

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#, Vendor#, 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

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UnitedBankService.com

RETAIL



Supports BlackBerry® OS 4.1 and higher.

AUTHORIZED DEALER

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]

