



# telSwipe

Swiped transactions for Nextel phones

## First Time Setup

This screen-by-screen tutorial will step you through the process of setting up your Nextel phone to accept credit cards.

Buttons actually on the phone, marked with a legend or text on the bottom of the screen are shown in **RED**. Selections on the screen are inside "Quotes".



First, turn the phone on, and let it establish it's service.

When you see the screen to the left, press the **MENU** button on your phone.



The main menu will appear, with the first option "Net" already selected.

Press the **SELECT** button.



The browser will come up, but depending on what else you may have previously, we do not know exactly where it may be.

Press and hold the **MENU** button for a few seconds, and when you release it the browser menu will appear.

Use the **DOWN ARROW** and **OK** to select "Home"



You will then see the menu on the left.

Using your **DOWN ARROW** begin to scroll down.



When you reach the option to "Enter Site", press the **OK** button.



We will now be entering the location we want to store "telswipe.com" into the phone.

In order to do this, we will be using the T9 <sup>®</sup> Input method. Your Nextel manual has instructions on this, but we will help you with this one.



You can enter "telswipe.com" with the following key sequence:

8 33 555 7777 9 444 7 33 **ALPHA** 1 222 666 **RIGHT ARROW** 6

(Note that pausing for a second will accomplish the same action as **RIGHT ARROW**.)

Press **OK**.



You will then see this screen momentarily, and it will change to a screen that says "Merchant ID:" Mark it's location by pressing and holding the **MENU** button. When the **MENU** button is released, the "Browser Menu" will appear.



Scroll down to "Mark Site" with the **DOWN ARROW** and then press **OK**.



When you see this confirmation screen, press **SAVE**.



You have just programmed your Nextel phone to accept credit cards!



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To swipe a card, when directed by the program insert the card with the stripe down, and toward the front of the reader. Swipe from left to right with a smooth slow motion.

## Using the Reader

Your telSwipe card reader is astoundingly simple to use. All you need to do to use it, is to plug it in. See the pictures below.



Take the connector of the reader, and insert it into the bottom of the phone. The key goes to the left hand side. You need to squeeze the connector in order to attach or detach it.



When the connector is properly seated, and the connection has been established, the phone will display this message.



When you disconnect the reader from the phone, this message will be displayed.

## Troubleshooting:

If your reader does not display the "Keyboard Attached" or "Device Attached" message reliably, you may need to make one additional setting:



Press the **MENU** button on your phone. The main menu will appear, with the first option "Net" already selected.



Scroll down to the Settings selection.

Press the **SELECT** button.



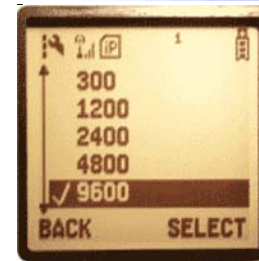
Scroll down to the "Initial Setup" selection.

Press the **SELECT** button again.



Scroll down until you are on the "Baud Rate" selection. It will probably be on "Auto", but may be on any setting.

Press the **CHANGE** button.



Scroll down to the "9600" selection.

Press the **SELECT** button.



You will see this message, indicating that you have made the changes properly.



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## Swiped Transactions

This screen-by-screen tutorial will step you through the process of accepting credit cards with the TelSwipe card reader. It is assumed you have set up your phone with the instructions in "First-time Setup".

Buttons actually on the phone, marked with a legend or text on the bottom of the screen are shown in **RED**. Selections on the screen are inside "Quotes".



First, turn the phone on, and let it establish its service.

When you see the screen to the left, press the **MENU** button on your phone.



The main menu will appear, with the first option "Net" already selected.

Press the **SELECT** button.



From the "Bookmarks" menu, select the "Merchant ID" that we set up earlier. Press **OK**.

(if you did not come directly to this page, Press, Hold, and Release the MENU key, and scroll down to bookmarks)



Enter your Merchant ID. Press **OK**.



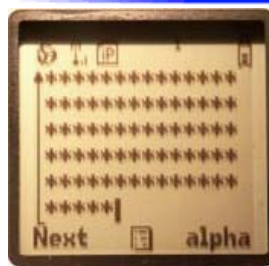
Enter your Password. Press **OK**.



Swiped is the default here, Press **OK**.



If you have not already hooked up your card reader, do so now. Instructions for this are in "[Using the Reader](#)"  
Swipe the card, and asterisks "\*" will appear in groups, with a slight pause between groups.



It will take about **20 seconds** for the entire card information to be transferred to the phone. when the transfer is complete, the asterisks will stop appearing. Press **NEXT**.



In a swiped transaction, this screen is just a confirmation that the card was read properly. Press **YES**.



Now, we will enter the amount of the transaction. To make keying easier, we do not use a decimal point. 1050 equals \$10.50, and 50000 would be \$500.00. When done, press **NEXT**.



If your business accepts tips, you can enter the tip amount here. When done, press **NEXT**.



Again, we display the charge to be made (With decimal points). If everything is correct, press **CHARGE**.



**Congratulations**, when you have received an approval, like the one shown here, you have completed the transaction!

(Of course if you get a decline, you will need to get a different credit card from your customer!)



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## Keyed Transactions

This screen-by-screen tutorial will step you through the process of accepting credit cards by keying the card number in. It is assumed you have set up your phone with the instructions in "First-time Setup."

Buttons actually on the phone, marked with a legend or text on the bottom of the screen are shown in **RED**. Selections on the screen are inside "Quotes".



First, turn the phone on, and let it establish its service.

When you see the screen to the left, press the **MENU** button on your phone.



The main menu will appear, with the first option "Net" already selected.

Press the **SELECT** button.



From the "Bookmarks" menu, select the "Merchant ID" that we set up earlier. Press **OK**.

(if you did not come directly to this page, Press, Hold, and Release the MENU key, and scroll down to bookmarks)



Enter your Merchant ID. Press **OK**.



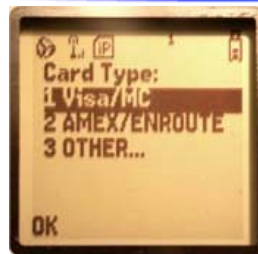
Enter your Password. Press **OK**.



Use the **DOWN ARROW** to select "Keyed" and Press **OK**.



Input the cardholder's name, and then Press **NEXT**.



Use the **DOWN ARROW** to select the card type (if necessary). Press **OK**.



Enter the account number from the card, and press **NEXT**.



Enter the expiration date from the card, and press **NEXT**.



Now, we will enter the amount of the transaction. To make keying easier, we do not use a decimal point. 1050 equals \$10.50, and 50000 would be \$500.00. When done, press **NEXT**.



If your business accepts tips, you can enter the tip amount here. When done, press **NEXT**.



Now we display the charge to be made (With decimal points). If everything is correct, press **CHARGE**.



**Congratulations**, when you have received an approval, like the one shown here, you have completed the transaction!

(Of course if you get a decline, you will need to get a different credit card from your customer!)