

CHARGE Anywhere® for BlackBerry®

DOWNLOAD

Enter BlackBerry App World on device

Search For:

To Install, Press:

To Accept Permissions, Press:

App can be found under "All Apps"
Look for CHARGE Anywhere icon: ★

WELCOME SCREEN

Click:

Click:

FREE APP

CASH SALE

Click:

Click:

Click:

Enter Sale Amount:

Click:

CHECK SALE

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

Click:

Click:

Click:

Enter check #:

Enter amount:

Click:

UPGRADES & REGISTRATION

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

1. When App begins:

Click:

Do you have a License Key?

Click:

Follow Prompts

Or

2. When App begins:

Click:

Click:

Click:

Follow Prompts

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

1. When App begins:

Click:

Do you have a License Key?

Click:

Follow Prompts

Or

2. Within free version of App

Click:

Click:

Click:

Unlock desired features

Follow Prompts

Or

3. Within free version of App

Click:

Click:

Click:

Follow Prompts

*Note: Processor information is required.

ENTERING PROCESSOR INFORMATION

Click:

Click:

Follow Prompts

After upgrade & processor info is added.

REGISTRATION

Enter License #:

Phone #:

USER PROFILE

User Name:

Password:

Confirm (Password):

Clerk #:
(Not required)

Click:

*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:

Password:

Click:

Enter App and begin running sales.

CHARGE Anywhere® for BlackBerry®

PAIRING BLUETOOTH CARD READER/PRINTER FOR APPLICATION USE

Phone and printer must be powered on.

Click:

Click:

Press Menu and Select:

Click:

Click:

Enter Passkey:

Printer Passkey may vary, see alternate below:

• 1111

(hold [NUM] key to type numbers)

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

Click:

Click:

Click:

Click:

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.

Click to save:

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

Click:

Click:

Click:

Locate Customer ID

GET HARDWARE

Purchasing peripherals can be done within the App.

Click:

Click:

Click:

Choose the appropriate peripheral, then follow prompts

ENABLING QUICKBOOKS® INTEGRATION

Click:

Click:

Click:

"QuickBooks Integration:"

Click:

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]

Click:

Click:

Click:

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

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

Tax Prompt:

Tip Prompts:

Click:

FOR TECHNICAL SUPPORT

Telephone: 800-632-1888

Rev.2.1.0 - 0711

© 2011 United Bank Card, Inc. All Rights Reserved. CHARGE Anywhere is a registered trademark of CHARGE Anywhere, LLC. Research in Motion, the RIM logo, BlackBerry, the BlackBerry logo and SureType are registered with the U.S. Patent and Trademark Office and may be pending or registered in other countries - these are other marks of Research in Motion Limited are used under license. The Bluetooth word mark and logo are registered trademarks and are owned by the Bluetooth SIG, Inc.

United Bank Card

RETAIL



Supports BlackBerry® OS 4.1 and higher.

AUTHORIZED DEALER

Brent D. Gardner - brent.gardner@yahoo.com
(800) 680-5596

Powered by CHARGE Anywhere®

CHARGE Anywhere® for BlackBerry®

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

Click:

Transactions

Click:

Credit

or * desired Tender Type

Click:

Sale

Swipe Card*

or

Enter Name:
Enter Card #:
Enter Exp Date:
Card Present:
Enter Address:
Enter Zip Code:

Enter Sale Amount

Click:

Submit

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

ACH SALE

Click:

Transactions

Click:

ACH

Click:

Sale

Name:
Routing #:
Account #:
Type:
Recurring Payment

Enter Sale Amount

Click:

Submit

GIFT / LOYALTY SALE

Click:

Transactions

Click:

Gift/Loyalty

Click:

Charge

or * desired Tender Type

Card #:

Enter Sale Amount

Click:

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.

Click:

Transactions

Click:

Check

or * desired Tender Type

Click:

Enter Check

Enter Check #:

Enter Check Amount:

0.00

Click:

Submit

CHECK CONVERSION

Click:

Transactions

Click:

ACH

Press:

Check Conversion

Name:

Check #:

Routing #:

Account #:

Type:

Enter Sale Amount

Click:

Submit

GIFT / LOYALTY REFUND

Click:

Transactions

Click:

Gift/Loyalty

Click:

Refund

or * desired Tender Type

Card #:

Enter Sale Amount

Click:

Submit

CHARGE Anywhere® for BlackBerry®

AUTH ONLY

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

Click:

Transactions

Click:

Credit

Click:

Auth. Only

Swipe Card

or

Enter Name:
Enter Card #:
Enter Exp Date:
Card Present:
Enter Address:
Enter Zip Code:

Enter Authorization Amount

Click:

Submit

[Phone connects to host for authorization]

COMPLETING AUTH ONLY

Click:

View Logs

Click:

Auth. Only Transactions

Select the transaction to be submitted.

Verify card info / transaction amount

Press Menu Key: Capture Transaction

Enter Sale Amount

Click:

Capture

[Phone connects to host and response is
displayed]

RETRY

Click:

View Logs

Click:

Current Day Log

Select the desired transaction.

Press Menu key: Retry Transaction

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

RETURN

Click:

Transactions

Click:

Credit

Click:

Return

Swipe Card*

or

Enter Name:
Enter Card #:
Enter Exp Date:

Enter Return Amount

Click:

Submit

[Phone connects to host and response is
displayed]

FORCE

Click:

Transactions

Click:

Credit

Click:

Force

Swipe Card and Enter Approval Code:

or

Enter Name:
Enter Card #:
Enter Exp Date:
Card Present:
Approval Code:
Enter Address:
Enter Zip Code:

Enter Force Amount

Click:

Submit

[Phone connects to host for authorization]
See Receipt Printing

VOID

Click:

Transactions

Click:

Credit

Click:

Void

Enter Transaction ID #:

Verify card info/transaction amount.

Press Menu key: Void Transaction

or

Click:

Logs

Click:

Current Day Log

Select transaction to void.

Verify card info/transaction amount.

Press Menu Key: Void

[Phone connects to host and response is
displayed]

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

CHARGE Anywhere® for BlackBerry®

ENABLING OFFLINE MODE

Click:

Configure Application

Click:

Setup

Click:

Transaction Settings

Check "Offline Enabled":

Click:

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.

Click:

Transactions

Click:

Credit

Click:

Sale

Swipe Card*

or

Enter Name:
Enter Card #:
Enter Exp Date:
Card Present: Yes or No
Approval Code:
Enter Address:
Enter Zip Code:

Enter Sale Amount

Click:

Submit

Note: Phone will not provide live
authorizations

VIEWING OFFLINE TRANSACTIONS

Click:

View Logs

Click:

Offline Transactions

Scroll to the desired transaction.

Select the transaction.

[Details of the transaction will display]

DISABLING OFFLINE MODE

Click:

Configure Application

Click:

Setup

Click:

Transaction Settings

Uncheck "Offline Enabled":

Click:

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

Click:

View Logs

Click:

Offline Transactions

Select the desired transaction.

Press Menu key:

Send

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

SENDING ALL OFFLINE TRANSACTIONS

Click:

View Logs

Click:

Offline Transactions

Press Menu key:

Send All

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

