

Prepaid Terminal User Guide (SUNMI V2 PRO)



How to Install Your Terminal

1. Your terminal should have come with 4 pieces:
 - a. Charge Cable
 - b. Terminal
 - c. Docking Cradle



To charge your terminal, plug-in cable to the right side of your terminal according to the image above or plug in the cradel and place the terminal on it

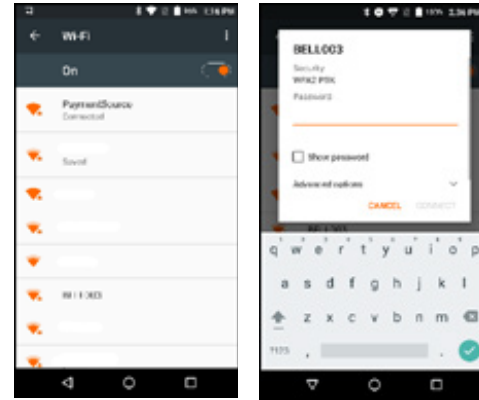
How to Power on Your Terminal

1. Press and hold the smaller silver power button on the upper left-hand side of the terminal for 1 second to power it on
2. If necessary you can power off or restart the terminal by holding the same button down for 2 seconds
3. You will now be at the lock screen for the device, enter your sales password to unlock the device (provided to you over the phone during set-up). The screen will lock during any long period of inactivity.



How to Connect Your Terminal to Wi-Fi

1. On your terminal home screen tap the settings icon
2. Look for the Wi-Fi menu option and tap it. You should now see all the Wi-Fi networks available within the range of your terminal.
3. Tap your desired Wi-Fi network and enter your Wi-Fi password,



4. If you successfully connected you will see the Wi-Fi symbol in the top bar of the screen



5. If you are unable to connect try checking your password

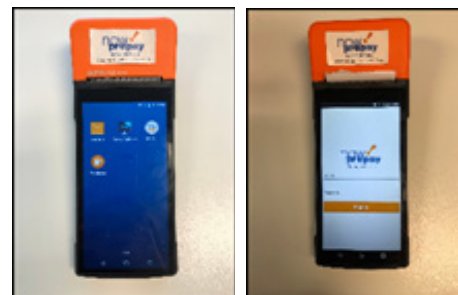
How to Load Receipt Paper

1. Your terminal will come with a fresh roll installed. To replace it start by gently lifting the flap under the Now Prepay logo, Pull out the old roll and drop in the new one before firmly closing the flap, exactly as pictured below



Logging into the Now Prepay App

1. Tap the Now Prepay POS icon on the home screen and enter your User Name and Password. Note this is the same Username and Password you used to access Retailer Central



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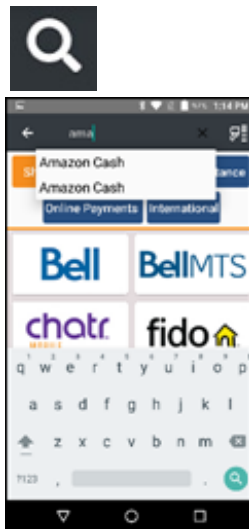
Processing a Transaction with the Built-in Camera and Scanner

1. Tap the scanner icon in the top right of the screen
2. The screen will then switch to the camera display.
 - a. For QR codes: Do not press any buttons, center the image of the QR code on the back of the product, the red line should cross through the middle of the barcode
 - b. For Gift Cards: Hold down the volume button on the left-hand side
3. Once the camera recognizes the QR code or Gift Card barcode the terminal will beep and proceed to the next screen. Depending on the type of card scanned you will receive a screen either prompting you to select a value, enter a value, or confirmation screen
4. Following a brief delay, you will see the following success message and a receipt will be printed.



Processing a Transaction via item Search

1. Tap the search icon in the top right-hand corner
2. Using the onscreen keyboard enter the name of the product you are looking for.
3. Tap the search result to either be directed to scan the product or enter/select the denomination you wish and use the same steps as you would for a transaction using the camera.



How to Access Other Features

1. On the home screen, tap the menu button
2. From here you will be able to access several administrative features of the terminal:
 - a. **Retailer Central:** Where you can view reports on sales and other details
 - b. **Users:** Where you can view what users have access to your terminal and add/remove clerks and managers
 - c. **Pin Return:** Where you can return a PIN activated in error
 - d. **Help:** Where you can view basic “how-to” guides
 - e. **Logout:** Tapping this will log out the current user and bring you back to the login screen



NOTE: These terminals DO NOT log out after each transaction, the terminal remains logged in. Make sure each user only transacts under their own login.