

MOBILE EFTPOS TERMINALS: A QUICK GUIDE

START OF SHIFT/LOGGING INTO TERMINAL

To turn the terminal on, 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 | Taxi-0001 | 11:47 |
| < FEED | SWIPE CARD | |
| < MENU | | SHIFT > |

END OF SHIFT REPORT

1) From swipe card screen select the bottom right button "Shift"

- Press "enter" to confirm end of shift
- End of shift report will print

MENU OPTIONS

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



PROCESSING AN EFTPOS TRANSACTION

Screen display

| | | |
|---------------|------------|---------|
| Live TaxiEpay | Taxi-0001 | 11:47 |
| < 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.

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 - e) Key in fare amount and press "enter"
 - f) Enter other charges and press "enter"
 - g) Press "enter" if all charges are correct
 - h) Press "enter" to print receipt for customer
- 3) Press "2" for duplicate receipt
 - b) Receipt is printed
- 4) Select "3" to void transaction (only last credit (not CHQ or SAV) will be voided)
 - i) Enter the driver ID you use and press "enter"
 - j) Press "enter" to confirm transaction amount
 - k) Swipe customer card
 - l) Press "enter" to confirm you want to void transaction
 - m) Receipt will print
 - n) Customer signs receipt
 - o) Press "enter" to confirm signature ok
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