

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

Now the customer must enter a **4 digits PIN**, then Re-enter the same **4 digits PIN** and press Enter.

Now the **clerk** must enter the Deposit amount then press Enter. You will be prompt to add the card fee or cancel the transaction. Press **F4** to add and collect the card fee or **F3** to cancel the transaction. The card activation receipt will print. **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**

### **To 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.**

### **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 CVC** number on the back of the card 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 the **4 digits CVC** number on the back of your card then press Enter. Now enter the amount you want to transfer (**e.g. 10.55**) then press Enter, now enter your **clerk pin**.

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**

### **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**

### **To Program a phone Nr to a STANDARD Card**

Swipe the TopUp Card in the card reader track on the right of terminal. The terminal will prompt you to enter the phone number you want to program, and then press ENTER. The TopUp card will be activated and card activation receipt will print.

**To change the phone number, repeat the instructions above.**