

## CHARGE Anywhere<sup>®</sup> for Android™

### DOWNLOAD

Enter Android Market 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

Press:   
or  
Press:

### FREE APP

### CASH SALE

Press:   
Press:   
Press:   
Enter Sale Amount:   
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:

### 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:   
Press:   
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:   
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<sup>®</sup> 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:   
Press:   
Press:   
Press:

Select Printer to pair with.

Type in Pin:

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:   
Press:   
Press:   
Press:

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:

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:   
Press:   
Press:

Locate Customer ID

### GET HARDWARE

Purchasing peripherals can be done within the App.

Press:   
Press:   
Press:

Choose the appropriate peripheral, then follow prompts

### ENABLING QUICKBOOKS<sup>®</sup> INTEGRATION

Press:   
Press:   
Press:

"QuickBooks Integration:"

Press:

Note: QuickBooks<sup>®</sup> 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:**  
Invoices, Tickets, Jobs, Orders

Tax Prompt:  
Tip Prompts:  
Press:

## FOR TECHNICAL SUPPORT

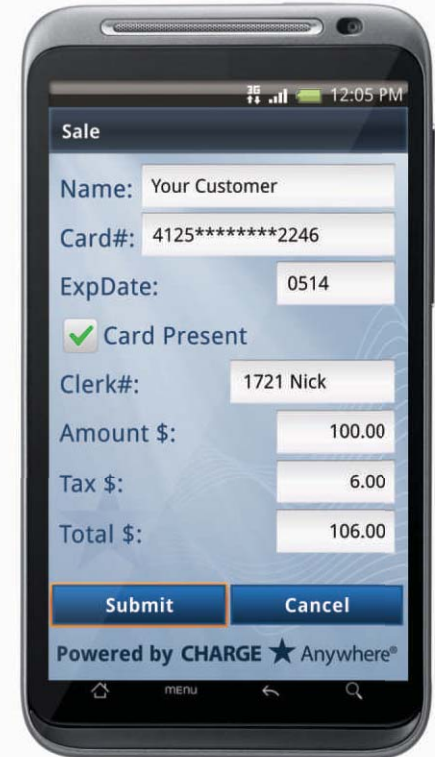
Telephone: 800-632-1888

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UnitedBankService.com

## RETAIL



Supports Android OS 1.5 and higher.

## AUTHORIZED DEALER

Powered by CHARGE ★ Anywhere<sup>®</sup>

## CHARGE Anywhere<sup>®</sup> 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\*

or

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

or

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\*

or

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:

or

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<sup>®</sup> 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\*

or

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

See Receipt Printing

### VIEWING OFFLINE TRANSACTIONS

Press:

**Logs**

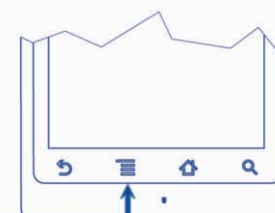
Press:

**Offline Transactions**

Scroll to the desired transaction.

Select the transaction.

[Details of the transaction will display]



Menu Key\*

\* 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]