

XTREME TOPUP MACHINE

On the right of the screen, are four F Keys (**F1/F2/F3/F4**).

Below the Keypad are three functions keys

- The **X** key will **Cancel** and Close a Menu
- The **Yellow** key is to **Delete**.
- The **Green** key is **ENTER**

Use the **Purple** key on the **far left** to scroll down the menu.

Use the **Purple** key on the **far right** to feed the paper.

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To Activate a Reloadable TopUp Card

Swipe a new **Reloadable TopUp Card** in the card reader track on the right side of the terminal. Now press **F1** then

F2, then enter the clerk Pin and press ENTER.

Enter the Deposit amount then press ENTER. Press **F3** to cancel or **F4** to accept the activation fee

Now enter the **4 digits CVC** number on the back of the card then press ENTER.

Customer must enter a **4 digits PIN** then press ENTER.

Then Re-enter the same **4 digits PIN** and press ENTER.

Prompt “ad a TopUp phone number “ **YES** or **NO**.

NO, the card will activate without a phone number.

YES, enter a **7** or **9 digits** phone number and press ENTER

The Gift Card activation receipt will print.

Press **X** to go back to the main menu

Redeem for Product - Reloadable TopUp Card

Swipe the **Reloadable TopUp Card** in the card reader track on the right side of the terminal. Press **F4** then **F3**.

Select the product the customer wants to buy.

Now enter the clerk Pin and press ENTER.

The cardholder must now enter their 4 digits PIN.

The appropriate credit will be redeemed and the receipt will be printed.

Press **X** to go back to the main menu

Make Deposit on a Reloadable TopUp Card.

Swipe the **Reloadable TopUp Card** in the card reader track on the right side of the terminal. Now press **F2**, enter the clerk Pin and press ENTER.

Now enter the **4 digits PIN** then press ENTER.

Now enter the Deposit amount then press ENTER.

The deposit receipt will print. You will be prompt to print a retailer copy, select YES to print or NO to cancel

Press **X** to go back to the main menu

Transfer Credit - Reloadable TopUp Card

Swipe the **Reloadable TopUp Card** in the card reader track on the right side of the terminal. Now press **F3**, then

ENTER the clerk Pin and press Enter. Now enter your

4 digits PIN then press ENTER. Now enter the amount you want to transfer (e.g. 10.55) then press ENTER, now enter

your **clerk pin** then ENTER. Now swipe the receiver **Reloadable TopUp Card** and enter the **4 digits CVC** and

press ENTER. The credit will be transferred and the customer receipt will be printed.

Press **X** to go back to the main menu

Get Balance – on a Reloadable TopUp Card.

Swipe the **Reloadable TopUp Card** in the card reader track on the right side of the terminal.

Now press **F1** then **F3**, and then Enter.

The balance will appear on the screen, press **F4** to print.

Press **X** to go back to the main menu

Program a phone Nr to Reloadable Cards

First, send a TopUp to the desired phone number and print the receipt. Now swipe a new TopUp Card in the card

reader track on the right terminal. The TopUp card will be activated to the phone number the TopUp was send to.

The card activation receipt will print.

To change the phone number, repeat the instructions above.