

CHARGE Anywhere® for Android™

DOWNLOAD

Enter Android Market on device
Search For: **CHARGE Anywhere**
To Install, Press: **"FREE"**
To Accept Permissions, Press: **Ok**
App can be found under "All Apps"
Look for CHARGE Anywhere icon: ★

WELCOME SCREEN

Press: **Free App**
or
Press: **Upgrades**

FREE APP

CASH SALE

Press: **Transactions**
Press: **Cash**
Press: **Sale**
Enter Sale Amount: **0.00**
Press: **Submit**

CHECK SALE

*Function only records as a cash transaction. Your check is not transmitted to bank.

Press: **Transactions**
Press: **Check**
Press: **Enter Check**
Enter check #:
Enter amount: **0.00**
Press: **Submit**

UPGRADES & REGISTRATION

How to upgrade your App if you ALREADY HAVE a license key

1. **When App begins:**
Press: **Upgrades**
Press: **I have a License key**

Follow Prompts

Or

2. **When App begins:**

Press: **Free**
Press: **Menu**
Press: **Enter License**

Follow Prompts

How to register your App if you DO NOT have a license key

1. **When App begins:**
Press: **Upgrades**
Press: **I do not have a License key**

Follow Prompts

Or

2. **Within free version of App**

Press: **Config**
Press: **Feature options**
Press: **Add features**

Unlock desired features

Follow Prompts

Or

3. **Within free version of App**

Press: **Transactions**
Press: **Credit, Gift Loyalty or eCheck**
Press: **Upgrade**

Follow Prompts

*Note: Processor informaton is required.

ENTERING PROCESSOR INFORMATION

Press: **Transactions**
Press: **Appropriate transaction type**

Follow Prompts

After upgrade & processor info is added.

REGISTRATION

Enter License #: **XXXX-XXXX-XXXX**
Phone #: **XXXXXXXXXX**

USER PROFILE

User Name: **Owner**
Password:
Confirm Password:
Clerk #:
(Not required)
Press: **Save**

*Note: Initial user will have "OWNER" as user name.

*Note: Password Criteria
Must be 8 characters. Must be both upper and lowercase letters. Must have both letters and Numbers.

USER LOGIN

User Name: **Owner**
Password:
Press: **Submit**

Enter App and begin running sales.

CHARGE Anywhere® for Android™

PAIRING BLUETOOTH CARD READER/PRINTER FOR APPLICATION USE

Phone and printer must be powered on.

From Home screen on phone, press Menu

Press: **Settings**
Press: **Wireless & Networks**
Press: **Bluetooth Settings**
Press: **Scan for Devices**

Select Printer to pair with.

Type in Pin: **"1234"**

Printer PIN may vary, see alternate below:
• 1111

Phone will show "Pair with this Device" if PIN entry was successful. To continue pairing process, enter CHARGE Anywhere application.

Press: **Config**
Press: **Setup**
Press: **Peripheral Devices**
Press: **Add Device**

Choose Paired Printer

Note: List of paired devices will be shown including the Card Reader and Printer.

Check which device options to enable.

Note: Some devices have multiple functions.

Press to save: **Set**

Enabled device will be listed and ready to edit if needed.

Note: After initial setup, if Bluetooth connection is lost, you can quickly reconnect by tapping the center star 3 times quickly from the main menu of the application. The phone should vibrate before reconnecting to the printer and Bluetooth connection will pair.

LOCATING CUSTOMER ID

Press: **Config**
Press: **Support**
Press: **About**

Locate Customer ID

GET HARDWARE

Purchasing peripherals can be done within the App.

Press: **Config**
Press: **Feature Options**
Press: **Buy Hardware**

Choose the appropriate peripheral, then follow prompts

ENABLING QUICKBOOKS® INTEGRATION

Press: **Config**
Press: **Setup**
Press: **Optional Prompts**

"QuickBooks Integration:"

Press: **Save**

Note: QuickBooks® Integration will now be enabled. Additional purchase may be required.

INDUSTRY-SPECIFIC OPTIONAL PROMPTS

[Depending on industry-specific setup options, these prompts may display during sale transactions]

Press: **Config**
Press: **Setup**
Press: **Optional Prompts**

Clerk # Text: **Naming Options:**
Clerk#, Driver#, Operator#, Employee#, Vendor#, Server Id, Bartender Id, Waiter Id

Invoice # Text: **Naming Options:**
Invoice#, Ticket#, Job#, Order#

Tax Prompt:
Tip Prompts:
Press: **Save**

FOR TECHNICAL SUPPORT

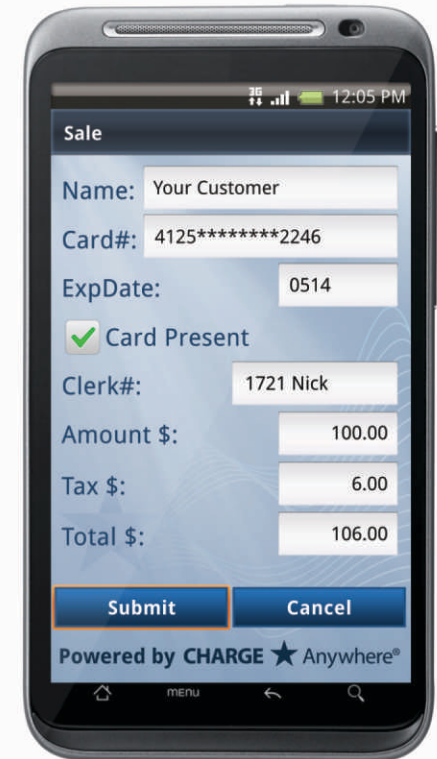
Telephone: 800-632-1888

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United Bank Card 

RETAIL



Supports Android OS 1.5 and higher.

AUTHORIZED DEALER

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Powered by CHARGE  Anywhere®

CHARGE Anywhere[®] for Android™

QUICK SALE

From Main Menu

Swipe Card*

Enter Sale Amount

Press:

Submit

[Phone connects to host for authorization]
See Receipt Printing & Signature Capture

RECEIPT PRINTING

Signature Receipt Automatically Prints.

CREDIT SALE

Press:

Transactions

Press:

Credit

or * desired Tender Type

Press:

Sale

Swipe Card*

Enter Name:

Enter Card #:

Enter Exp Date:

Card Present: Yes or No

Enter Address:

Enter Zip Code:

Enter Sale Amount

Press:

Submit

[Phone connects to host for authorization]
See Receipt Printing & Signature Capture

ACH SALE

Press:

Transactions

Press:

ACH/eCheck

Press:

Sale

Name:

Routing #:

Account #:

Type:

Recurring Payment

Enter Sale Amount

Press:

Submit

SIGNATURE CAPTURE

Signature Capture Screen appears.

Customer places their signature on screen

Press:

Submit

[Customer's Signature is saved with the transaction]

----- or -----

Press:

Cancel

[Signature Capture is bypassed]

Note: Signature Capture is automatically enabled on all touch screen devices.

CHECK SALE

*Function only records as a cash transaction. Your check is not transmitted to bank.

Press:

Transactions

Press:

Check

or * desired Tender Type

Press:

Enter Check

Enter Check #:

Enter Check Amount:

0.00

Press:

Submit

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AUTH ONLY

In order to run an Auth Only Transaction, device must be Online.

Press:

Transactions

Press:

Credit

Press:

Auth. Only

Swipe Card

Enter Name:

Enter Card #:

Enter Exp Date:

Card Present: Yes or No

Enter Address:

Enter Zip Code:

Enter Authorization Amount

Press:

Submit

[Phone connects to host for authorization]

COMPLETING AUTH ONLY

Press:

Logs

Press:

Auth. Only Transactions

Select the transaction to be submitted.

Verify card info / transaction amount

Press Menu Key: **Capture Transaction**

Enter Sale Amount

Press:

Capture

[Phone connects to host and response is displayed]

RETRY

Press:

Logs

Press:

Current Day Log

Select the desired transaction.

Press Menu key: **Retry Transaction**

[Phone connects to host for authorization]
See Receipt Printing & Signature Capture

RETURN

Press:

Transactions

Press:

Credit

Press:

Return

Swipe Card*

Enter Name:

Enter Card #:

Enter Exp Date:

Enter Return Amount

Press:

Submit

[Phone connects to host and response is displayed]

FORCE

Press:

Transactions

Press:

Credit

Press:

Force

Swipe Card and Enter Approval Code:

Enter Name:

Enter Card #:

Enter Exp Date:

Card Present: Yes or No

Approval Code:

Enter Address:

Enter Zip Code:

Enter Force Amount

Press:

Submit

[Phone connects to host for authorization]
See Receipt Printing

VOID

Press:

Transactions

Press:

Credit

Press:

Void

Enter Transaction ID #:

Verify card info/transaction amount.

Press Menu key: **Void Transaction**

----- or -----

Press:

Logs

Press:

Current Day Log

Select transaction to void.

Verify card info/transaction amount.

Press Menu Key: **Void Transaction**

[Phone connects to host and response is displayed]

Note: Signature Capture is automatically enabled on all touch screen devices.

CHARGE Anywhere[®] for Android™

ENABLING OFFLINE MODE

Press:

Config

Press:

Setup

Press:

Transaction Settings

Check "Enable Offline":

Press:

Save

[Phone enters offline mode when checked]

Note: Offline Warning will pop-up.

Phone will not provide live authorizations

SALE IN OFFLINE MODE

Enable Offline as described above.

Press:

Transactions

Press:

Credit

Press:

Sale

Swipe Card*

Enter Name:

Enter Card #:

Enter Exp Date:

Card Present: Yes or No

Approval Code:

Enter Address:

Enter Zip Code:

Enter Sale Amount

Press:

Submit

Note: Phone will not provide live authorizations

VIEWING OFFLINE TRANSACTIONS

Press:

Logs

Press:

Offline Transactions

Scroll to the desired transaction.

Select the transaction.

[Details of the transaction will display]



* Menu and other key icons, along with placement, may vary among Android phones.

DISABLING OFFLINE MODE

Press:

Config

Press:

Setup

Press:

Transaction Settings

Uncheck "Enable Offline":

Press:

Save

[Phone leaves offline mode when unchecked]

Note: Phone enters online mode and will now provide live authorizations

SENDING AN OFFLINE TRANSACTION

[Ensure the phone is NOT in offline mode]
See: Disabling Offline Mode

Press:

Logs

Press:

Offline Transactions

Select the desired transaction.

Press Menu key: **Send**

[Phone connects to host for authorization and prints a receipt]

SENDING ALL OFFLINE TRANSACTIONS

Press:

Logs

Press:

Offline Transactions

Press Menu key: **Send All**

[Phone sends transactions and processes receipts one at a time]

GIFT / LOYALTY SALE

Press:

Transactions

Press:

Gift/Loyalty

Press:

Charge

or * desired Tender Type

Card #:

Enter Sale Amount

Press:

Submit

GIFT / LOYALTY REFUND

Press:

Transactions

Press:

Gift/Loyalty

Press:

Refund

or * desired Tender Type

Card #:

Enter Sale Amount

Press:

Submit