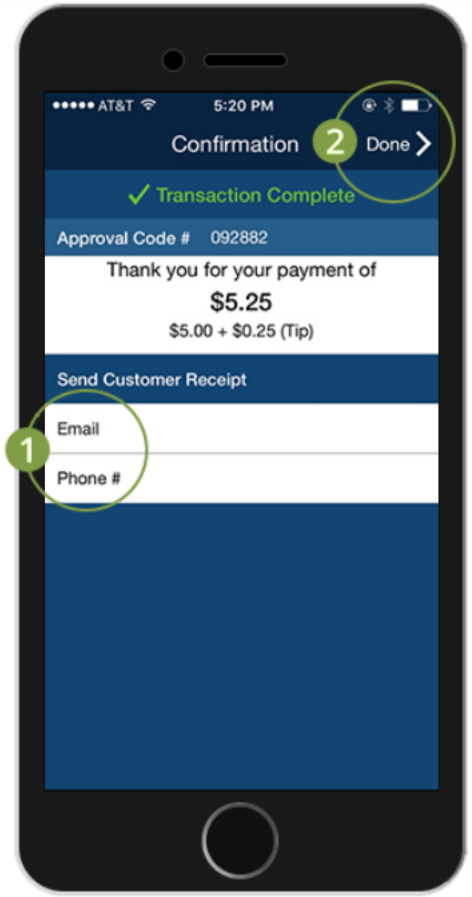


Step 8

Waiting for Authorization

Steps

1 | Quick Sale
2 | Amount Entry
3 | Card Insert
4 | Card Insert - Pause
5 | Remove Card
6 | Customer Confirms Sale
7 | Tip Entry
8 | Waiting for Authorization
9 | **Enter Receipt Information**
10 | Receipt Sent
11 | Schedule Follow-up



Step 9

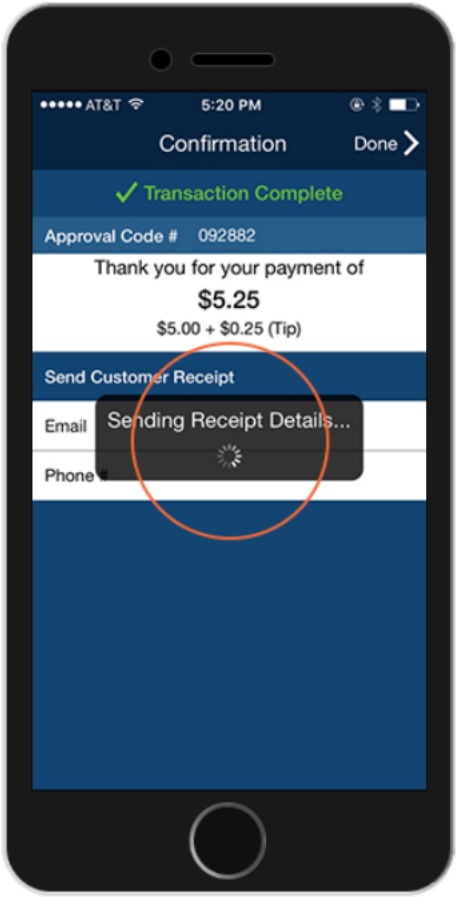
Enter Receipt Information

« CUSTOMER HOLDING PHONE

1. Customer enters **Email Address** or **Phone #** if receipt desired.
2. Selects **Done**
3. Returns phone to merchant

Steps

1 | Quick Sale
2 | Amount Entry
3 | Card Insert
4 | Card Insert - Pause
5 | Remove Card
6 | Customer Confirms Sale
7 | Tip Entry
8 | Waiting for Authorization
9 | Enter Receipt Information
10 | **Receipt Sent**
11 | Schedule Follow-up



Step 10

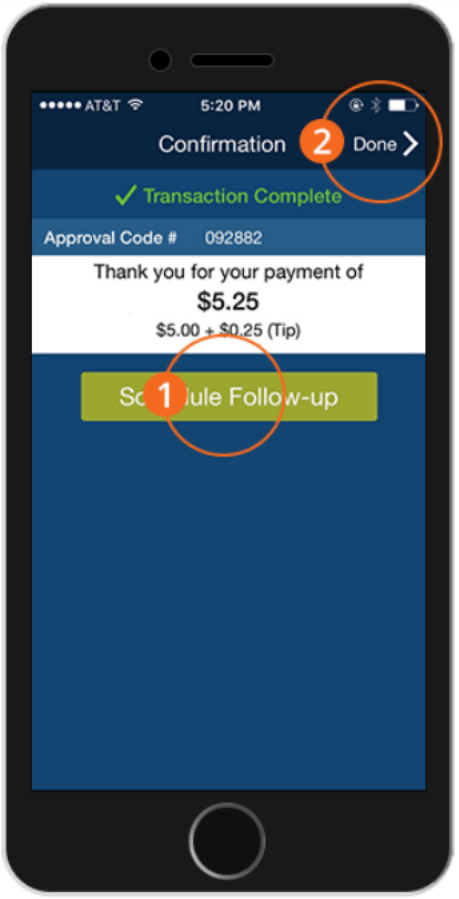
Receipt Sent

MERCHANT HOLDING PHONE »

Receipt details are sent to customer.

Steps

1 | Quick Sale
2 | Amount Entry
3 | Card Insert
4 | Card Insert - Pause
5 | Remove Card
6 | Customer Confirms Sale
7 | Tip Entry
8 | Waiting for Authorization
9 | Enter Receipt Information
10 | Receipt Sent
11 | **Schedule Follow-up**



Step 11

Schedule Follow-up

MERCHANT HOLDING PHONE »

1. Merchant **Schedules Follow-up** if applicable.
2. Selects **Done** for next sale.

Transaction complete.