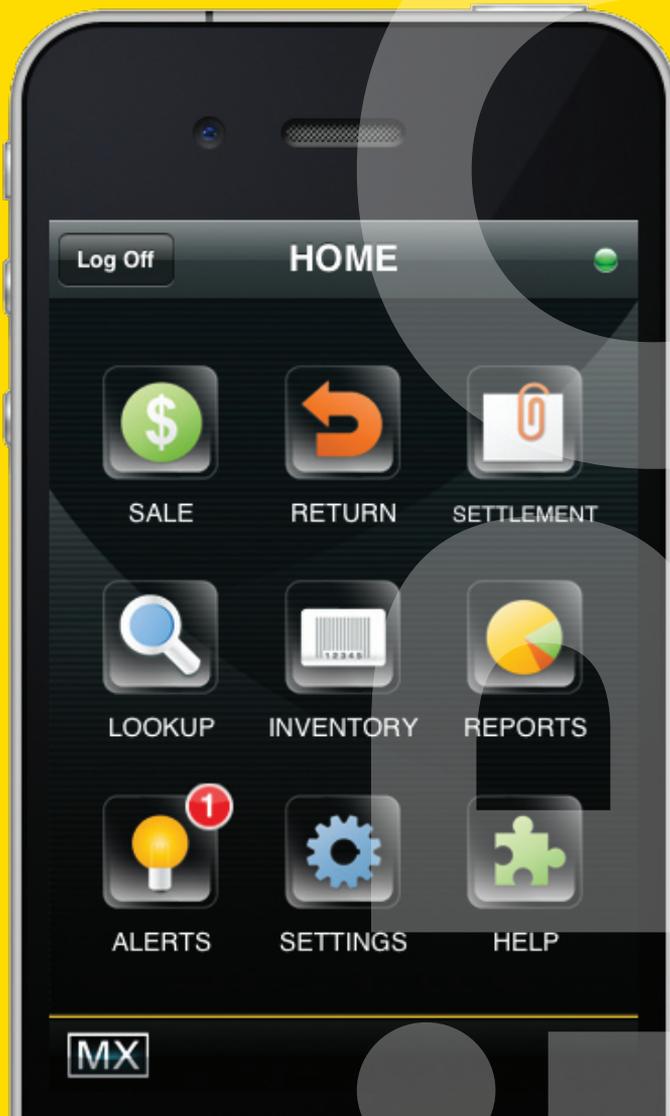

iPOS

Quick Start Guide





SALE



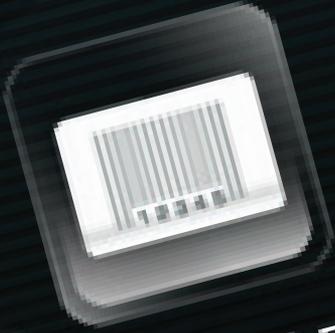
RETURN



SETTLEMENT



LOOKUP



INVENTORY



REPORT



ALERTS



SETTINGS



MX iPOS

Quick Start Guide

Accept any type of payment, manage your inventory in real time, track customer purchase preferences, create custom receipts and more! Do it all from your iPhone or iPod Touch with **MX iPOS**.

Welcome to the next generation of commerce! **MX iPOS** is the payment processing platform that goes where you go. Select a product from your inventory list or scan it with the optional bar code reader. Then enter credit card information or use the optional card swipe cradle and have your customer sign the screen with a finger.

Accepts Any Type of Payment • Extensive Customer Database • Real-time Inventory • Optional Bar Code Reader and Credit Card Swipe Cradle • Ability to Accept On-Screen Signatures • Custom, Printed and Emailed Receipts • Fast, Simple Set Up • Customizable Security • World Class Support



In this **QUICK START GUIDE** you'll find the basic steps necessary to get started using MX iPOS including:

- Install Application 5
- Initial Setup 5
- Adding Inventory 6
- Conducting A Sales Transaction 7
- Voiding A Transaction 9
- Issuing A Refund 10
- Settlement 11
- Searching Order History 12
- Reporting 12
- Viewing Alerts 13
- Manage Program Settings 13
- Express Sale Mode 14

MX iPOS

A Full-Featured System that Fits in Your Hand

Unbeatable Price

You won't find another price this low for a robust, integrated Point of Sale system.

Customer Database

Know your customers like never before! MX Point of Sale lets you track purchase history, contact and other information.

Integrated Bar Code Reader

Scan products with the reader embedded in the credit card swipe cradle (pictured below).

Integrated Card Swipe Cradle

Check out customers wherever you are with a simple swipe through the integrated card swipe cradle.

Advanced Inventory

Your stock numbers update with every sale for true, real-time information, so you always know what's available.



Inventory Lookup

Select product from the inventory list with a screen tap.

Accept On-Screen Signatures

Customers can sign the hand-held terminal with a finger or stylus.

Custom Receipts

Customize your receipts with logos, advertising messages or coupons!

Email Receipts

Email customized receipts to customers with logos and targeted offers.

Print Receipts

Print receipts immediately to a Bluetooth or wireless printer.

Multiple Levels of Security

Restrict access by individuals, IP addresses, even latitude and longitude. You can also set sales or return limits for specific sales people.



Install Application

1. Tap **APP STORE** on iPhone or iPod Touch
2. Search for **MX iPOS**
3. Tap **PRICE** then **BUY NOW**
4. Enter **APPLE ID** and **PASSWORD**
5. After download, the **MX iPOS** application icon will appear (the icon may not appear on the main screen – scroll through screens to locate)
6. Tap **MX iPOS** to open (FIGURE 1-1)
7. **LOGON** (FIGURE 1-2)
8. Accept End User License Agreement
9. Select Merchant from list to associate with this device, **MAIN MENU** appears (FIGURE 1-3)

Initial Setup

1. Tap **SETTINGS** (FIGURE 1-3) 
2. Setup **GENERAL** options. Tap the ? at the bottom of the display for assistance with settings
3. Use settings to:
 - Add or Delete Users
 - Setup Tax
 - Setup Discounts
 - Reset the Device



FIGURE 1-1



FIGURE 1-2



FIGURE 1-3

Adding Inventory

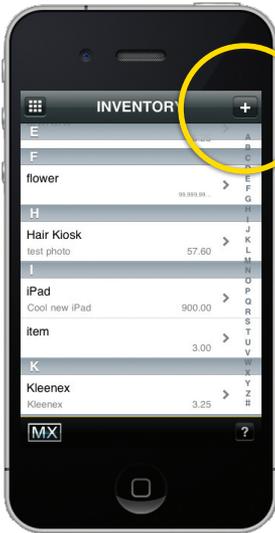


FIGURE 2-1

1. Login to device

2. Select the **INVENTORY** button



NOTE: If you do not have inventory, refer to EXPRESS SALE MODE (PAGE 14)

3. Tap the plus sign (+) at the top of the display to add a new item to inventory (FIGURE 2-1)

4. Input appropriate fields for item (name, price, item number, tax, barcode, photos, descriptions, etc.) and select **SAVE** (FIGURE 2-2)

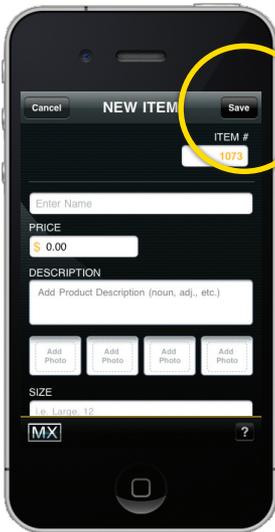


FIGURE 2-2

Conducting A Sales Transaction

1. Login to the device
2. Tap the **SALE** button 
 - Use barcode scanner to add inventory to sale (if available)
3. Tap the plus sign (+) in middle of screen to add inventory from list (FIGURE 3-1)
 - Select item to add to order (Note: From add item screen (FIGURE 3-2) select the plus sign (+) to add an item to inventory or **QUICK ADD** an item to the order. For **QUICK ADD** item, enter the name, price, and select default tax as appropriate. Select **DONE** to add item to order.)
 - To add more items, select **ADD ITEMS** (FIGURE 3-3)
 - (OPTIONAL) Select **DISCOUNTS** to apply discounts to the order
 - (OPTIONAL) Select **CLEAR ORDER** to remove all items from order
4. (OPTIONAL) Select the appropriate quantity of each item sold
5. (OPTIONAL) Select customer details and add any available information to the fields displayed. Tap **ITEMS** at the top left when finished entering customer details

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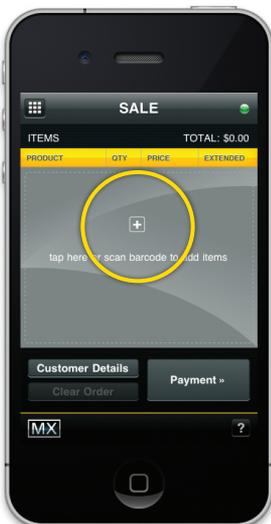


FIGURE 3-1

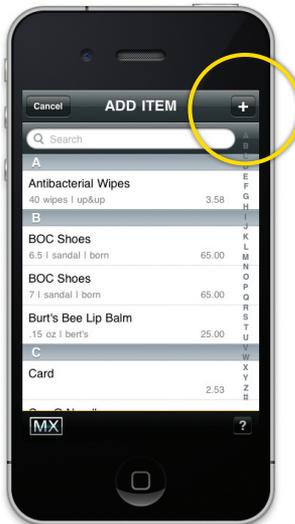


FIGURE 3-2

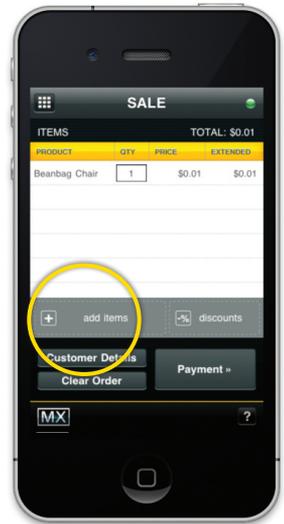


FIGURE 3-3

6. Tap **PAYMENT** and choose the appropriate form of payment (FIGURE 3-5)

CARD

1. Input required fields or swipe card (if magnetic strip reader (MSR) is available) and select **AUTHORIZE** (FIGURE 3-6)
2. Authorization Response Screen appears after the authorization (FIGURE 3-7); the Authorization Code must be present for transaction to be paid
3. Tap **CONTINUE** on the approval screen
4. Have the customer sign on the screen and select **DONE** (FIGURE 3-4) (Note: for transaction amounts less than \$25, a signature may not be required. See **SETTINGS**)
5. Select **COMPLETE** on the final sale confirmation screen
6. Add email/phone number by tapping the plus sign (+) or skip receipt (phone number must be able to receive SMS texts; not appropriate for land lines)
7. Tap **FINISH**

CASH

1. Tap the corresponding denomination buttons and then tap **AUTHORIZE**
2. Tap **CONTINUE** on the approval screen
3. Tap **COMPLETE** on the final sale confirmation screen
4. Add email/phone number by tapping the plus sign (+) or skip receipt (phone number must be able to receive SMS texts; not appropriate for land lines)
5. Tap **FINISH**

CHECK

1. Enter the required fields on the screen and select **RECORD**
2. Tap **CONTINUE** on the approval screen
3. Tap **COMPLETE** on the final sale confirmation screen
4. Add email/phone number by tapping the plus sign (+) or skip receipt (phone number must be able to receive SMS texts; not appropriate for land lines)
5. Tap **FINISH**

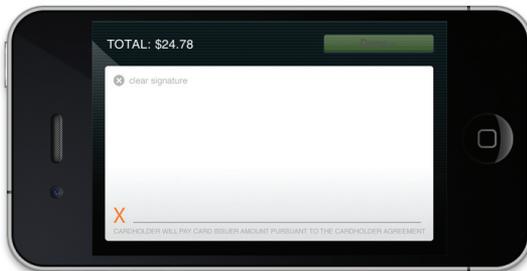


FIGURE 3-4

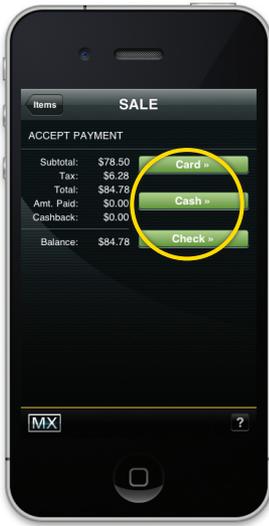


FIGURE 3-5

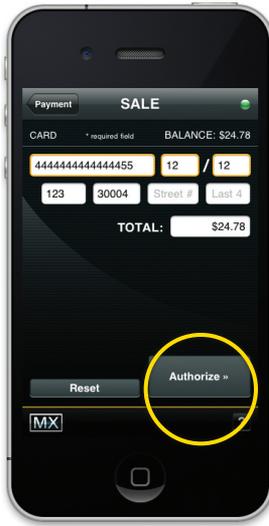


FIGURE 3-6

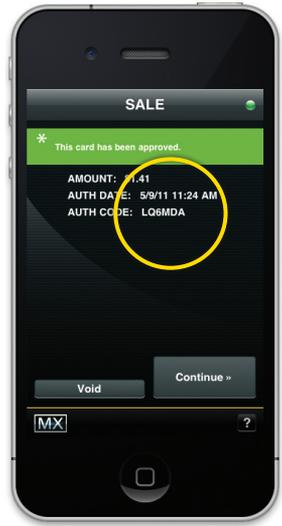


FIGURE 3-7

Voiding A Transaction

NOTE: This feature is only available if the batch is open.

1. Login to device
2. Select the **RETURN** button 
3. Locate and select the sale to be refunded using order lookup parameters
4. (OPTIONAL) Select return reason, fill out form, and save
5. Select **VOID** (FIGURE 4-1)
6. Add emails/phone numbers by selecting the plus sign (+) or skip receipt
7. Select **FINISH**

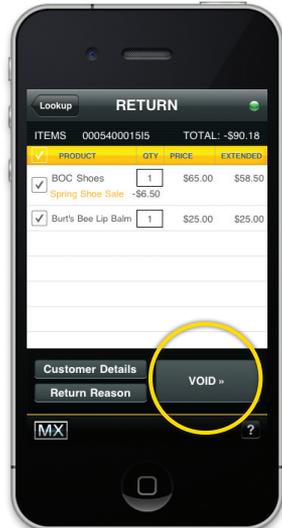


FIGURE 4-1

Issuing A Refund



FIGURE 5-1

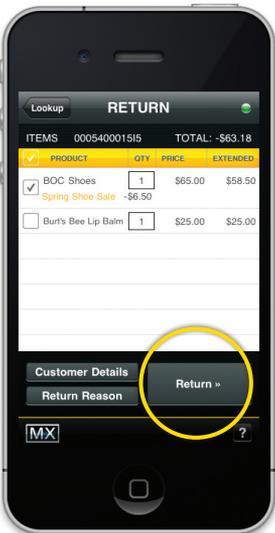


FIGURE 5-2

1. Login to device
2. Select the **RETURN** button 
3. Enter search criteria: card number, receipt number, email or select recent orders (FIGURE 5-1) (If search criteria is not available, continue to step 5)
4. Select **SEARCH**
5. Choose order to refund or select **CONTINUE WITHOUT ORDER**
6. Add or remove items to be refunded
7. (OPTIONAL) Select return reason, fill out form and save
8. (OPTIONAL) Select customer details, fill out form and save
9. Select **RETURN** (FIGURE 5-2)
10. Tap **PAYMENT** and choose the appropriate form of payment (FIGURE 3-3)

CARD

1. Input required fields or swipe card (if scanner is available) and select **AUTHORIZE**
2. Tap **CONTINUE**
3. Have the customer sign on the screen and select **DONE**
4. Select **COMPLETE**
5. Add email/phone number by tapping the plus sign (+) or skip receipt (phone number must be able to receive SMS texts; not appropriate for land lines)
6. Tap **FINISH**

CASH

1. Tap **COMPLETE**
2. Add email/phone number by tapping the plus sign (+) or skip receipt (phone number must be able to receive SMS texts; not appropriate for land lines)
3. Tap **FINISH**

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9. Tap **PAYMENT** (CONTINUED...)

CHECK

1. Input required fields and select **AUTHORIZE**
2. Select **CONTINUE**
3. Select **COMPLETE**
4. Add email/phone number by tapping the plus sign (+) or skip receipt (phone number must be able to receive SMS texts; not appropriate for land lines)
5. Select **FINISH**

Settlement

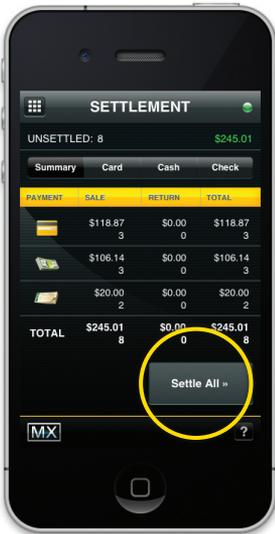


FIGURE 6-1

1. Login to device

2. Select the **SETTLEMENT** button



3. Settle individual payment types or settle all (FIGURE 6-1)

Auto-Settlement

Must be set-up through MXMERCHANT.COM

Searching Orders



FIGURE 7-1

1. Login to device
2. Select the **LOOKUP** button 
3. Select to search by customer info, order, or inventory and select **SEARCH** (FIGURE 7-1)
4. To start an order for a customer:
 1. Search for the customer name
 2. Select the customer and select **NEW ORDER** at the top of the customer information screen

Reporting



FIGURE 8-1

1. Login to device
2. Select the **REPORTS** button 
3. Select desired report
4. Define the date range you wish to view and select **SEARCH** (FIGURE 8-1)

Viewing Alerts

1. Login to device
2. Select the **ALERTS** button to view any alerts that have been sent to you
3. To delete an **ALERT**, Swipe across with finger and select **DELETE**



Managing Program Settings

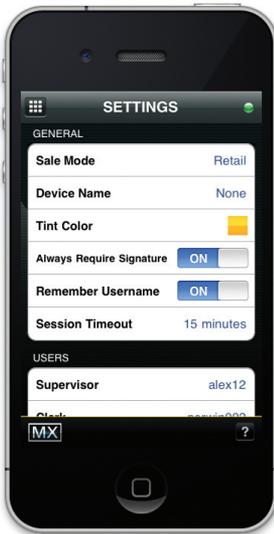


FIGURE 9-1

1. Login to device
2. Select the **SETTINGS** button 
3. In the **SETTINGS** menu (FIGURE 9-1) you can:
 - Toggle between **SALE MODES** (retail and express)
 - Change the **DEVICE NAME**
 - Change **TINT COLOR**
 - Choose to always **REQUIRE SIGNATURE**
 - Choose to always **REMEMBER USERNAME**
 - Select **SESSION TIMEOUT DELAY** (on app close, 15, 30, 45, or 60 minutes)
 - Add **USERNAMES** (if your login has the proper permissions)
 - Set **TAX RATE**
 - Set **DISCOUNTS**
 - **RESET DEVICE**

Express Sale Mode



FIGURE 10-1

NOTE: EXPRESS SALE MODE is for the benefit of merchants using MX iPOS as a traditional payment card terminal with no inventory integration.

1. Login to device
2. Select the **SETTINGS** button 
3. Change **SALES MODE** to **EXPRESS** (FIGURE 10-1)
4. Select the **MENU** button at the top of the screen to return to the **MAIN MENU**
5. Select the **SALE** button 
6. Sale screen now accepts credit card payments (FIGURE 10-2)

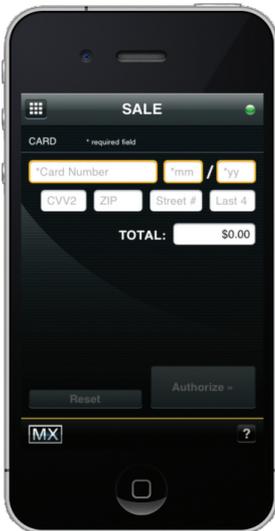


FIGURE 10-2

A Final Note

It's important you know we're here to help. For service, support or anything else you might need, please visit prioritypaymentsystems.com or call 1-800-935-5961.

The background is a solid yellow color. Overlaid on this are large, semi-transparent, light yellow letters: a large 'S' at the top, a large 'O' in the middle, and a large 'E' at the bottom. A dark grey curved shape is visible at the very top edge.

MX iPOS

prioritypaymentsystems.com