

MOBILE EFTPOS TERMINALS: A QUICK GUIDE

START OF SHIFT/LOGGING INTO TERMINAL

To turn the terminal on or off, hold the blue button down until it “beeps”

Screen display

DRIVER ID:
KEY NUMBER & ENTER
< MENU

- 1) Key in the driver ID you use and press “enter”

Screen display

SWITCHING APN
TO INTERNET
PLEASE WAIT
DIALLING PLEASE WAIT

- 2) Receipt will print showing “Driver Initialised”

Screen display (terminal is now ready for use)

Live TaxiEpay 11:47
Taxi-0001
< FEED SWIPE CARD
< MENU SHIFT >

END OF SHIFT REPORT

- 1) From swipe card screen select the bottom right button “Shift”

- a) Press “enter” to confirm end of shift
- b) End of shift report will print

MENU OPTIONS

- 1) From swipe card screen select the bottom left button “Menu”
- 2) Press “1” for cash receipt
 - a) Key in fare amount and press “enter”
 - b) Enter other charges and press “enter”
 - c) Press “enter” if all charges are correct
 - d) Press “enter” to print receipt for customer
- 3) Press “2” for duplicate receipt
 - a) Receipt is printed
- 4) Select “3” to void transaction (only last credit (not CHQ or SAV) will be voided)
 - a) Enter the driver ID you use and press “enter”
 - b) Press “enter” to confirm transaction amount
 - c) Swipe customer card
 - d) Press “enter” to confirm you want to void transaction
 - e) Receipt will print
 - f) Customer signs receipt
 - g) Press “enter” to confirm signature ok
 - h) Press “enter” to print receipt for customer or “clear” to go back



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PROCESSING AN EFTPOS TRANSACTION

Screen display

Live TaxiEpay	11:47
Taxi-0001	
< FEED	SWIPE CARD
< MENU	SHIFT >

- 1) Swipe customer credit card
- 2) Enter pick-up/drop-off zones if prompted

0	Hospital	5	City
1	Home	6	Suburbs
2	Office	7	Airport
3	Restaurant	8	Train/Bus
4	Hotel	9	Tourist

Screen display

FARE	\$0.00
KEY FARE AMT & ENTER	

- 3) Enter the fare amount & press "enter"

Screen display

FARE	\$10.00
OTHER CHARGES	\$0.00
OTHER CHARGES & ENTER	

- 4) Enter other charges & press "enter"

Screen display

FARE	\$10.00	Note: terminal automatically adds service fee and GST
OTHER CHARGES	\$0.00	
SERVICE	\$1.10	
TOTAL	\$11.10	
Press ENTER/CLEAR		

- 5) Press "enter" if charges are correct or "clear" to go back.

Screen display

[CARD PROVIDER] e.g. VISA	SALE
1. SAVINGS	
2. CHEQUE	
3. CREDIT	

- 6) Select card type by choosing top, middle or bottom button on left hand side of screen (or push 1, 2, 3 to select card type)

Note: for CHQ & SAV customer enters pin.
For CRD (Credit) go to step 7) below.

Screen display

TOTAL	Pin Pad	11.10
Enter PIN & press		
< Enter >		

On successfully entering a valid pin, screen reads APPROVED and receipt is printed.

CHQ/SAV transaction is now complete.

- 7) No pin required for CRD (credit), press "enter"

Screen display

TOTAL	Pin Pad	\$11.10
Press < ENTER >		

Screen reads APPROVED SIGNATURE REQUIRED
Receipt automatically prints for customer to sign

Screen display

SIGNATURE OK?	Note: automatically accepts after 4 seconds
PRESS YES/NO	
NO YES	

- 8) Press the right button "Yes"

Screen display

PRINT RECEIPT FOR CUSTOMER?
PRESS ENTER/CLEAR

- 9) Press "enter" to print customer copy or "clear" to return to swipe card screen

CRD transaction is now complete.