TD Mobile POS Quick Reference Guide



* Android® screens shown

Purchase Initiation

- 1. Enter the **dollar amount(s)** including tax and tap **Next**.
- 2. Review the *Subtotal* and *Total* amounts and tap **Next** if everything is correct.
- 3. Select Card payment and tap Next.
- 4. Select tip option and tap Next.
- 5. Confirm the **amount** and tap **Next**.



Insert Credit Card Payment

- 1. Customer inserts their credit card.
- 2. Customer confirms the amount and press OK.
- 3. Customer enters their PIN and press OK.

OR



Contactless Credit Card Payment

1. Customer taps their **credit card** against the **PINPad** screen.

OR



Swipe Credit Card Payment

- **1.** Customer swipes their **credit card** and hands PINPad to the merchant.
- 2. Merchant verifies the card info. Press OK if it's correct.
- **3.** A screen appears stating the authorization number and that a signature is required.
- **4.** Merchant hands the PINPad to the customer. They sign the onscreen receipt, tap **Next** and return the smartphone to the merchant.

OR



Manual Credit Card Payment

- 1. Merchant enters the card number, expiry date and CVD.
- 2. If CVD is illegible press **OK** note the reason why.
- **3.** A screen appears stating the authorization number and that a signature is required.
- **4.** Merchant hands the PINPad to the customer. They sign the onscreen receipt, tap **Next** and return the smartphone to the merchant.



Purchase Completion

- 1. Enter **customer's email address** for the receipt and tap **Done** or tap **Skip** to bypass entering this information.
- 2. Tap Continue.
- **3.** Enter **purchase notes**, the **invoice number** and tap **Done** or tap **Skip** to bypass entering this information.
- **4.** The transaction is now completed.



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TIP

This is an optional step that you can enable/ disable.

TAP CARD - ENTER PIN

This step will only be seen if the amount of the purchase exceeds the Contactless Dollar Limit.

MANUNAL CARD - ENTER CVD

If there is no CVD, or it is illegible, leave the CVD blank and press **OK**. Then select the option that better describes why you didn't enter the CVD.

CUSTOMER EMAIL ADDRESS

This is an optional step. Tap **SKIP** to ignore it.

NOTES AND INVOICE NUMBER

This is an optional step. Tap **SKIP** to ignore it.