

For options not listed on this sheet, please contact your local Agent or XBC technical support at [support@myxbc.com](mailto:support@myxbc.com) or call +1 321-251-5432  
For an updated instructions list visit [www.myxbc.com](http://www.myxbc.com)

### XTREME TOPUP MACHINE

The top line on the terminal display changes every four (4) seconds from the **Day** of the week  
**DATE & TIME** to **XTREME TOPUP**

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.

### To Send a TopUp..

Using the **F** key on the right, select the **TopUp** product, you want to sell, enter your **Pin** then **Enter**. Press the amount then **Enter**. Swipe **TopUp Card** or Press the seven digits phone number then **Enter**.

Press **FULL** to print the **full receipt**.

Press **SHORT** to print the **short receipt**.

Press **NONE** to print the **no receipt**.

### To Void a TopUp.

Using the first **Purple** button, scroll down the menu to **Void TopUp**. Press the **F** key on the right of **Void TopUp**. Enter the transfer number of the TopUp you want to void then press **Enter**.

Press **YES** to print the receipt.

Press **NO** to return to the main menu.

### To Activate a TopUp Card.

Swipe a new **TopUp Card** in the card reader track on the right side of the terminal. Enter the seven digits phone number (eg. **1234567**) then **Enter**.

The card activation receipt will print.

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

### To sell a PIN.

Using the **F** key on the right, select the **PIN** product you want to sell. Then using the **F** key select the Pin value, you want to sell. Enter your **Pin** and press **Enter**. The **PIN** voucher receipt will print.

### To Check or print the Account Balance.

Using the first **Purple** button, scroll down the menu to **Check Balance**. Press the **F** key on the right of **Check Balance**. Enter your **Pin** then **Enter**.

The Credit balance will appear on the screen.

**Press F4 if you want to print the Account Balance.**

### To turn the terminal off.

Unplug the power cable from the terminal. If the terminal display is still lighted, press and hold the **X** key for five seconds to shut the terminal down. To turn the terminal power back on plug the power cable back in the terminal

### To reprint the Last Sale receipt.

Using the first **Purple** button, scroll down the menu to **Sales & Reports**.

Press the **F** key on the right of **Sales & Reports**

Press **F3**, and enter your **Pin** then **Enter**.

The **Last Sales** receipt will print.

### To print a Clerk's Sales Report.

Using the first **Purple** button, scroll down to **Sales & Reports**.

Select **Today Sales (F1)** or **Yesterday Sales (F2)**

Select **Single Clerk (F1)** enter the clerk **Pin** then **Enter**.

You will be prompt to print the **Sales Details** report.

Press **YES** to print the details report.

Press **NO** to return to the main menu.

### To print All Clerks' Sales Report.

Using the first **Purple** button, scroll down to **Sales & Reports**.

Select **Today Sales (F1)** or **Yesterday Sales (F2)**

Select **All Clerks (F2)** then enter your **Pin** then **Enter**.

The **Sales Report** for **All Clerks** with sales for the selected period will print.

### To print the Total Day Sales.

Using the first **Purple** button, scroll down to **Sales & Reports**.

Select **Today Sales (F1)** or **Yesterday Sales (F2)**

Select **Total Day Sales (F3)** then enter your **Pin** and press **Enter**. The **Total Day Sales** for the selected period will print. Press **X** to return to the main menu.

### To print a Sales Details Report.

Using the first **Purple** button, scroll down to **Sales & Reports**.

Select **Today Sales (F1)** or **Yesterday Sales (F2)**

Select **Details Report (F4)** and enter your **Pin**.

Select for **Pins Only (F2)**

**TopUp Only (F3)**

**All Sales (F4)**

### To print a Sales Reports by Date.

Using the first **Purple** button, scroll down to **Sales & Reports**.

Select **Sales By Date (F3)** then enter the date you want to print (e.g.010110) then **Enter**.

Please refer to the above reports for the selected type of report you want to print.