PayNuts Pulse

What's Inside
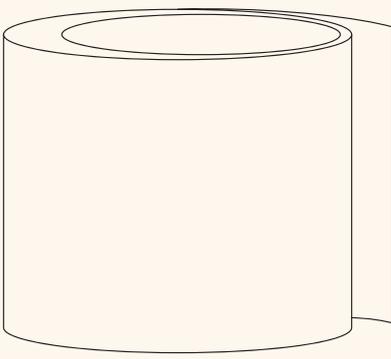
1. What's in the Box?

Charging Base

PayNuts Pulse
Portable Terminal

Receipt Roll
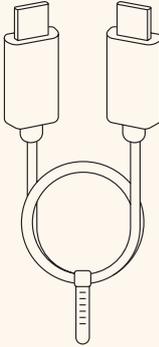
Power Cable
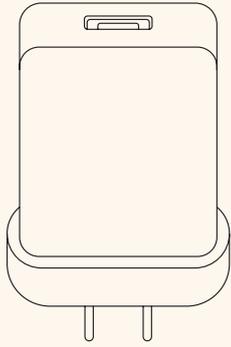
USB Wall
Socket Plug

2. Getting Started

Contactless
Card Reader

Receipt Printer

Power Button

Touch Screen

Volume Button

Card Chip Reader

Printer Roll
Hatch Handle

Back Camera

Battery /
Battery Cover

Battery Cover Hatch

3. Charging your PayNuts Pulse

There are two ways to charge your terminal.

① Charge from the dock

Connect the Power Cable to the charging port on the dock, and place the terminal on top.

② Charge the terminal directly

Connect the Power Cable directly to the charging port on the terminal.

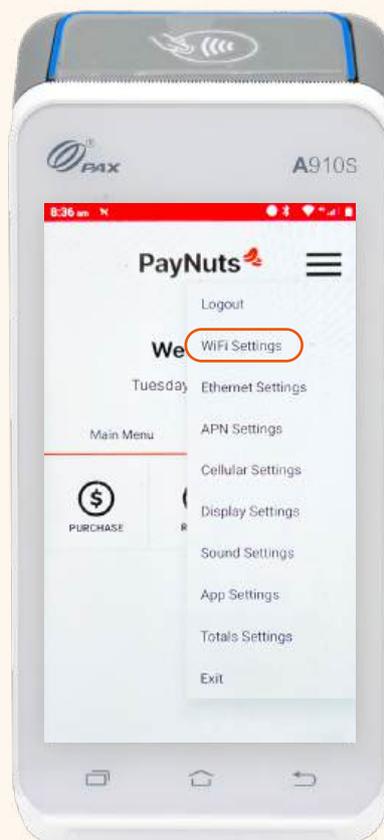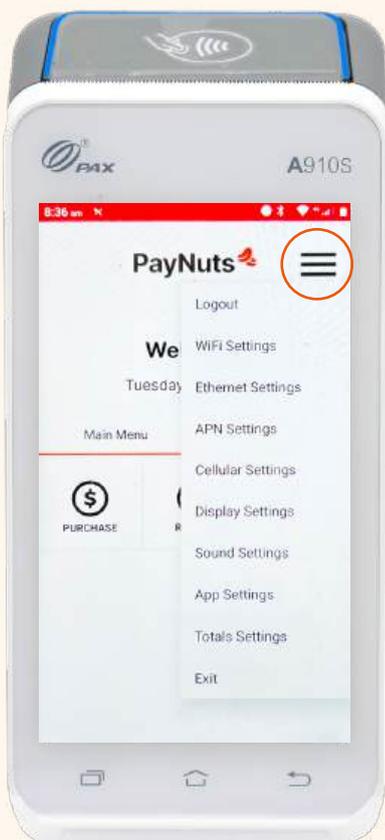Charging connectors to the dock

Charging port on the terminal

4. Internet and Network Connections

All terminals are already set up with SIM cards. If you want to connect the terminal to Wi-Fi, follow the below steps:

1 Click the hamburger menu ☰ .

2 Select **Wi-Fi Settings.**

3 Select a Network.

4 Enter password for selected network.
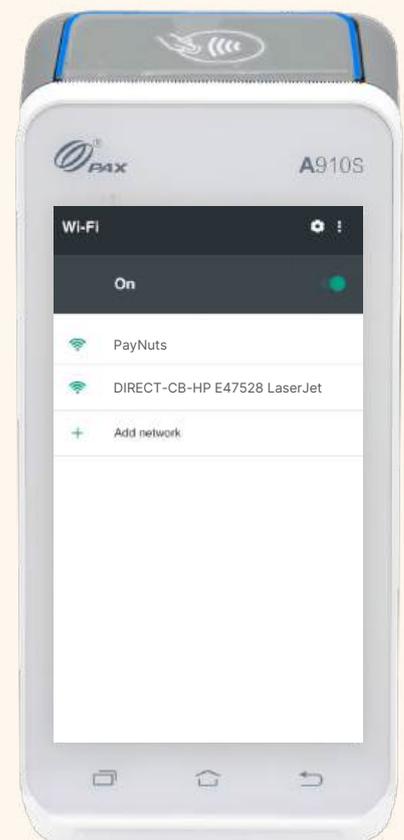
5. Installing Receipt Rolls

## All terminals are supplied with receipt rolls.

(1) Open the roll holder by pulling the hatch at the back of the terminal.

(2) Install the receipt roll according to the diagram in the holder leaving a length of receipt out of the terminal.

(3) Close the hatch and hold firmly on the paper and tear the excess at a 45 degree angle.

More can be obtained by placing an order via our **website.**

6. Process a Purchase

1. Initiate a **Purchase** transaction on the main menu on the terminal.

2. Insert transaction amount and press **Done**.

3. Request your customer to present their card, (tap, swipe or insert).

4. Once the card has been presented, the terminal will start processing the transaction.

5. When the transaction is processed on the terminal, it will be sent to the card issuer for approval.

6. The terminal has both screen advice and a beep to indicate either an approved or declined transaction.
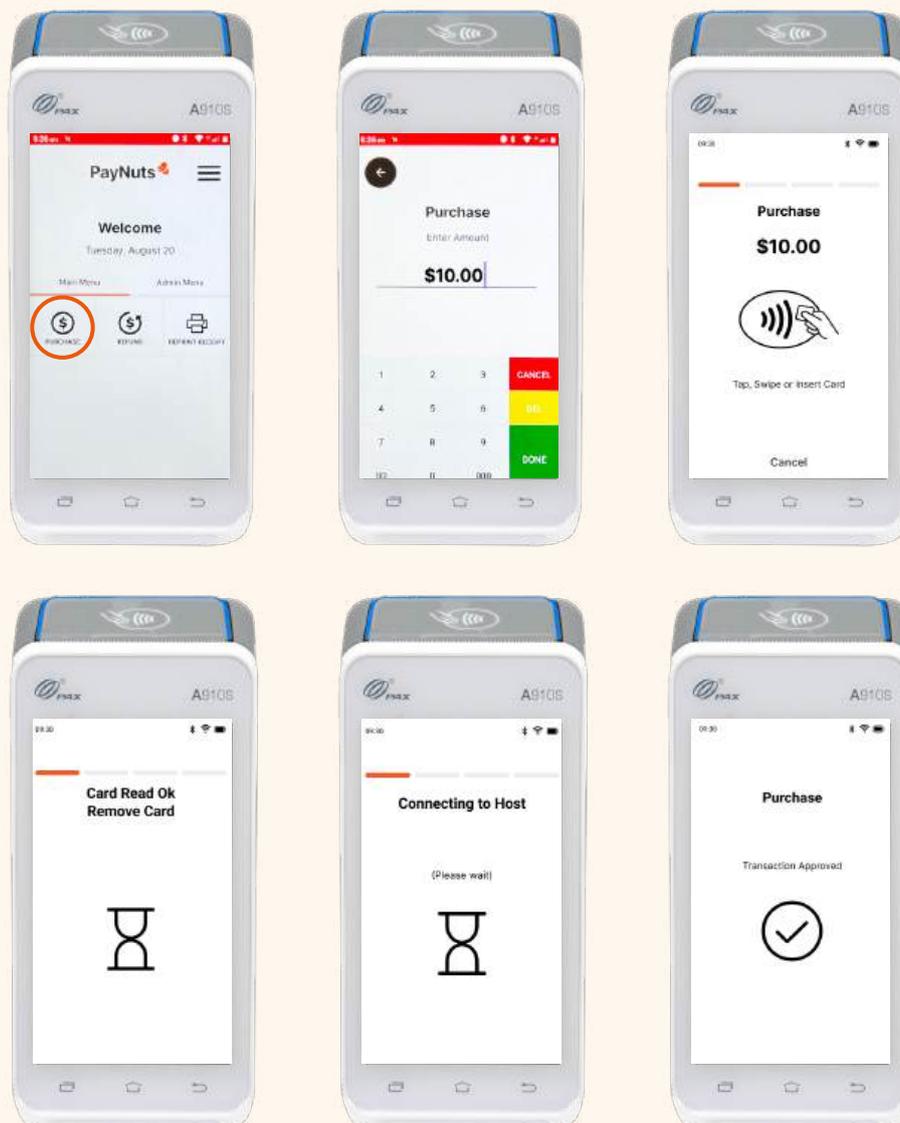
7. Process a Refund

1. Initiate a **Refund** transaction on the main menu.

2. Insert refund amount and press **Done**.

3. Enter password and press **Done**.

4. Request your customer to present their card, (tap, swipe or insert).

5. Once the card has been presented, the terminal will start processing the refund.

6. When the refund has processed on the terminal, it will be sent to the card issuer for approval.

7. The terminal will advise if the refund has been approved.
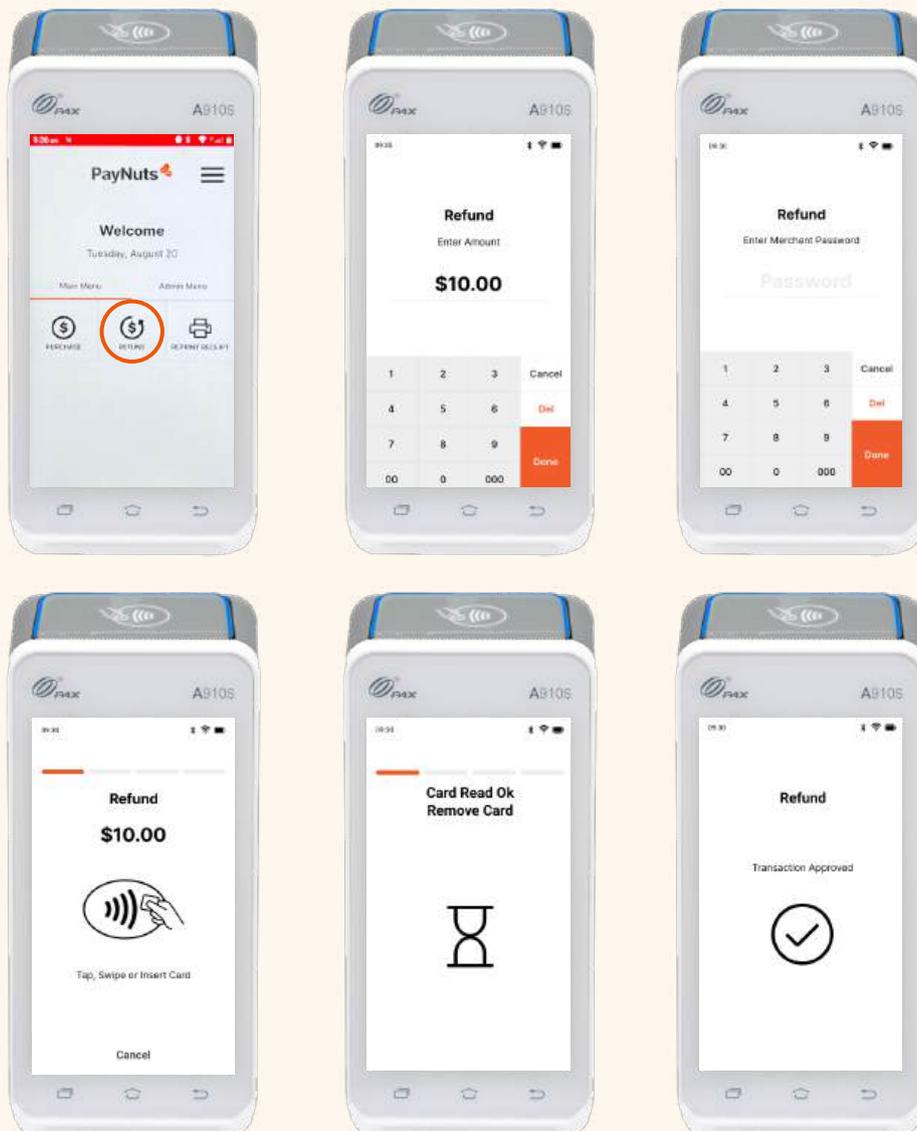
8. MOTO Transactions

*Mail Order / Telephone Order

① Press **Purchase MOTO** or **Refund MOTO** on the main menu depending on your transaction.

② Enter **Purchase** or **Refund** amount and press **Done**.

③ Enter password and press **Done**.

④ Select **Telephone Order** or **Mail Order**.

⑤ Enter the number and expiry date of the customer's card and press **Done**.

⑥ The terminal will start processing the transaction once all the details are inserted.

⑦ When the transaction is processed on the terminal, it will be sent to the card issuer for approval.

⑧ The terminal will advise if the transaction/refund has been approved.
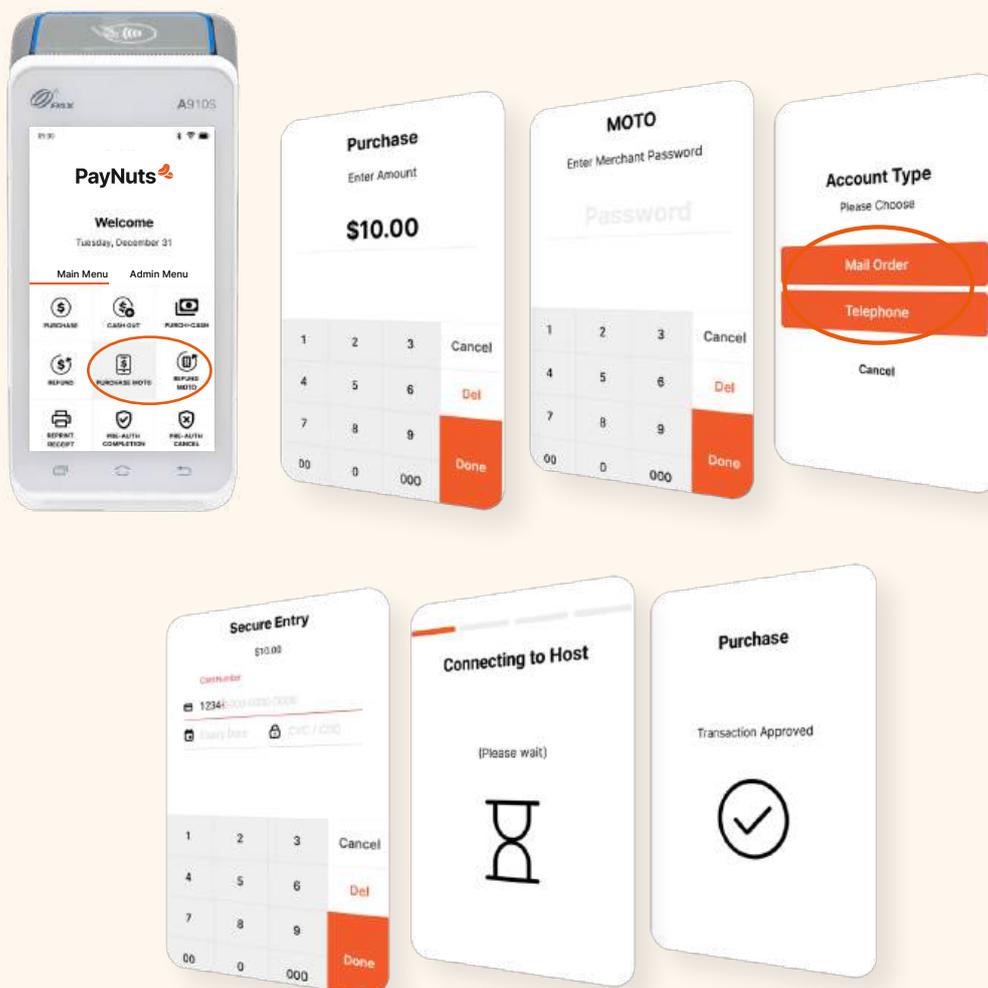
9. Pre-Settlement

This will print a summary of your transaction totals from the last settlement to the time of the request.

(1) Go to **Admin Menu.**

(2) Select **Pre-Settlement.**

(3) Terminal will print out the totals.

Note - the terminal will settle automatically everyday at the pre-determined time. Please do not select the Settlement option as this may cause funding discrepancies.

PayNuts

Get in Touch

Call **1800 EFTPOS (1800 338 767)**

Email us at **support@paynuts.au**

Visit us online **paynuts.au**

Our Office

Level 8,
574 St Kilda Road,
Melbourne VIC 3004