

For options not listed on this sheet, please contact your local Agent or XBC technical support at support@myxbc.com or call 321-251-5432

For an updated sheet visit links.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 Program a TopUp 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.

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 Retailer 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 off a terminal

Unplug the power cable from the terminal. If the terminal display is still lighted, press and hold the **X** key for five seconds until the terminal turns off. To turn the terminal power back on, plug the power cable into 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.