

CHARGE Anywhere® for iPhone®

DOWNLOAD

Enter App Store Store on iPhone or Computer

Search For:

To Install, Press:

To Accept Permissions, Press:

For Computer Download: iPhone needs to be synced to PC for App transfer to phone.

WELCOME SCREEN

Press:

or

Press:

FREE APP

CASH SALE

Press:

Press:

Press:

Enter Sale Amount:

Press:

Press:

CHECK SALE

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

Press:

Press:

Press:

Enter check #:

Enter amount:

Press:

Press:

UPGRADES & REGISTRATION

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

1. When App begins:

Press:

Press:

Follow Prompts

Or

2. When App begins:

Press:

Unlock desired features

Press:

Agree to the Terms & Conditions

Press:

Follow Prompts

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

1. When App begins:

Press:

Press:

Follow Prompts

Or

2. Within free version of App

Press:

Press:

Unlock desired features

Follow Prompts

Or

3. Within free version of App

Press:

Press:

Press:

Follow Prompts

*Note: Processor informaton is required.

ENTERING PROCESSOR INFORMATION

Press:

Press:

Follow Prompts

After upgrade & processor info is added.

REGISTRATION

Enter License #:

Phone #:

USER PROFILE

User Name:

Password:

Confirm Password:

Clerk #:

(Not required)

Press:

*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:

Press:

Enter App and begin running sales.

CHARGE Anywhere® for iPhone®

GET HARDWARE

Purchasing peripherals can be done within the App.

Press:

Press:

Press:

Choose the appropriate peripheral, then follow prompts

CONNECT PERIPHERALS FOR APPLICATION USE

Press:

Press:

Press:

Press:

List of available peripherals will show. Press desired peripheral, then

Press:

Press:

ENABLING QUICKBOOKS® INTEGRATION

Press:

Press:

Press:

"QuickBooks Integration:"

Press:

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:

Press:

Press:

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:

United Bank Card

RETAIL



Supports Apple iOS 3.1.3 and higher

FOR TECHNICAL SUPPORT

Telephone: 800-632-1888

Rev. 1.2.0 - 0711

AUTHORIZED DEALER

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Powered by **CHARGE**  Anywhere®

CHARGE Anywhere[®] for iPhone[®]

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
if connected to Card Reader/Receipt Printer

CREDIT SALE

Press:

Transactions

Press:

Credit

Press:

Sale

Swipe Card*

..... or

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

Enter Sale Amount

Press:

Actions

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: ON OFF

Enter Sale Amount

Press:

Actions

Press:

Submit

GIFT / LOYALTY SALE

Press:

Transactions

Press:

Gift/Loyalty

Press:

Charge

Card #:

Enter Sale Amount

Press:

Actions

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.

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 Check Amount:

0.00

Press:

Actions

Press:

Submit

CHECK CONVERSION

Press:

Transactions

Press:

ACH/eCheck

Press:

Check Conversion

Name:
Check #:
Routing #:
Account #:
Type:

Enter Sale Amount

Press:

Actions

Press:

Submit

GIFT / LOYALTY REFUND

Press:

Transactions

Press:

Gift/Loyalty

Press:

Refund

Card #:

Enter Sale Amount

Press:

Actions

Press:

Submit

CHARGE Anywhere[®] for iPhone[®]

AUTH ONLY

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

Press:

Transactions

Press:

Credit

Press:

Auth. Only

Swipe Card

..... or

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

Enter Authorization Amount

Press:

Actions

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:

Actions

Press:

Capture

Enter Sale Amount:

Press:

OK

[Phone connects to host and response is
displayed]

VOID

Press:

Transactions

Press:

Credit

Press:

Void

Enter Transaction ID #:

Verify card info/transaction amount.

Press Menu key:

..... or

Press:

Logs

Press:

Current Day Log

Select transaction to void.

Verify card info/transaction amount.

Press:

Actions

Press:

Void

[Phone connects to host and response is
displayed]

RETURN

Press:

Transactions

Press:

Credit

Press:

Return

Swipe Card*

..... or

Enter Name:
Enter Card #:
Enter Exp Date:
Card Present: ON OFF

Enter Return Amount

Press:

Actions

Press:

Submit

[Phone connects to host and response is
displayed]

FORCE

Press:

Transactions

Press:

Credit

Press:

Force

Swipe Card and Enter Approval Code:

..... or

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

Enter Force Amount

Press:

Actions

Press:

Submit

[Phone connects to host for authorization]
See Receipt Printing

RETRY

Press:

Logs

Press:

Current Day Log

Select the desired transaction.

Press Menu key:

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

CHARGE Anywhere[®] for iPhone[®]

ENABLING OFFLINE MODE

Press:

Config

Press:

Setup

Press:

Transaction Settings

"Offline":

ON

Press:

Save

[Phone enters offline mode when "ON"
button is clicked]

Note: Offline Warning will pop-up.
Phone will not provide live
authorizations

DISABLING OFFLINE MODE

Press:

Config

Press:

Setup

Press:

Transaction Settings

"Offline":

OFF

Press:

Save

[Phone leaves offline mode when "OFF"
button is clicked]

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

SALE IN OFFLINE MODE

Enable Offline as described above.

Press:

Transactions

Press:

Credit

Press:

Sale

Swipe Card*

..... or

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

Enter Sale Amount

Press:

Actions

Press:

Submit

Note: Phone will not 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:

Actions

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]

VIEWING OFFLINE TRANSACTIONS

Press:

Logs

Press:

Offline Transactions

Scroll to the desired transaction.

Select the transaction.

[Details of the transaction will display]

LOCATING CUSTOMER ID

Press:

Config

Press:

Support

Press:

About

Locate Customer ID