ANDROID POS-TERMINAL USER MANUAL
SPECIAL TRANSACTIONS

otpbank

↻ RECURRING PAYMENT

1. Within the **'Other transactions'** option, select **'Recurring payment'** on the screen.
2. Enter the **amount** and approve it by pressing the **green button.**
3. The customer should **tap the card/smart device to the Contactless** reader.
   · **When prompted by the terminal,** the customer should **identify himself/herself** (by way of PIN, mobile phone, fingerprint, etc.) and approve the operation by pressing the **green button.**
4. If the payment was processed correctly, the message **'Accepted'** will be displayed, and the terminal will **print** the seller's (i.e. your) and the customer's **receipt** automatically. The latter should be handed over to the customer because it contains additional information for him/her.

For the purposes of a recurring payment the cardholder is required to enter his/her card details only once, and the acquirer can then use the data provided to initiate payments without the cardholder's active involvement.

TOP-UP BY CARD

1. Within the **'Other transactions'** option, select **'Top-up by card'** on the screen.
2. Choose the **appropriate service provider,** and then the **amount of the top-up.**
3. Enter the **phone number for the top-up** in the format shown on the display (+36 XX XXX XXXX) and approve it by pressing the **green button.**
4. The customer should **tap the card/smart device to the Contactless** reader. Alternatively, he/she can pay **cash to the seller.**
5. If the payment was processed correctly, the message **'Accepted'** will be displayed, and the terminal will **print** the seller's (i.e. your) and the customer's **receipt** automatically. The latter should be handed over to the customer because it contains additional information for him/her.

The mobile top-up service enables the recharging of prepaid mobile phone balances via a POS terminal.

PHONE BILL PAYMENT

1. Within the **'Other transactions'** option, select **'Phone bill payment'** on the screen.
2. Enter the same **phone number** twice in a row and approve it by pressing the **green button.**
3. Enter the **amount** and approve it by pressing the **green button.**
4. The customer should **tap the card/smart device to the Contactless** reader. Alternatively, he/she can pay **cash to the seller.**
5. If the payment was processed correctly, the message **'Accepted'** will be displayed, and the terminal will **print** the seller's (i.e. your) and the customer's **receipt** automatically. The latter should be handed over to the customer because it contains additional information for him/her.

The bill payment service enables the settlement of phone bills via a POS-terminal. Available for One phone bills only.

qvik TRANSACTION

1. Select the **'Sell'** button, enter the amount in HUF and press the **'qvik'** button.
2. When the QR code is displayed, **customers should scan the QR code** by opening their camera, and then authorise the instant transfer within their mobile bank.
3. If the payment was processed correctly, the message **'Accepted'** will be displayed on the terminal, and it will **print** the seller's (i.e. your) receipt automatically.
4. You can then choose whether to print a customer copy.

Activating the Qvik function once
1. Select 'qvik login' under the 'Service' function.
2. Enter the encryption key provided by SimplePay, the merchant ID and the email address provided upon contracting, then press the 'Login' button. From this point forward, the terminal will be ready for the qvik transaction.

PROVIDING AN EXTERNAL IDENTIFIER

1. Select the **'Sell'** button and enter the **External identifier.** Approve it by clicking the **submit button,** or use the **scan button** function and scan the barcode.
2. Enter the **amount** and approve it by pressing the **green button.**
3. The customer should **tap the card/smart device to the Contactless** reader.
4. If the payment was processed correctly, the message **'Accepted'** will be displayed, and the terminal will automatically **print** the seller's (i.e. your) and the customer's **receipt,** which contains the reference number. **The customer's receipt should always be printed and handed over** to the customer, as it contains additional information for him/her.

You can enter an external identifier at the POS-terminal before the transaction, which will be later indicated on the receipt as a reference number. This is used, for example, by parcel delivery companies to link the transaction to the parcel number.

MAIL OR TELEPHONE ORDER (MOTO)

1. Within the **'Other transactions'** function, select the appropriate transaction type on the screen.
2. Enter the **card number,** the **expiry date** (mm/yyyy) and the **card security code (CVC/CVV).** If there is no **card security code** on the card, leave that field blank and press the **green button,** then **select 'Reason for missing CVC/CVV' from the pop-up menu** and press **next.**
3. **Enter the amount** and approve it by pressing the **green button.**
4. The terminal will **print** the merchant's (i.e. your) **receipt** automatically.

A card not present transaction in which the cardholder provides the merchant with card details by telephone or email or gives prior written authorisation for the use of their card details for the relevant payment.