

AprivaPay™ Plus  
Version 2.5  
User Guide for iOS™

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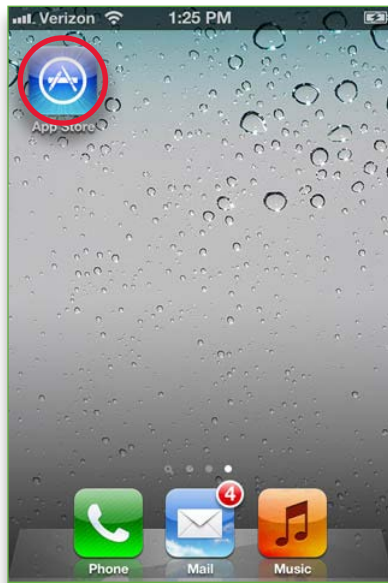
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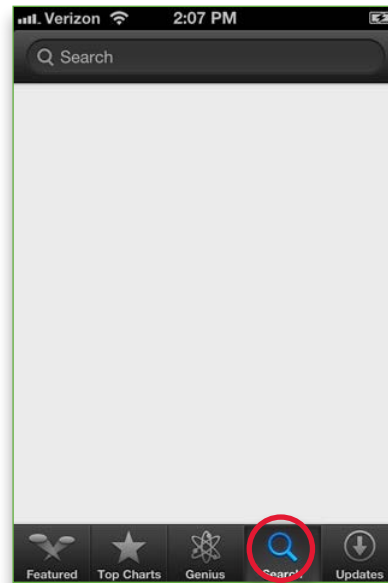
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If you haven't downloaded the Mobile Pay app to your device you can do so by searching for *AprivaPay Plus* in the App Store<sup>SM</sup>.



- Open the App Store on your device.



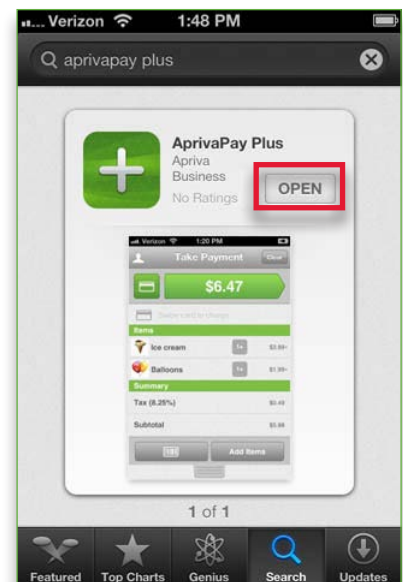
- Tap the search icon.



- Search for *AprivaPay Plus*.

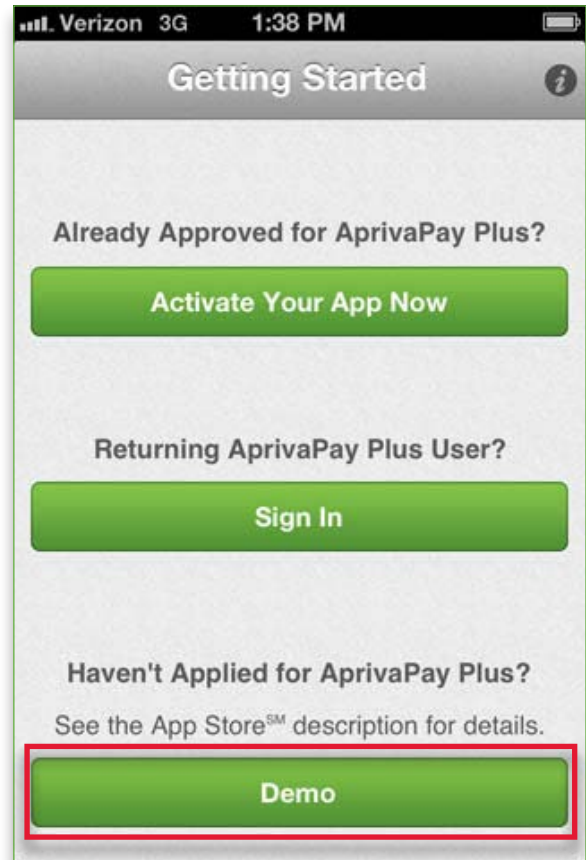


- Tap *INSTALL*.



- Tap *OPEN*.

Before activating your app, you can familiarize yourself with all AprivaPay Plus features using Demo Mode. Please note, this mode will no longer be available once you've activated your app.

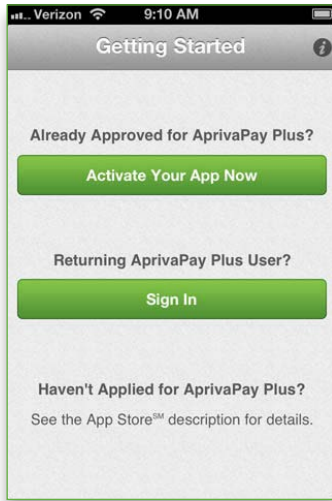


- Tap the Demo button to start AprivaPay Plus in demo mode.

Once the app has been downloaded and installed, you will need to activate AprivaPay Plus and setup your password and security questions.



- Tap the AprivaPay Plus app icon to launch the App.



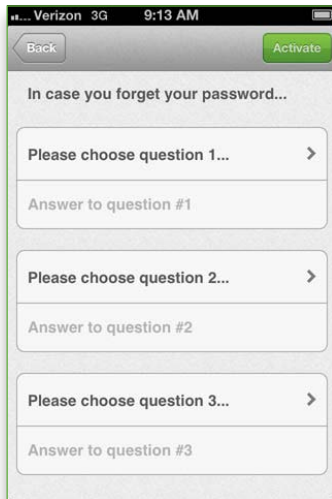
- Tap *Activate Your App Now*.



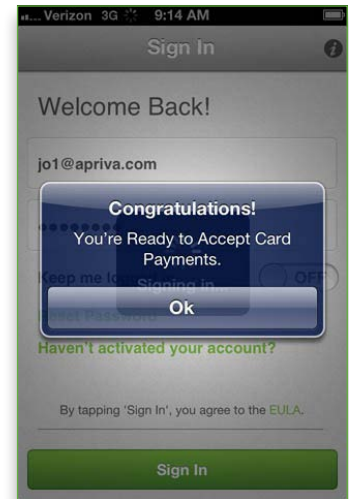
- Enter the 5 Digit User ID provided in your Welcome Email, your Email address, and then tap *Continue*.



- Create a Password for your account, and then tap *Continue*.



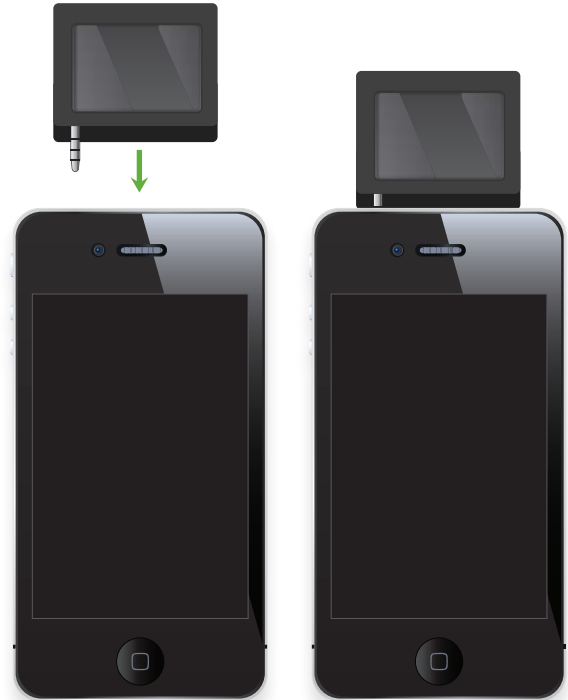
- Select and answer 3 Security Questions, and then tap *Continue*.



- Tap *OK*.

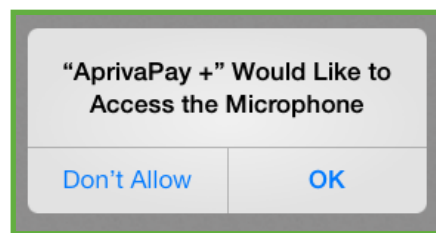
1. Before using the Rambler reader, turn the ringer (headphone) volume of your device up to maximum level.
2. Insert the Rambler card reader into you device's headphone jack as shown below:

Please refer to your smart phone's user manual for more information on adjusting your device's volume levels.



NOTE: Phone images are for reference only.

### IMPORTANT: iOS7 Card Reader Access Update



In order to swipe cards using the card reader on iOS 7.0, you need to allow the application to access the microphone. After updating to iOS 7.0 on your iPhone® or iPad®, do the following:

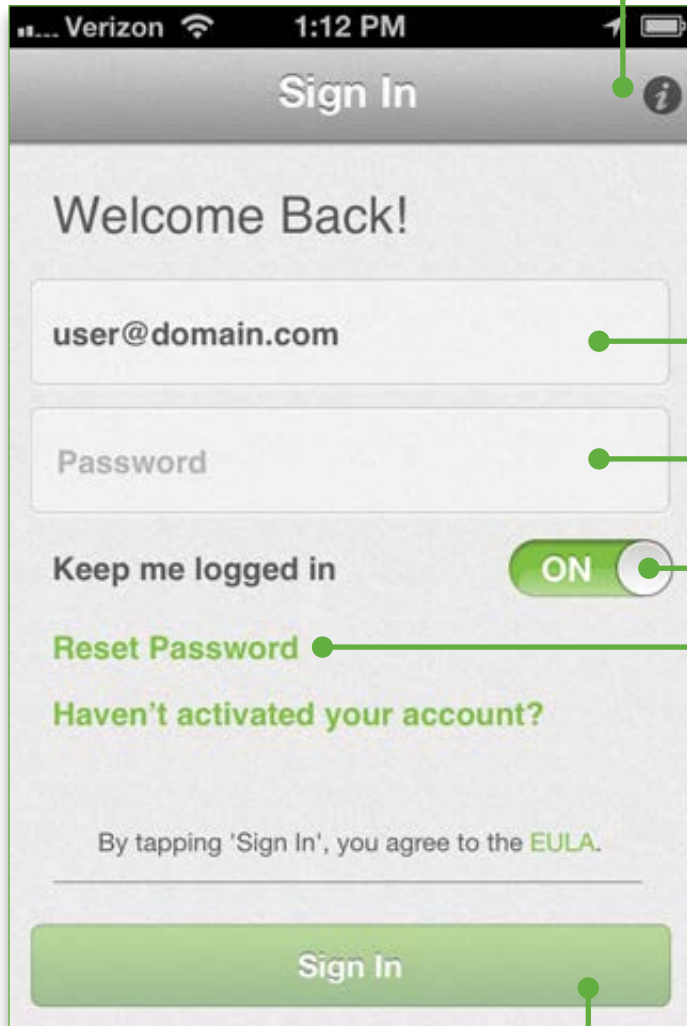
- Log in to the app. Plug in the card reader and you will be prompted to allow the application to access the microphone. Select OK.

If you skip this prompt you can also access your microphone settings as follows:

- Go to Settings> Privacy> Microphone. Turn AprivaPay + to green.

If you are not using iOS 7.0, no action is needed as you will continue to be able to swipe cards with the application. Please keep these instructions in mind if you do upgrade to iOS 7.0.





Tap the info icon for help and support information

Username box

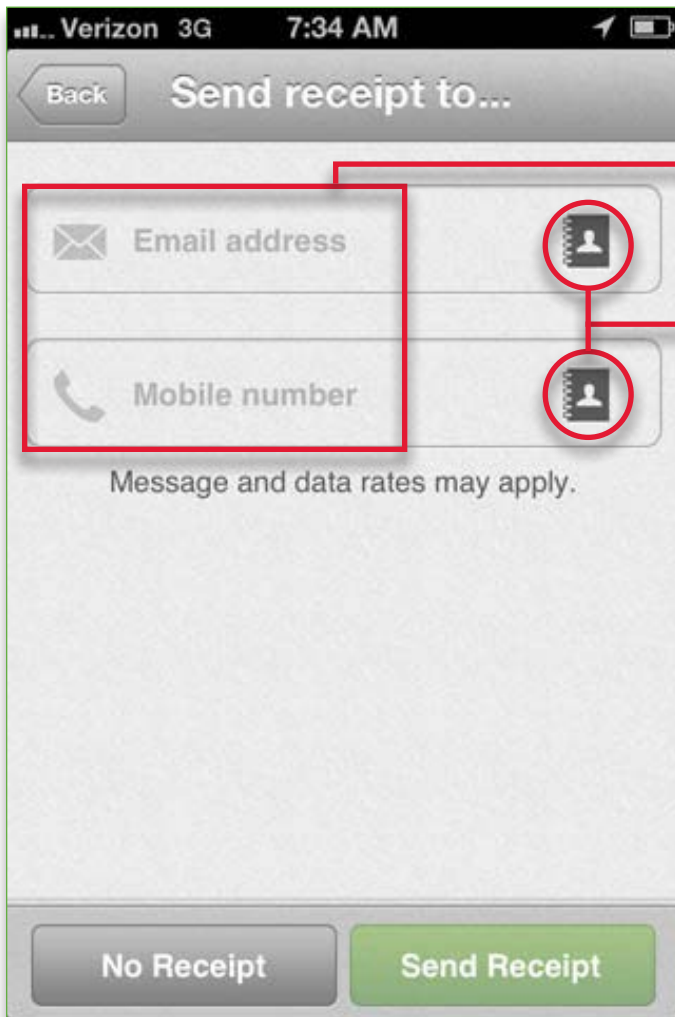
Password box

Enable this option to save your password when logging in

If you forget your password, use the Reset Password option

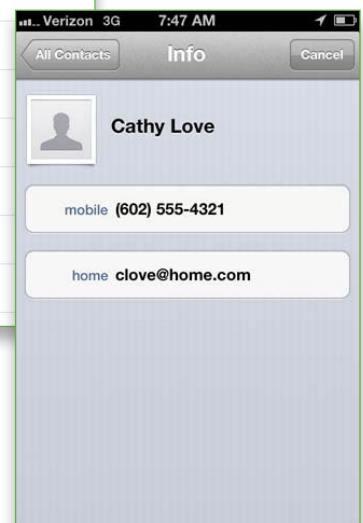
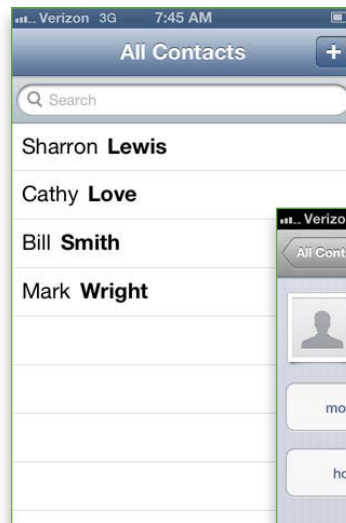
Tap Sign In after you enter your username and password

After completing transactions, you have the ability to send electronic receipts to your customer. You can send SMS receipts, e-mail receipts or both.



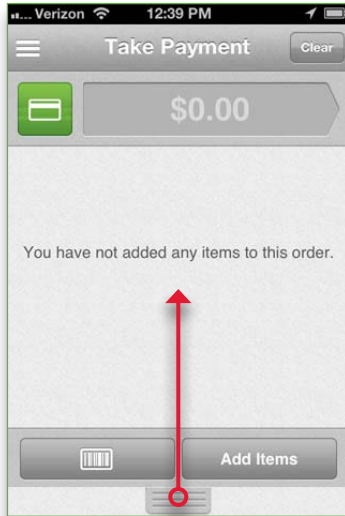
Tap the *Mobile number* field or *Email* field to enter your customer's mobile number or e-mail address.

Tap the *contacts icon* to select an SMS or e-mail contact from your phonebook.

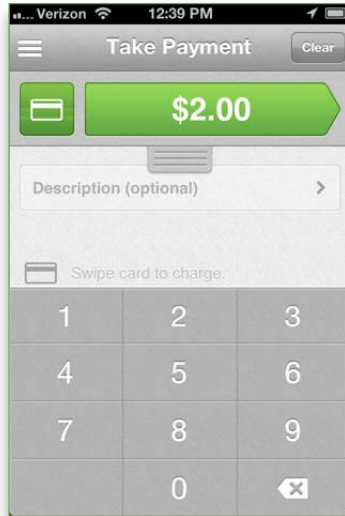




Quick Mode is for merchants who do not wish to use inventory items within the app (See Items Mode if you would like to use inventory capabilities).



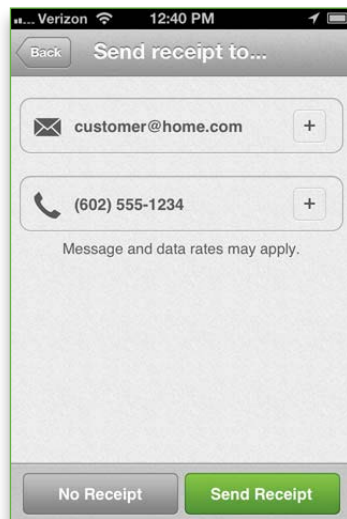
- Swipe the lower tab up to reveal the number pad.



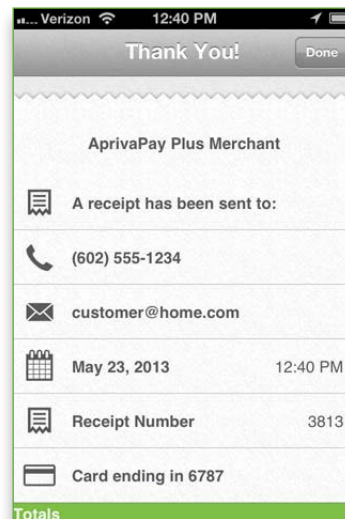
- Enter the transaction amount, and then swipe your customer's card.



- Ask customer to sign for the transaction.
- Tap Complete Purchase.

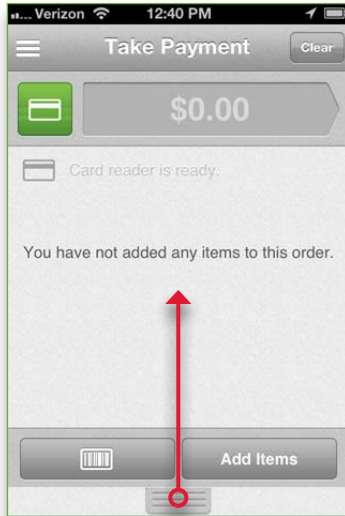


- Enter your customer's email address and/or mobile number to send a receipt (optional).
- Tap Send Receipt.

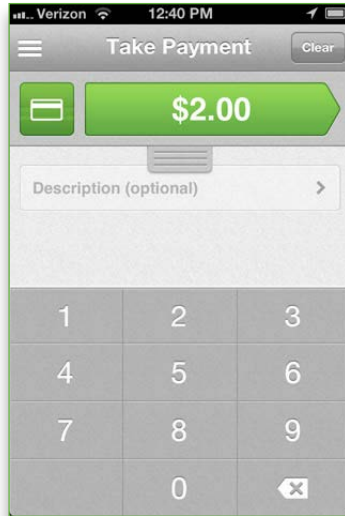


- Transaction receipt is displayed.
- Tap Done.

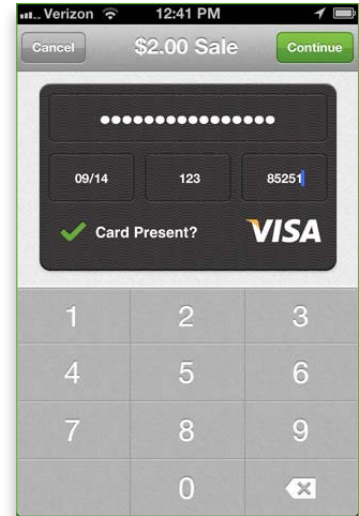
When you wish to take a payment but do not have your card reader with you, manual entry allows you to enter the customer's payment information by keying it in.



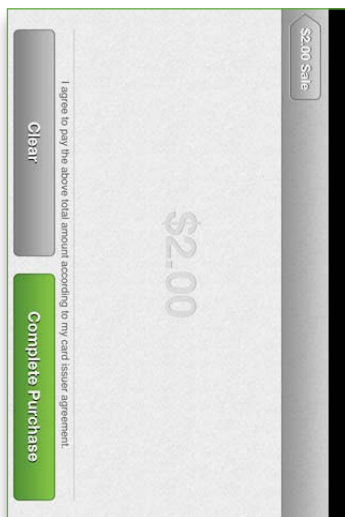
- Swipe the lower tab up to reveal the number pad.



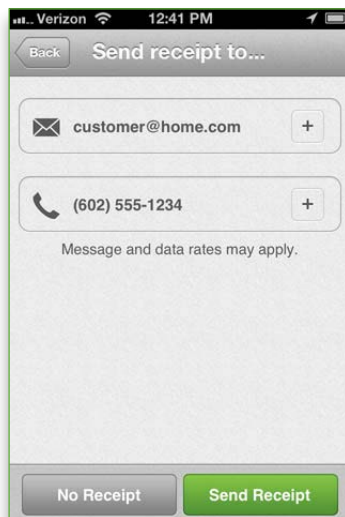
- Enter the transaction amount, and then tap the green button that displays the amount.



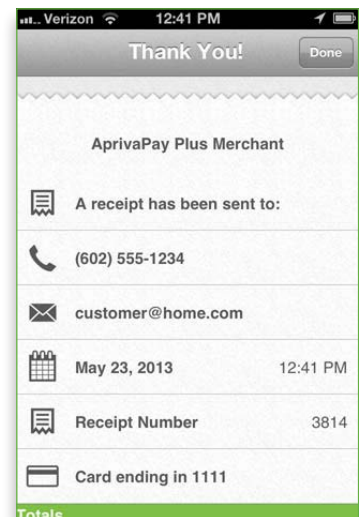
- If the customer's card is not present, deselect the card present option.
- Enter customer's card information, and then tap Continue.



- Ask customer to sign for the transaction.
- Tap Complete Purchase.

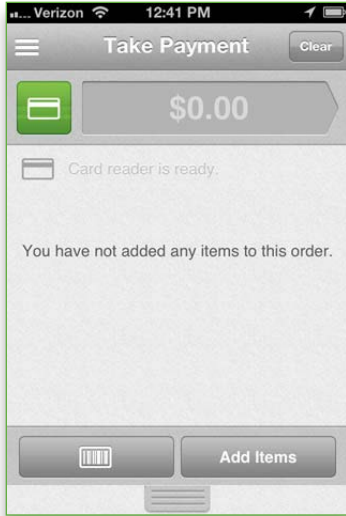


- Enter your customer's email address and/or mobile number to send a receipt (optional).
- Tap Send Receipt.

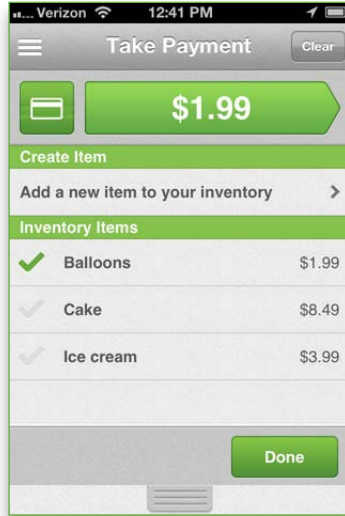


- Transaction receipt is displayed.
- Tap Done.

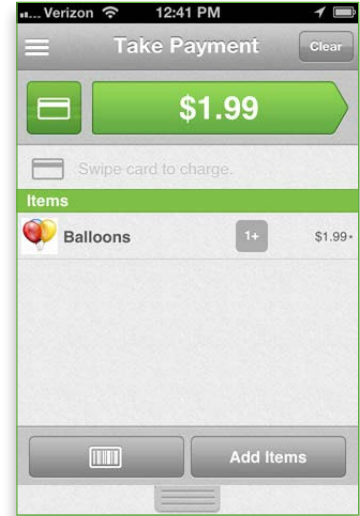
If you have your inventory items stored, you may begin a transaction by selecting the item rather than entering the amount.



- Tap Add items.
- Note: you may also use the Scan Item button to quickly scan the barcode of items to be purchased. Please see *Add Inventory Items* section for more information.



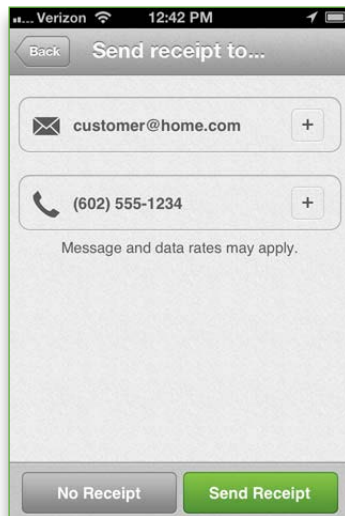
- Select the items from your inventory, then tap Done.



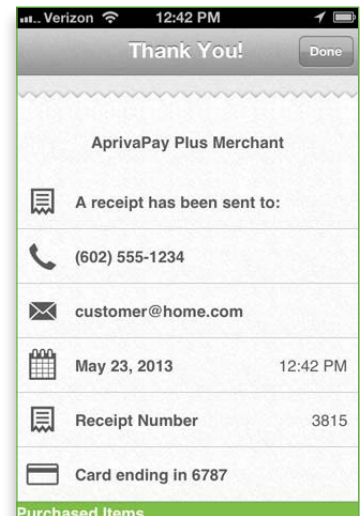
- Swipe customer's credit card.



- Ask customer to sign for the transaction.
- Tap Complete Purchase.

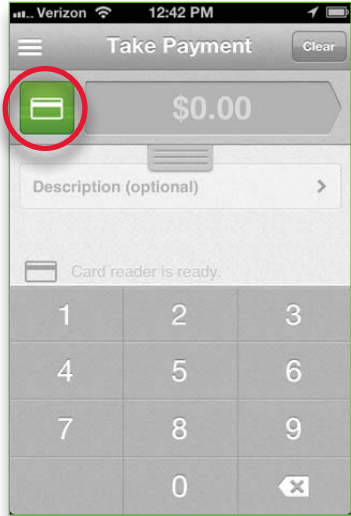


- Enter your customer's email address and/or mobile number to send a receipt (optional).
- Tap Send Receipt.

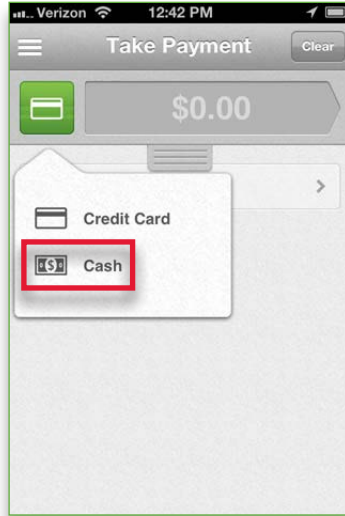


- Transaction receipt is displayed.
- Tap Done.

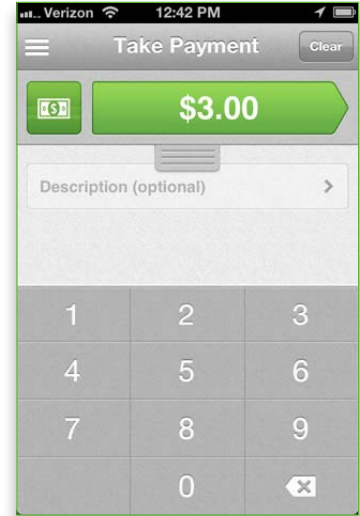
If all or part of your sales are by cash, you can track your cash transactions for a complete picture of your overall sales.



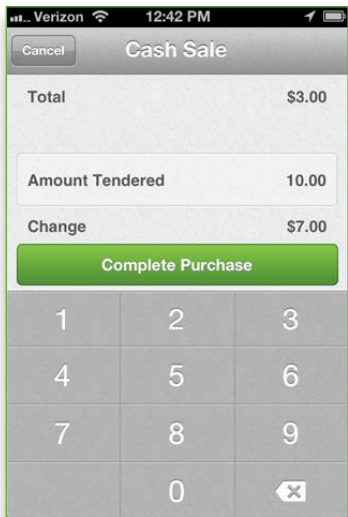
- Tap the card icon.



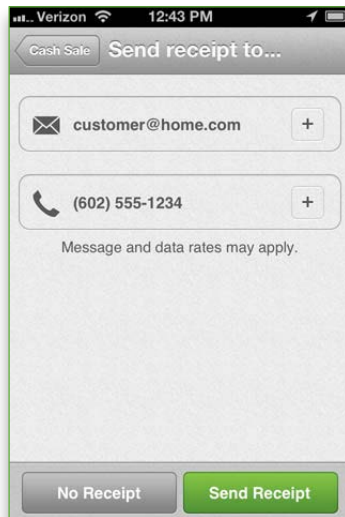
- Tap *Cash*.



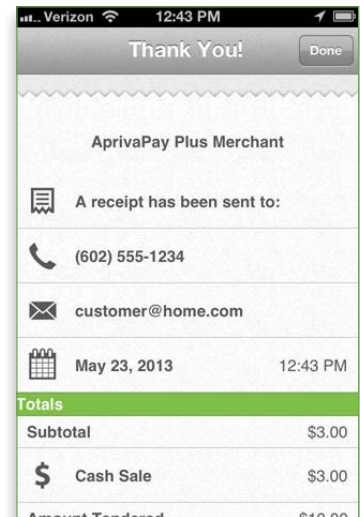
- Enter the transaction amount, and then tap the green button that displays the amount.



- Enter the Amount Tendered, and then tap *Complete Purchase*.

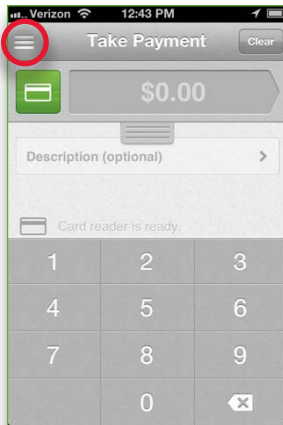


- Enter your customer's email address and/or mobile number to send a receipt (optional).
- Tap *Send Receipt*.



- Transaction receipt is displayed.
- Tap *Done*.

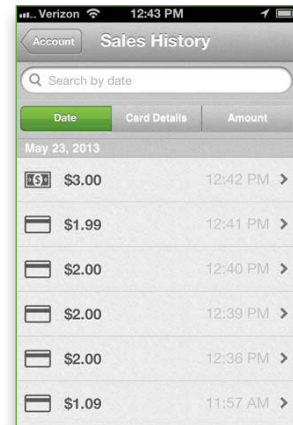




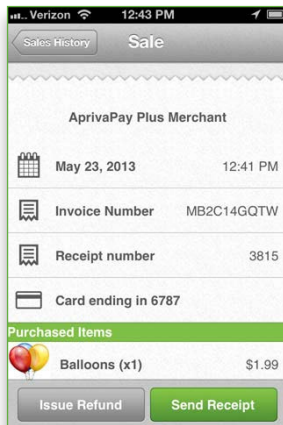
- Tap Menu.



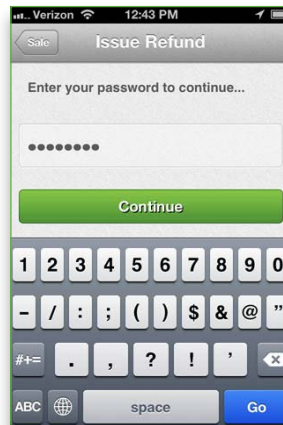
- Tap *Sales History*.



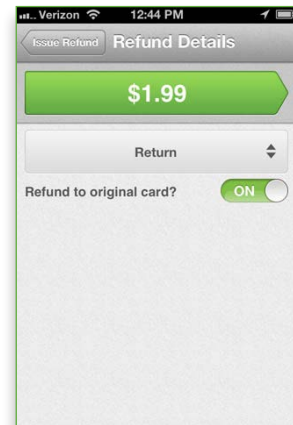
- Tap the transaction to refund.



- Tap *Issue Refund*.



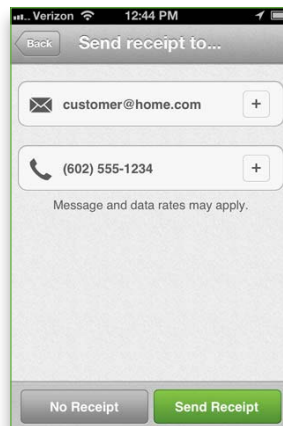
- Enter your password, and then tap *Continue*.



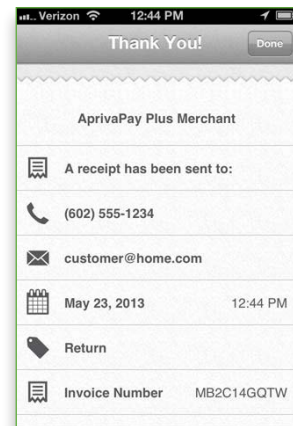
- Select a reason for the refund, and then tap the green amount button.



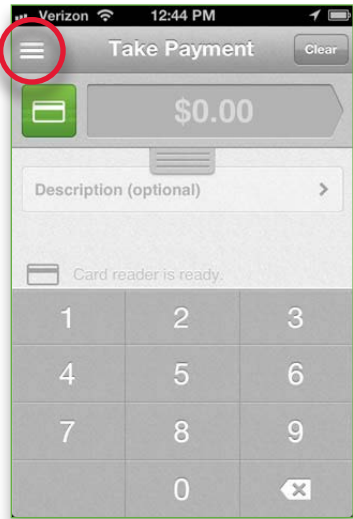
- Ask customer to sign for the transaction.
- Tap *Complete Refund*.



- Enter your customer's email address and/or mobile number to send a receipt (optional).
- Tap *Send Receipt*.



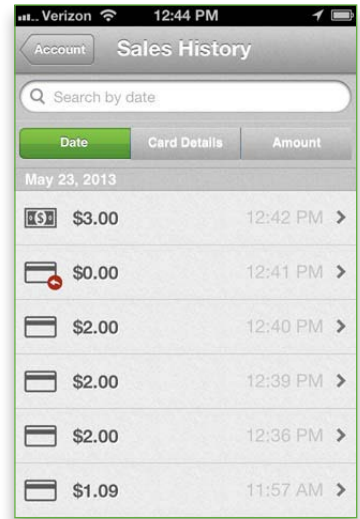
- Transaction receipt is displayed.
- Tap *Done*.



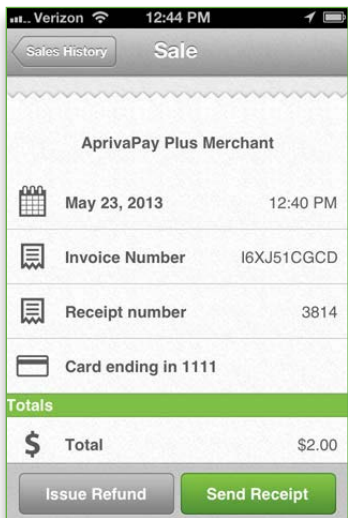
- Tap Menu.



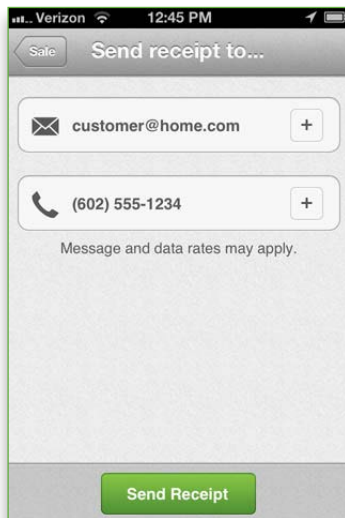
- Tap *Sales History*.



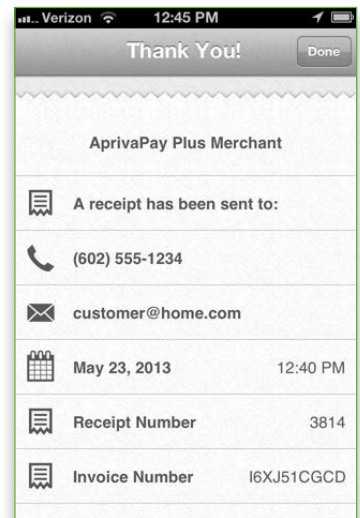
- Tap the transaction to resend the receipt.



- Tap *Send Receipt*.

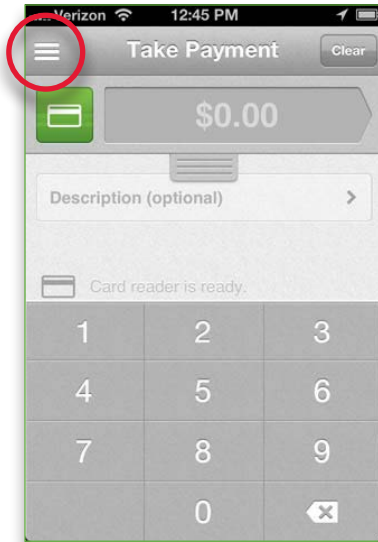


- Enter your customer's email address and/or mobile number to resend the receipt.
- Tap *Send Receipt*.



- Transaction receipt is displayed.
- Tap *Done*.





- Tap *Menu*.

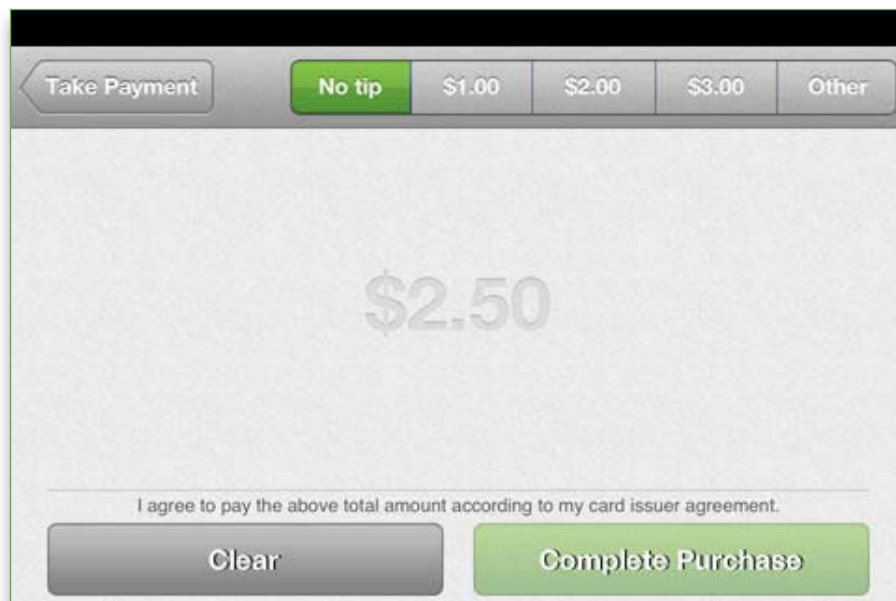


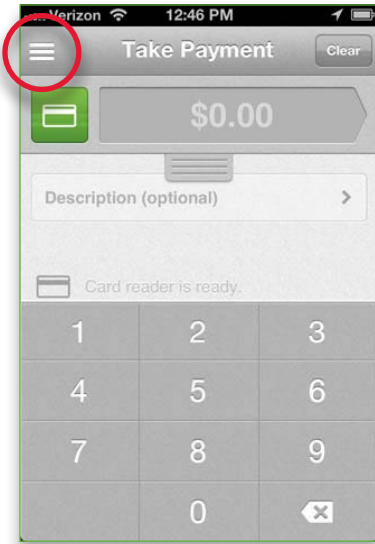
- Turn Tips on or Off using the slider. By enabling tips, your customers can select a percentage to add a gratuity to their purchase.



- Additionally, you may enable smart tip amounts that allow your customers to tip using whole dollar amounts for purchases below \$10.

### Tip Prompt

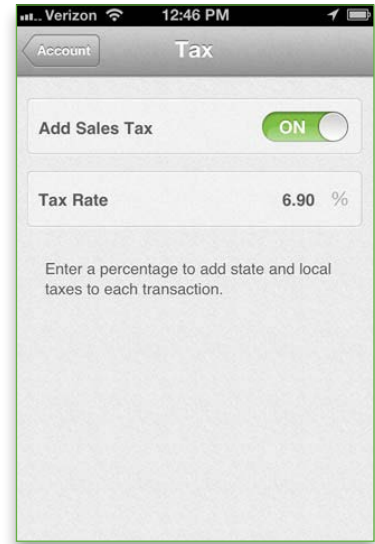




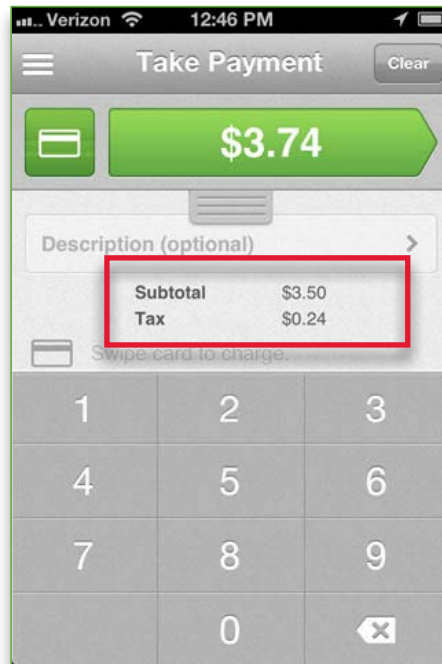
- Tap Menu.



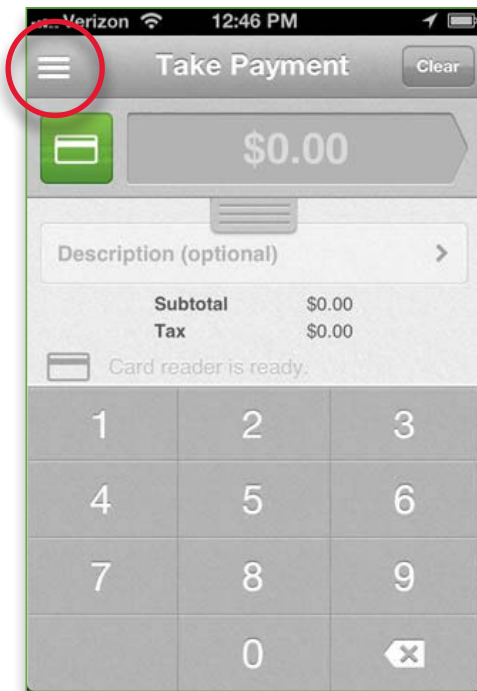
- Tap Tax.



- Turn Tax on with the Tax slider and key in the desired Tax Rate.
- Tap Account to return to the Menu.



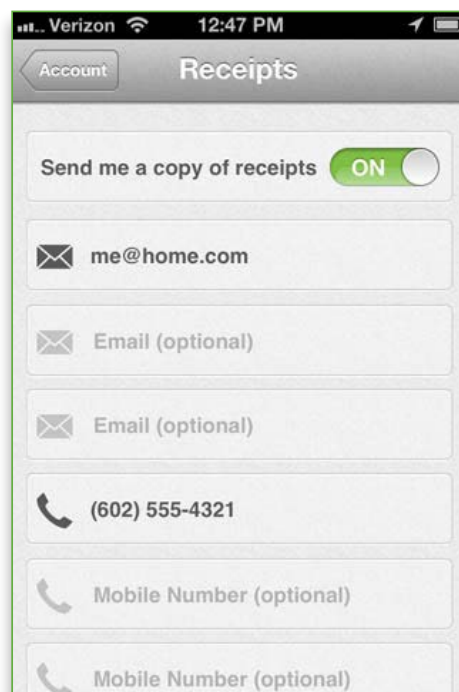
- When taxes are enabled, the sales amount is automatically adjusted during the transaction.



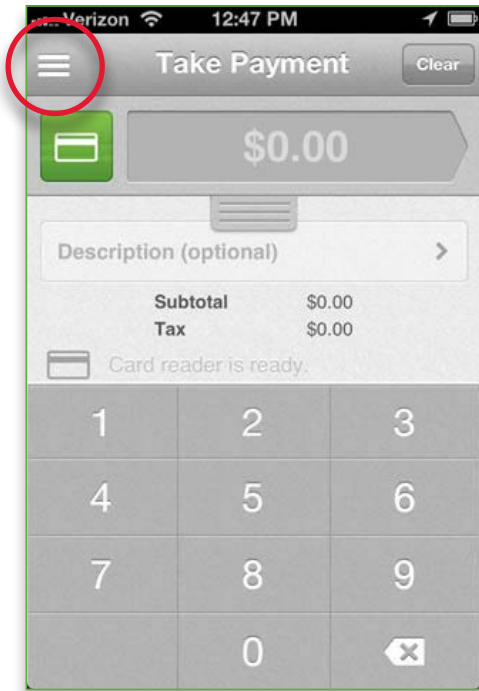
- Tap Menu.



- Tap *Receipts*.



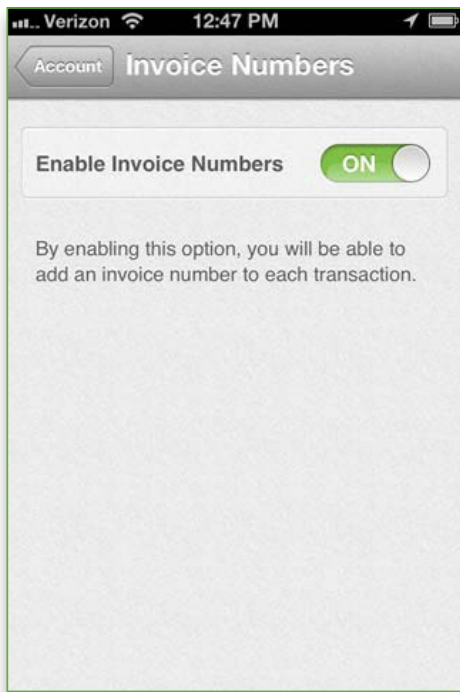
- Turn Receipts on with the slider and enter up to 4 email address and mobile numbers.
- Tap *Account* to return to the Menu.



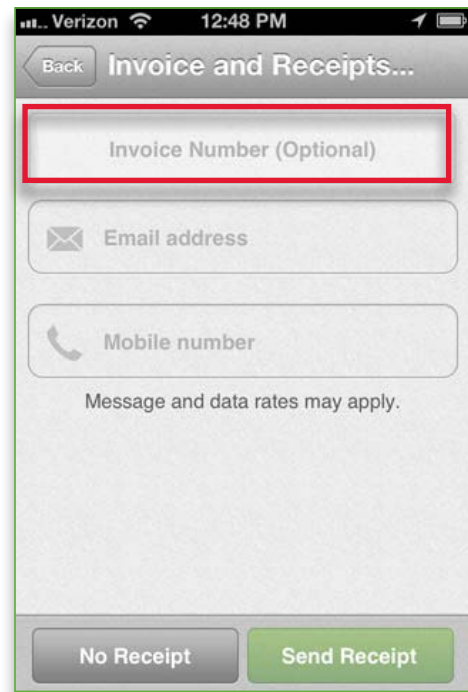
- Tap Menu.



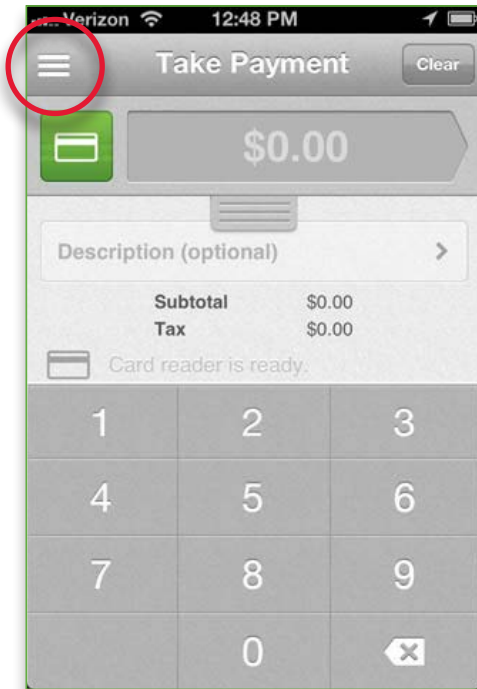
- Tap *Invoice Numbers*.



- Turn Invoice Numbers on using the slider.



- When Invoice Number is enabled, you will have the ability to enter an invoice number for each transaction.



- Tap Menu.

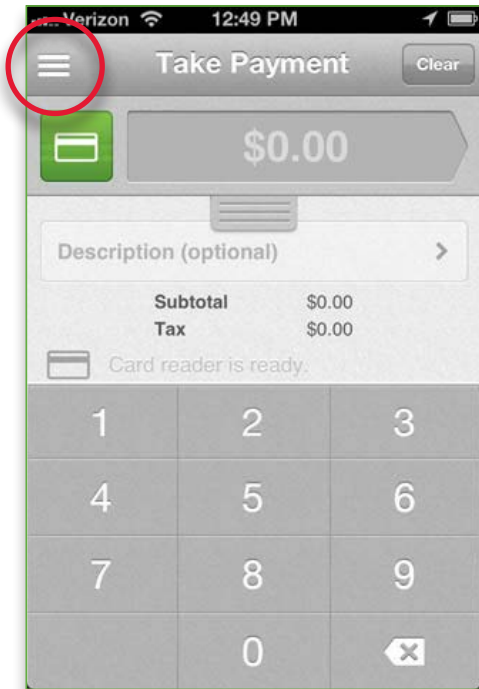


- Tap *AirPrint™*.



- Enter your company address and phone number as it should appear on printed receipts.





- Tap Menu.

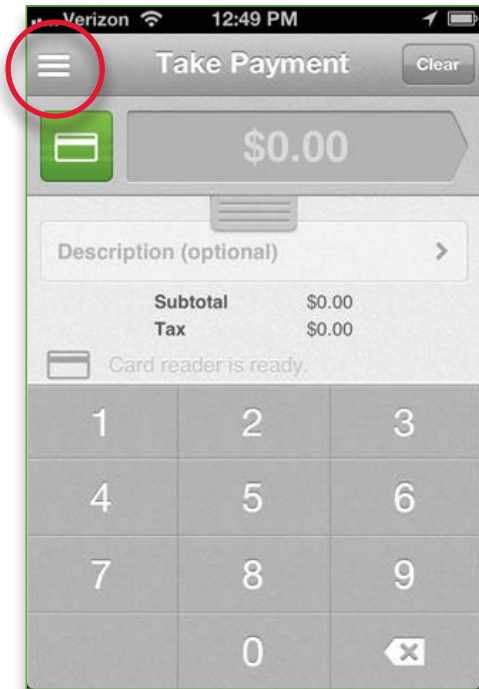


- Tap *Backup And Restore Settings*.



- Tap Backup to save your current AprivaPay Plus settings.





- Tap Menu.

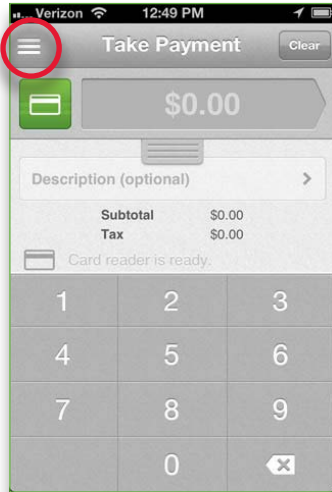


- Tap *Backup And Restore Settings*.



- Tap Restore to load your previously saved settings.

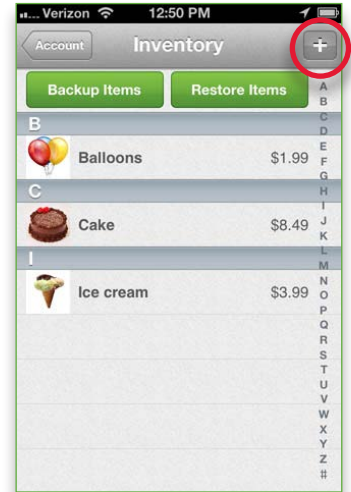
AprivaPay Plus allows you to store information about your inventory including item name, photo, price, and bar code.



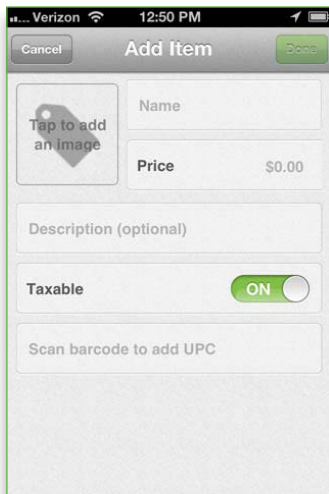
- Tap Menu.



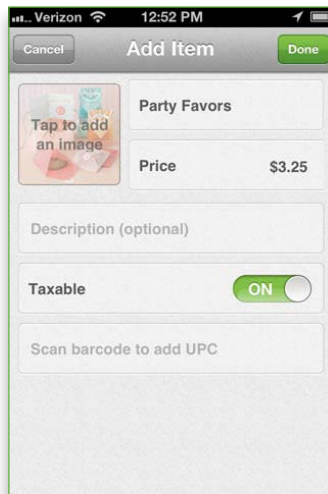
- Tap *Inventory*.



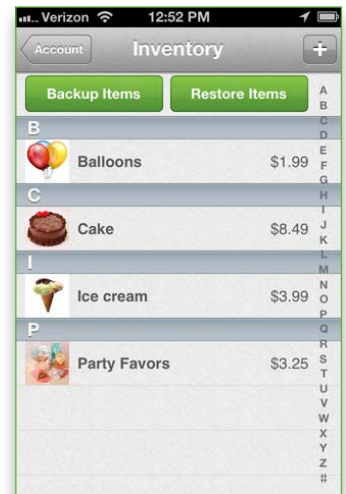
- Tap the (+) icon.



- Enter desired item information.
- To take a picture of your item to include in your list, touch the 'Tap to add an image' icon and use your phone's own camera to take a picture and add it to the space provided or choose a picture from your camera roll.
- As an option, you may also use the barcode scanner feature included in the app. Simply tap the Scan Item button at the bottom left. An area will pop up to allow you to take a picture of the bar code on your item (if you have one) using your device's camera and add it to your items list.

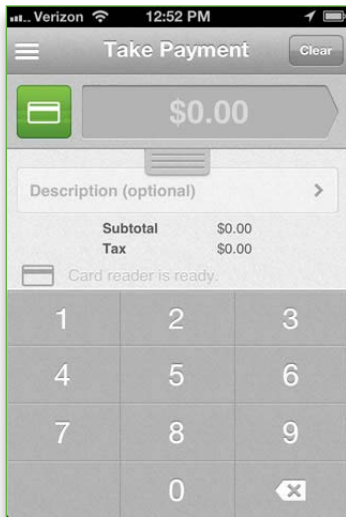


- Tap *Done*.



- The inventory item is displayed alphabetically on the Inventory screen.

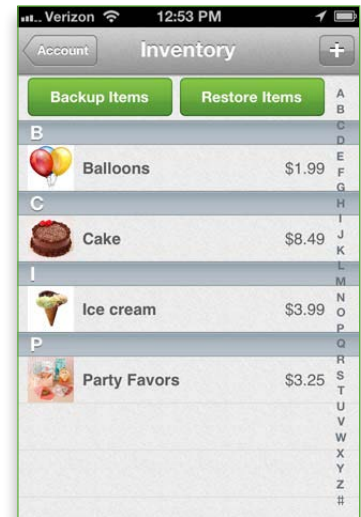
You have the ability to back up inventory items you have saved as a safeguard in the event your smart device fails. (see Inventory Restore next page)



- Tap Menu.



- Tap Inventory.



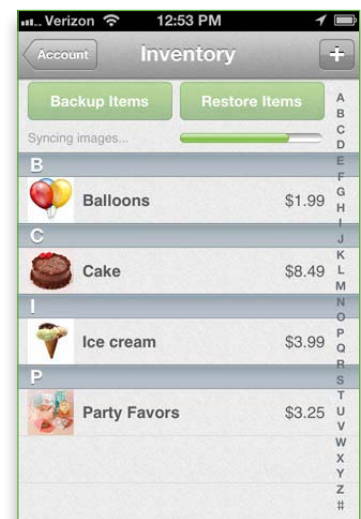
- Tap *Backup Items*.



- Tap *The cloud*.

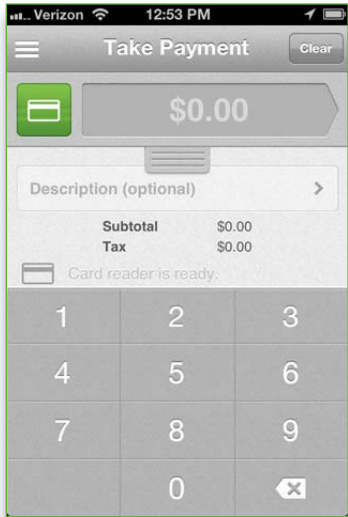


- Tap Yes.



- AprivaPay Plus syncs your inventory and returns to the Inventory list..

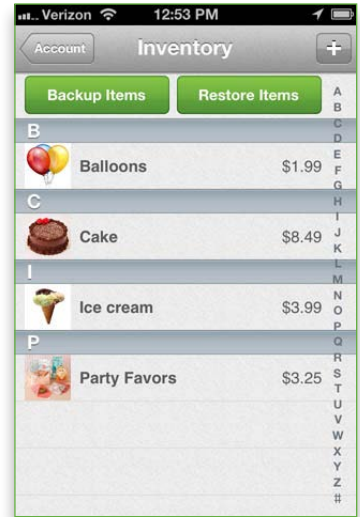
You have the ability to restore inventory items that you have saved to the Cloud or from the SD card on your Android device.



- Tap Menu.



- Tap Inventory.



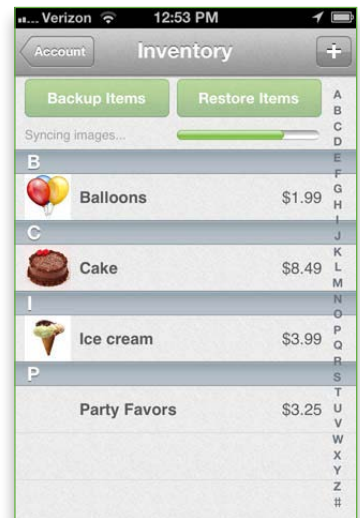
- Tap *Restore Items*.



- Tap *The cloud*.



- Tap Yes.



- AprivaPay Plus syncs your inventory and returns to the Inventory list..



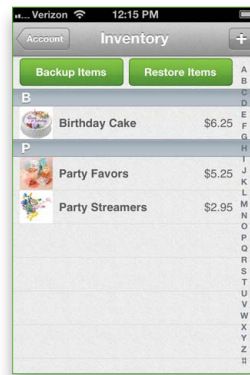
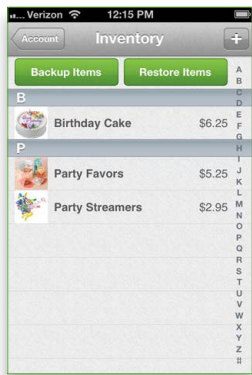
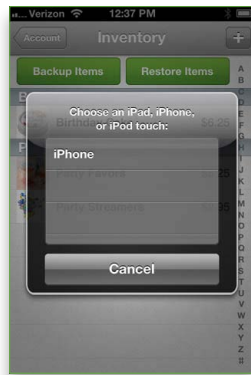
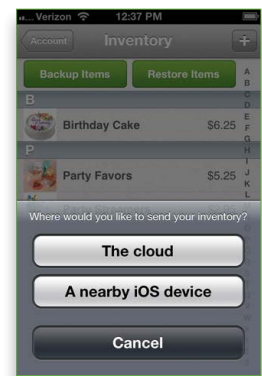
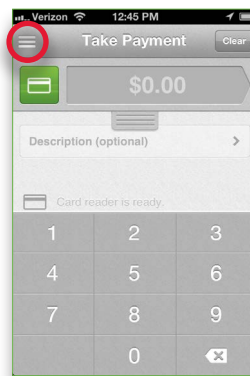
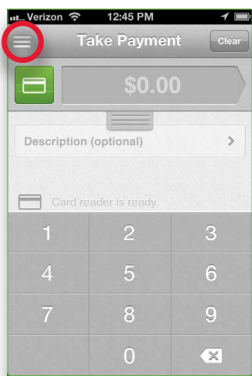
**NOTE:** Before you begin this procedure, make certain that Bluetooth is enabled on both devices.

## Device #1

1. Tap Menu
2. Tap Inventory
3. Tap Backup Items
4. Tap A nearby iOS device
5. Tap the device listed

## Device #2

1. Tap Menu
2. Tap Inventory
3. Tap Restore Items
4. Tap A nearby iOS device
5. Tap the device listed
6. Tap Accept



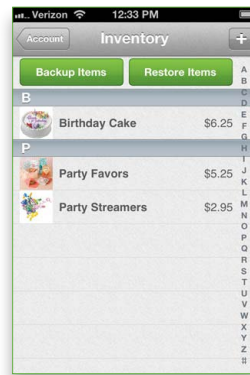
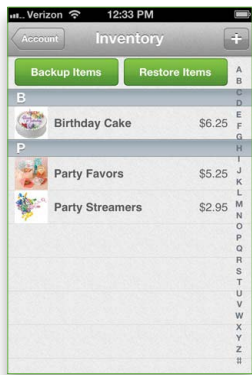
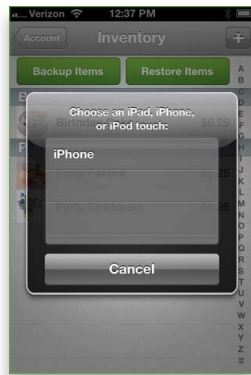
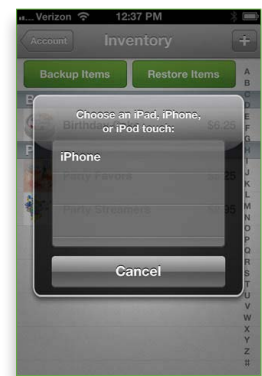
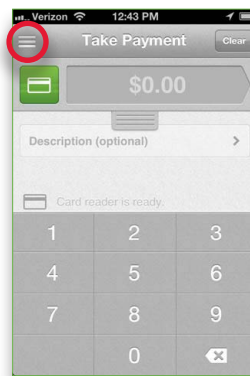
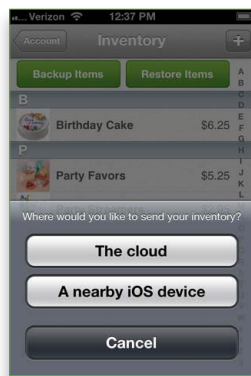
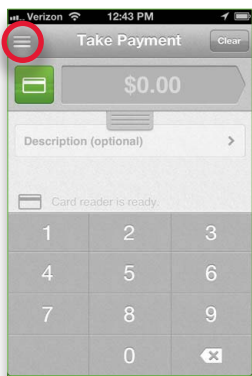
**NOTE:** Before you begin this procedure, make certain that Bluetooth is enabled on both devices.

## Device #1

1. Tap Menu
2. Tap Inventory
3. Tap Restore Items
4. Tap A nearby iOS device
5. Tap the device listed

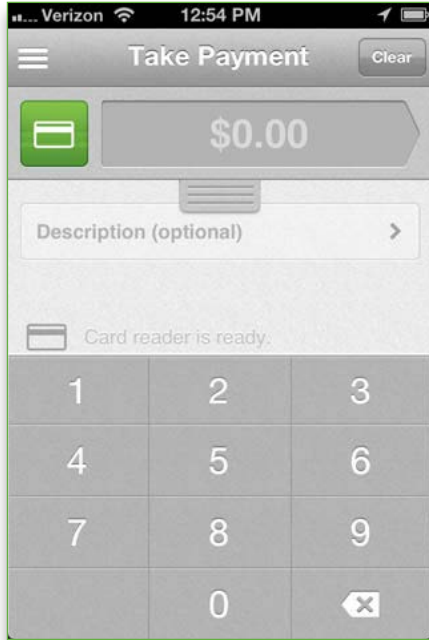
## Device #2

1. Tap Menu
2. Tap Inventory
3. Tap Backup Items
4. Tap A nearby iOS device
5. Tap the device listed
6. Tap Accept





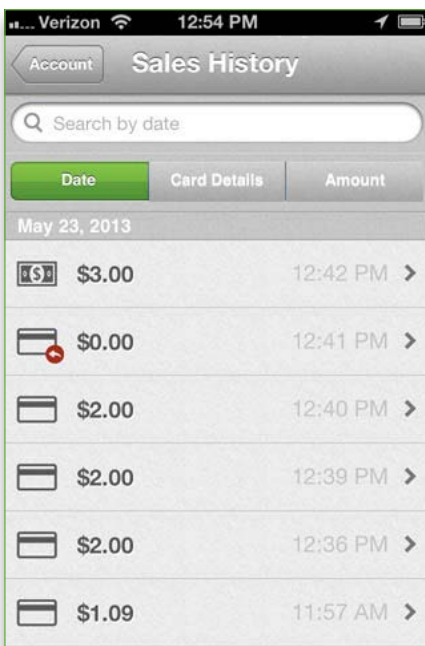
AprivaPay Plus allows you to search and view your transaction history.



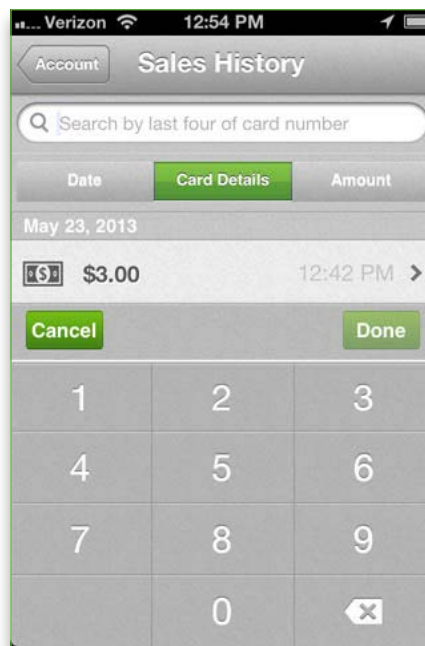
- From the Home Screen, tap the Sales History icon.



- The system displays the Sales History Screen.



- Tap *Date* to search by date.

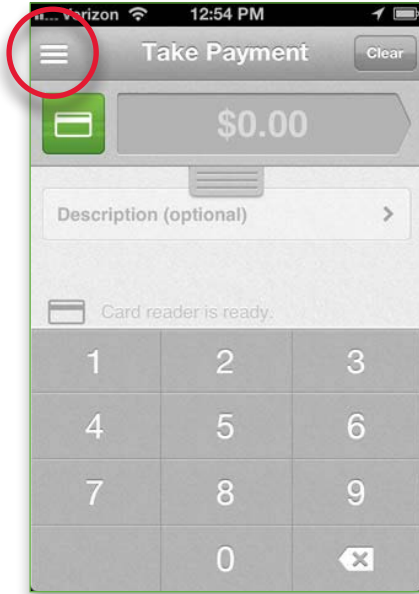


- Tap *Card Details* to search by last 4 of a card number.



- Tap *Amount* to search by transaction amount.

AprivaPay Plus allows you to view a Total Sales Report by date range that displays all of your sales summarized by Credit, Cash, Tax and Tips. This report can then be emailed to a recipient of your choice.



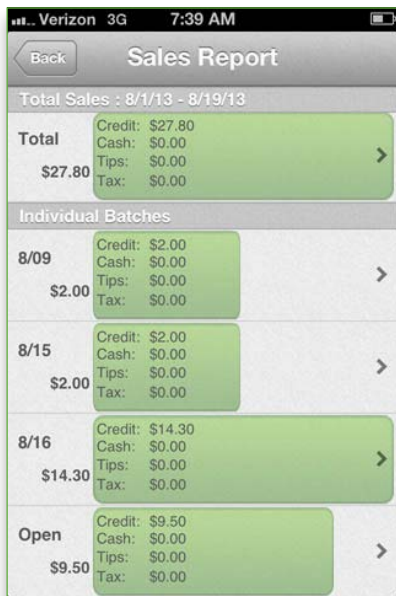
- Tap Menu.



- Tap *Reports*.



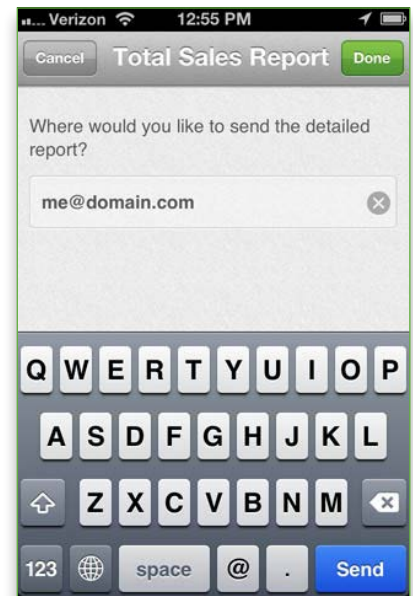
- Select a Start and End date, and then tap *View Report*.



- Select a date to view a graph of your sales.



- The app displays the Total Sales Report.
- To email the report, tap *Email Detailed Report*.



- Enter an email address to mail the report to, and then tap *Send*.
- Tap *Done* when finished.

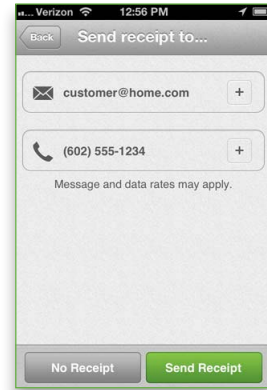
A partial authorization partially approves a transaction if a cardholder does not have enough credit on their credit card to cover the transaction amount. You may then allow the cardholder to pay the remaining balance owed with another card or cash. Note: This is completed in two separate transactions. The first transaction for the approved amount and a second transaction for the remaining balance.



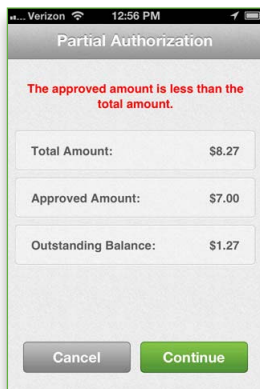
- Enter Sale Amount, and then swipe your customer's card.



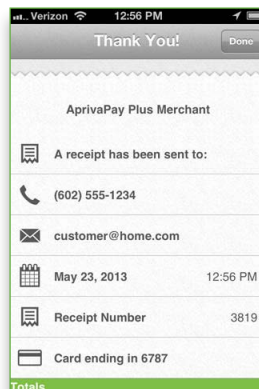
- Ask your customer to sign for the transaction, and then tap Complete Purchase.



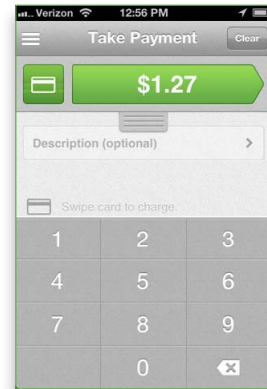
- Enter customer phone number, e-mail or both, and then tap Send Receipt.



- Tap Continue.



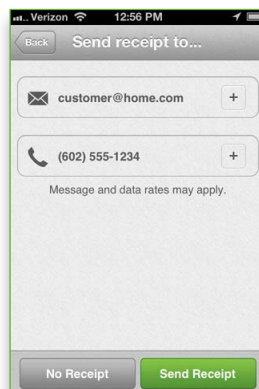
- Tap Done.



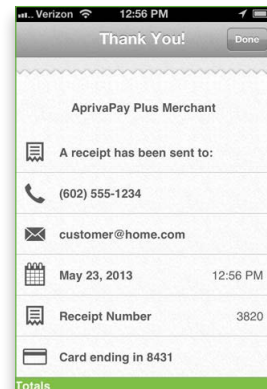
- Enter the remaining sale amount, and then swipe your customer's alternate card.



- Ask your customer to sign for the transaction, and then tap Complete Purchase.



- Enter customer phone number, e-mail or both, and then tap Send Receipt.



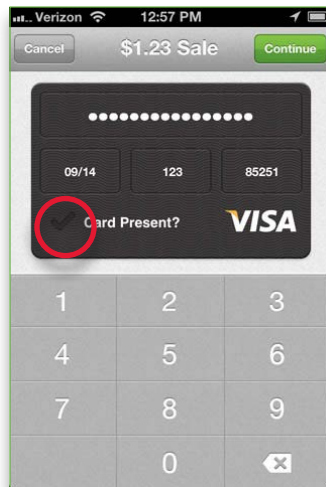
- Receipt is displayed.
- Tap Done.

# Special Prompting

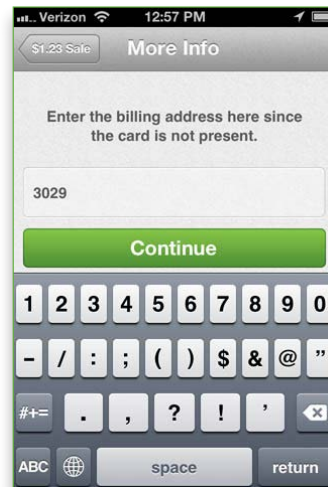
Some transactions will require you to enter additional information prior to processing:

## AVS (Address Verification)

Whenever you process a sale with the card not present, you will be prompted to enter the house number of your customer:



- If the customer's card is not present, de-select the Card Present option.



- Enter your customer's house number on the More Info screen, and then tap Continue.

## Commercial Cards

If a customer uses a purchase card for a transaction, you may be prompted to enter Tax and Customer Code information:

