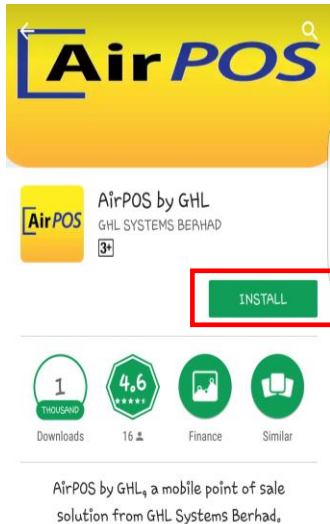# AIRPOS APP USERGUIDE

INSTALLATION

Step 1
On your smartphone, go to either Google Play Store (Android) or Apple App Store (iOS).
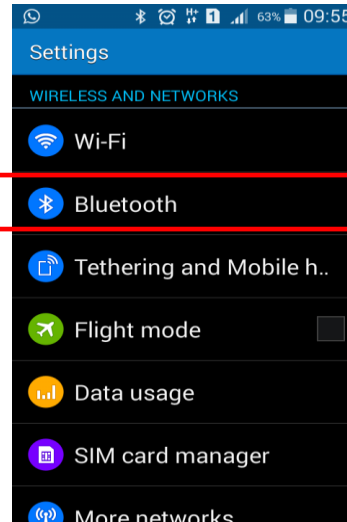
Step 2
Search "GHL AirPOS".

Step 3
Tap 'INSTALL'.

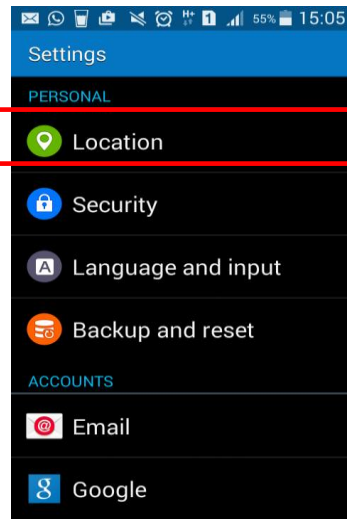## TURN ON BLUETOOTH & GPS

Step 1
On your smartphone, go to Bluetooth setting.
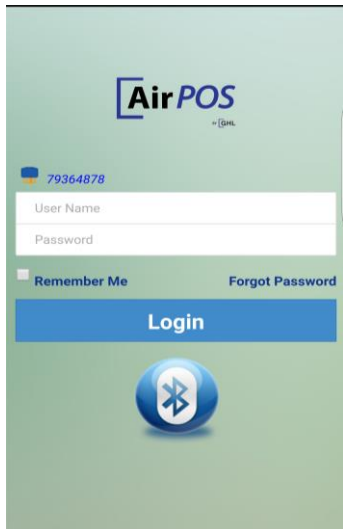
Step 2
Turn on Bluetooth.

Step 3
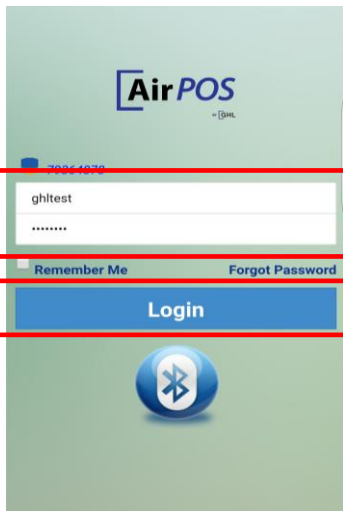Turn your mobile phone location ON

1

LAUNCH AIRPOS APP & LOGIN TO AIRPOS

Step 1
Launch AirPOS App.
Smartphone will
automatically connect
to Airpos.

Note: If Bluetooth icon
is grey in colour, it
means AirPOS is not
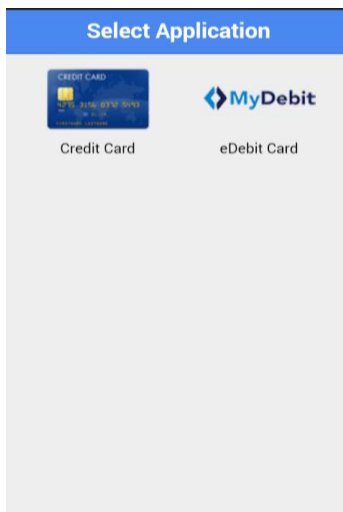connected. Tap on
Bluetooth icon to
connect AirPOS.
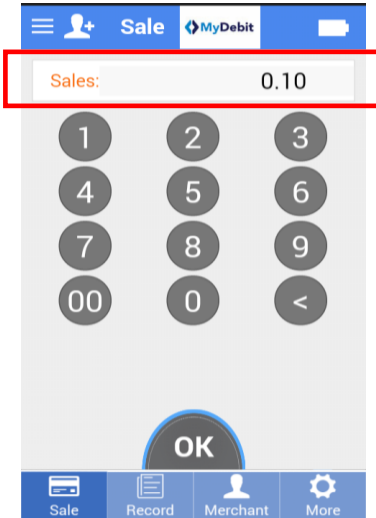

Step 2
Key-in username &
password. (Mobile user)
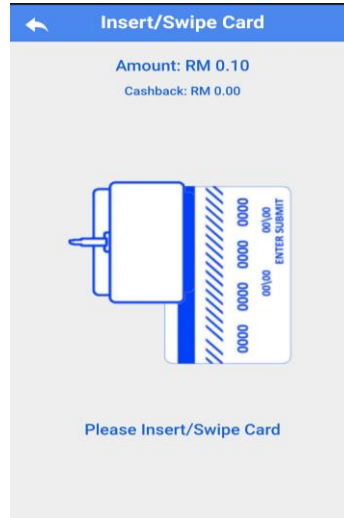
Step 3
Tap 'Login'.

Step 4
Tap 'Credit Card' or
'MyDebit' icon to start
transaction.

![GHL the ASEAN payment people]

MYDEBIT CARD TRANSACTION (MCCS)
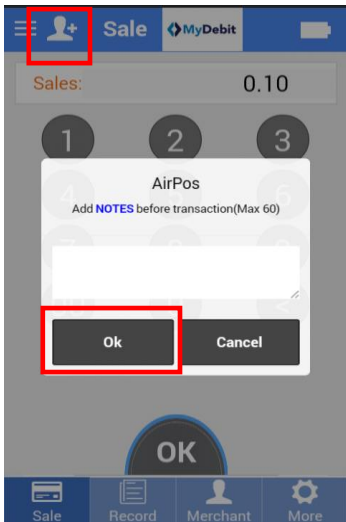

Step 1
Enter sale amount.

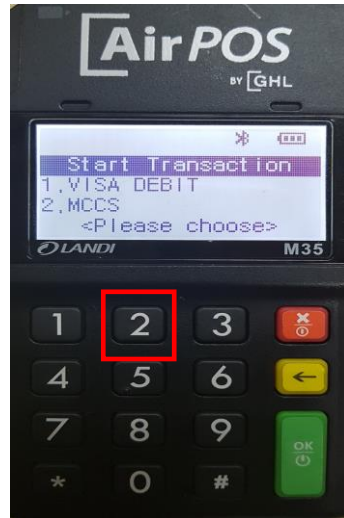**Note:** Make sure 'Sales' in orange colour.
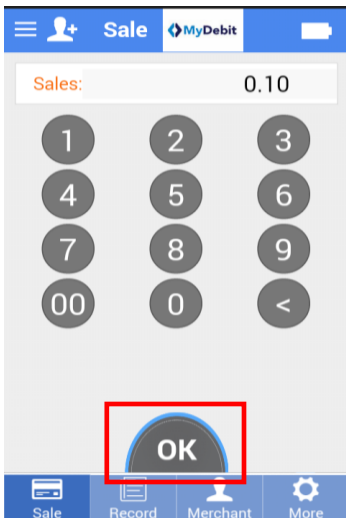

Step 5
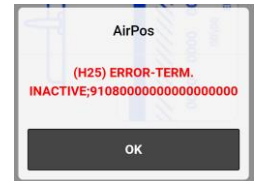Insert Mydebit card in Airpos.

Step 2 (Optional)
Tap on [icon] to add sale description to the transaction.

Step 3 (Optional)
Type sale description and tap 'OK'.
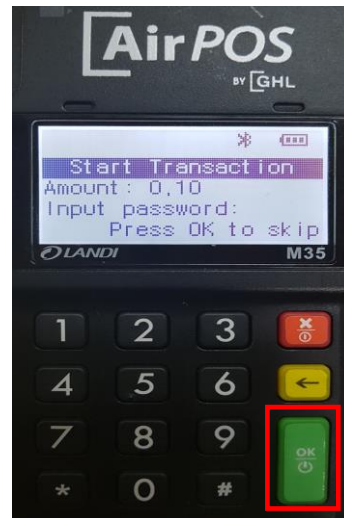

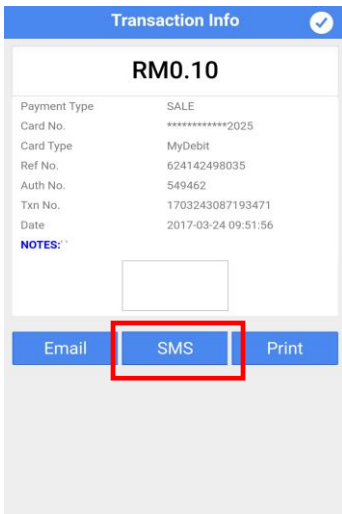**Step 6**
Press 2 to choose MCCS.

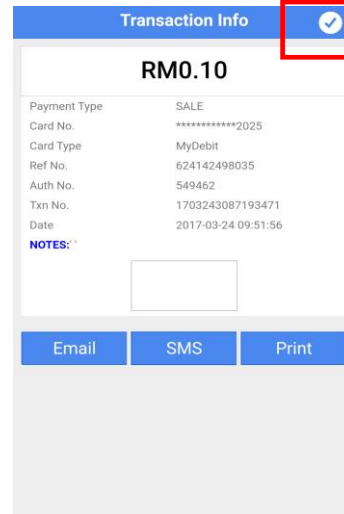**Note:** If you choose 1, you'll be getting error

Step 4
Tap 'OK'.

Step 7
Customer to key in ATM PIN at Airpos device and press ENTER.
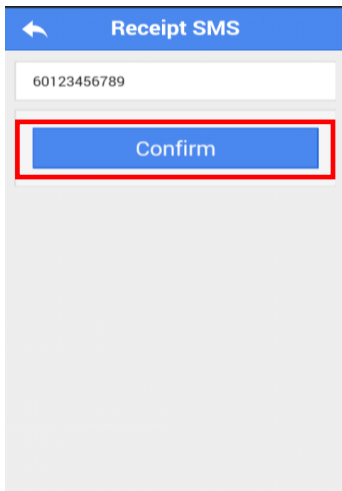
3

Transaction Info ✔
RM0.10
Payment Type	SALE
Card No.	************2025
Card Type	MyDebit
Ref No.	624142498035
Auth No.	549462
Txn No.	1703243087193471
Date	2017-03-24 09:51:56
NOTES:
Email	SMS	Print

Step 8
Transaction approved.
Sale receipt displayed.

Step 9
Tap 'SMS'.

Transaction Info ✔
RM0.10
Payment Type	SALE
Card No.	************2025
Card Type	MyDebit
Ref No.	624142498035
Auth No.	549462
Txn No.	1703243087193471
Date	2017-03-24 09:51:56
NOTES:
Email	SMS	Print

Step 13
Tap on ✔ icon to go back to main screen.

← Receipt SMS
60123456789
Confirm

Step 10
Enter customer mobile number.
(e.g. 601XXXXXXXX)

Step 11
Tap 'Confirm'.

Transaction Info ✔
RM0.10
Payment Type	SALE
AirPos
Request of SMS has successfully completed, if you can't receive message in 1 mins, please retry it.
OK
Email	SMS	Print

Step 12
Tap 'OK'.

4
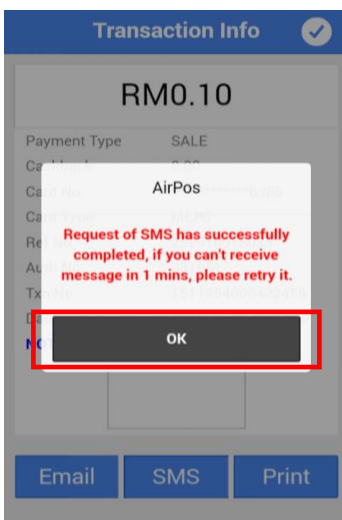
RECEIPT THROUGH EMAIL (OPTIONAL)

Transaction Info ✓

RM0.10

Payment Type	SALE
Card No.	*************2025
Card Type	MyDebit
Ref No.	624142498035
Auth No.	549462
Txn No.	1703243087193471
Date	2017-03-24 09:51:56

NOTES: ' '

Email | SMS | Print

Step 9a
Tap 'Email'.

Email

juriah.ashbahar@ghl.com
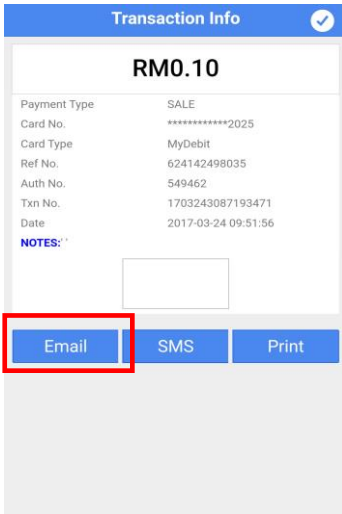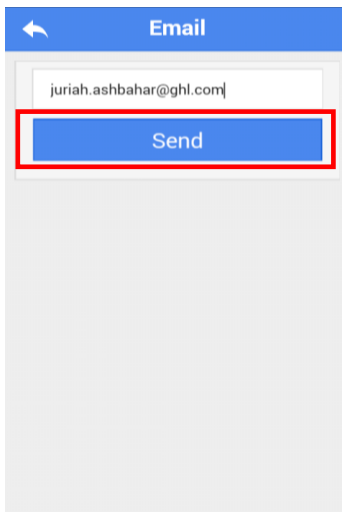
Send

Step 10a
Enter customer email address.

Step 11a
Tap 'Send'.

Email

juriah.ashbahar@gmail.com

Send

AirPos

E-mail has been successfully sent, kindly check mail after several mins.

OK
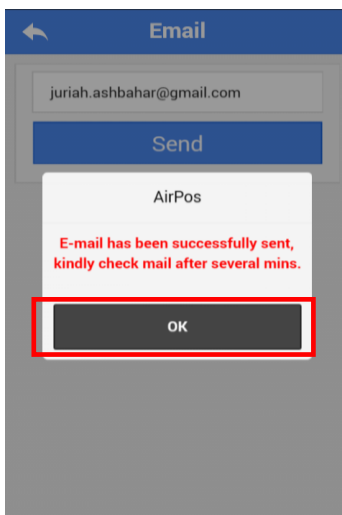
Step 12a
Tap 'OK'.

RECEIPT THROUGH PRINTER (OPTIONAL)

Transaction Info ✓

RM0.10

Payment Type	SALE
Card No.	*************2025
Card Type	MyDebit
Ref No.	624142498035
Auth No.	549462
Txn No.	1703243087193471
Date	2017-03-24 09:51:56

NOTES: ' '

Email | SMS | Print
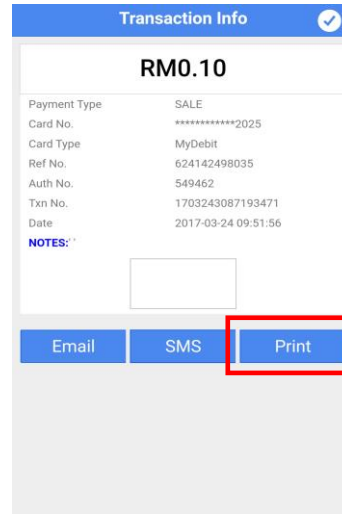
Step 9b
Tap 'Print'.

Step 10b
The App will search for Bluetooth printer. (For first time)

Transaction Info ✓

RM:1.00

Payment Type   Sale

AirPos

DP-HT201 BC:6A:29:4A...

DP-HT201 00:02:0A:01... ✓

OK | Cancel

Email | SMS | Print

Found device:DP-HT201
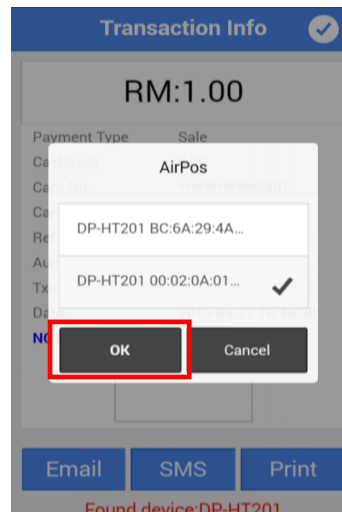
Step 11b
Select printer & tap 'OK' to print.

CREDIT CARD TRANSACTION
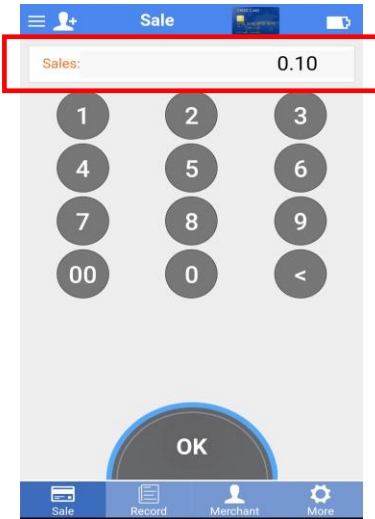
Step 1
Enter sale amount.

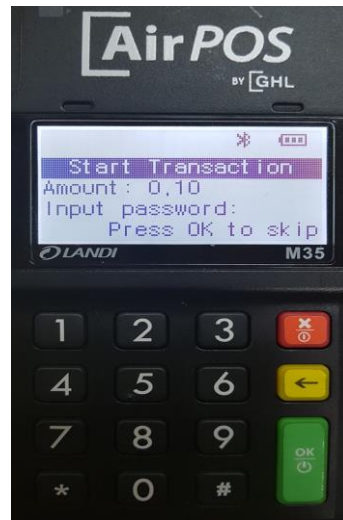**Note:** Make sure 'Sales' in orange colour.

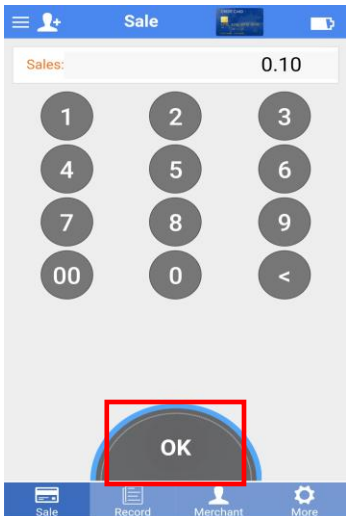**Step 5**
Insert credit card in Airpos.
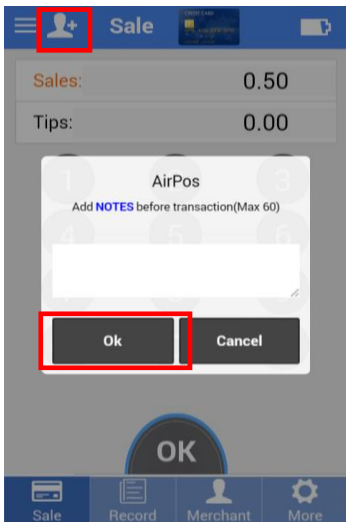
Step 2 (Optional)
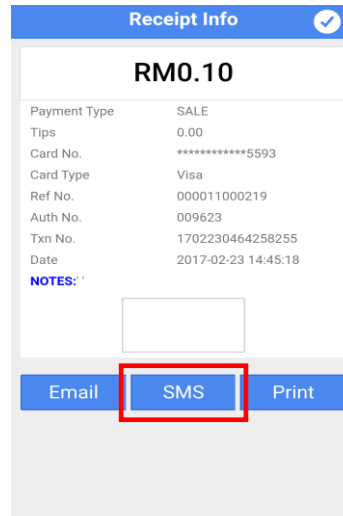Tap on to add sale description to the transaction.

Step 3 (Optional)
Type sale description and tap 'OK'.

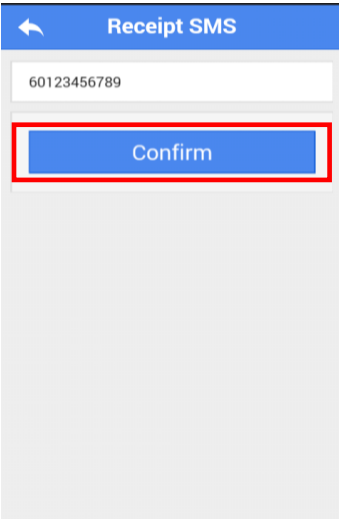**Step 6**
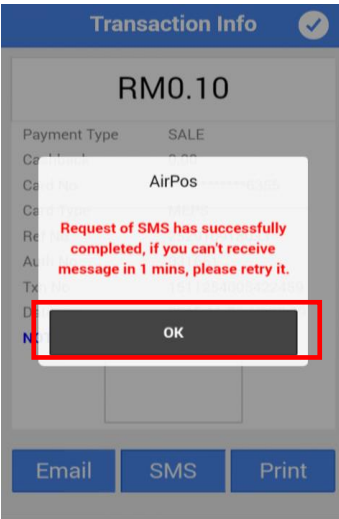Customer to key in PIN at Airpos device and press ENTER.

Step 4
Tap 'OK'.

Step 7
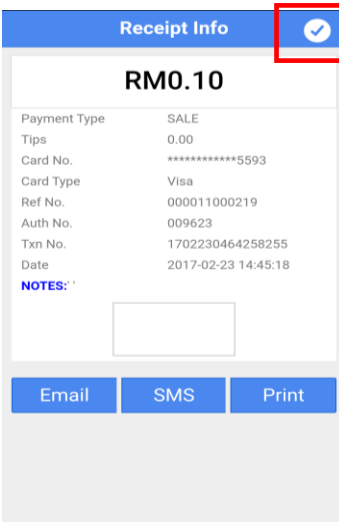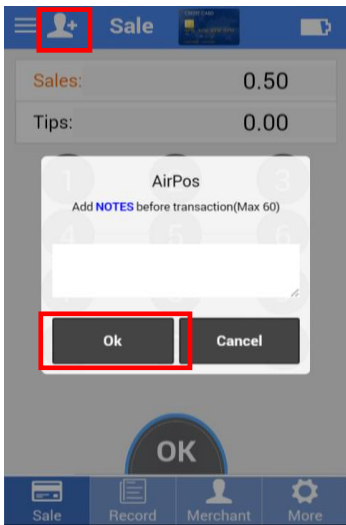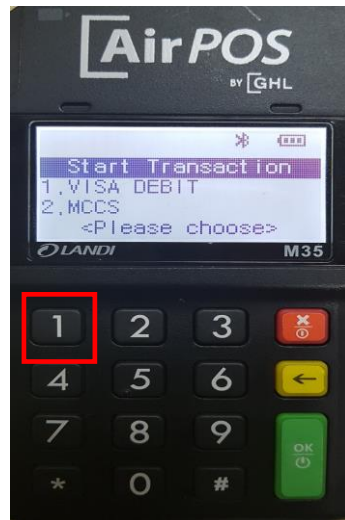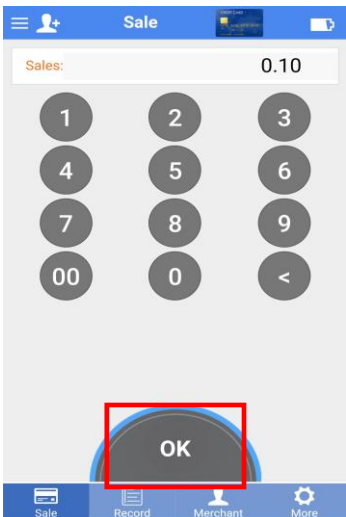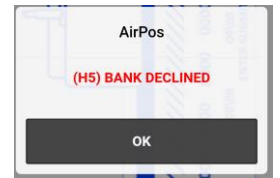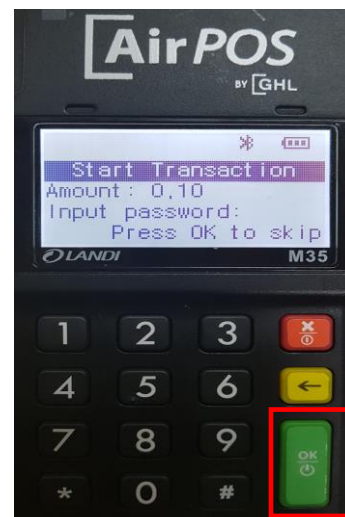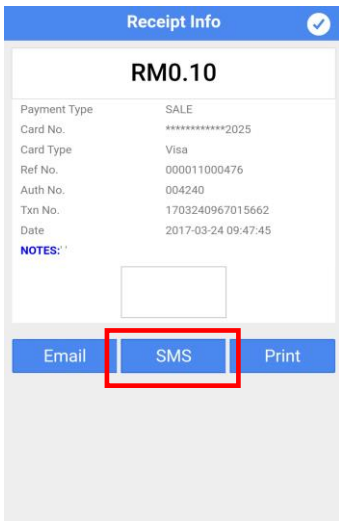Transaction approved. Sale receipt displayed.

Step 8
Tap 'SMS'.

Step 9
Enter customer mobile number.
(e.g. 601XXXXXXXX)

Step 10
Tap 'Confirm' to send sale receipt.
.

Step 11
Tap 'OK'.

Step 12
Tap on ✓ icon to go back to main screen.

GHL the ASEAN payment people

MYDEBIT CARD TRANSACTION (CARD SCHEME)
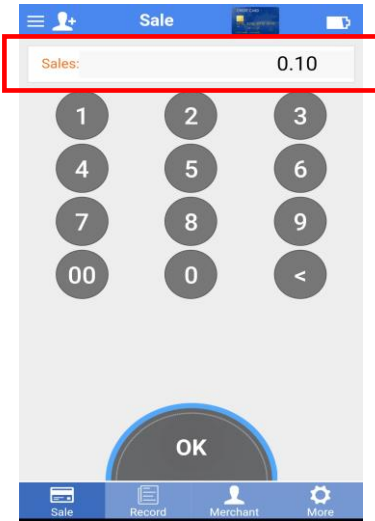
Step 1
Enter sale amount.
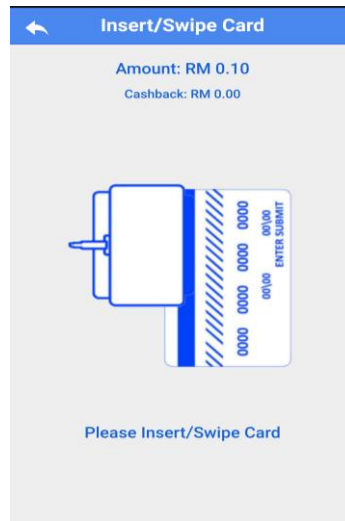
Note: Make sure 'Sales' in orange colour.

Step 5
Insert Mydebit card in Airpos.

Step 2 (Optional)
Tap on 👤+ to add sale description to the transaction.

Step 3 (Optional)
Type sale description and tap 'OK'.

Step 6
Press 1 to choose Visa Debit.

Note: If you choose 2, you'll be getting error

Step 4
Tap 'OK'.

Step 7
Customer to key in ATM PIN at Airpos device and press ENTER.

8

Step 8
Transaction approved.
Sale receipt displayed.

Step 9
Tap 'SMS'.
.
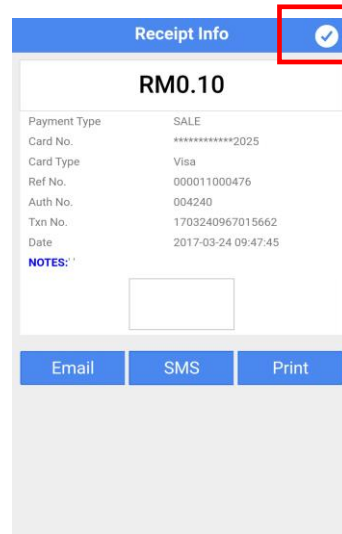
Step 13
Tap on ✔ icon to go back to main screen.
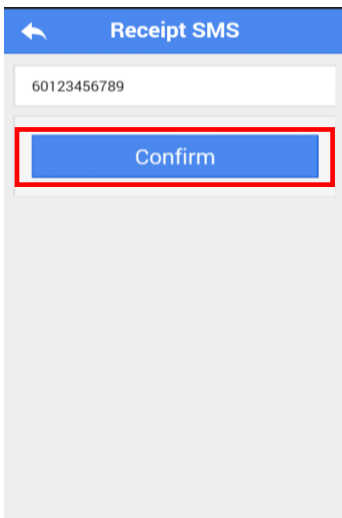
Step 10
Enter customer mobile number.
(e.g. 601XXXXXXXX)

Step 11
Tap 'Confirm' to send sale receipt.
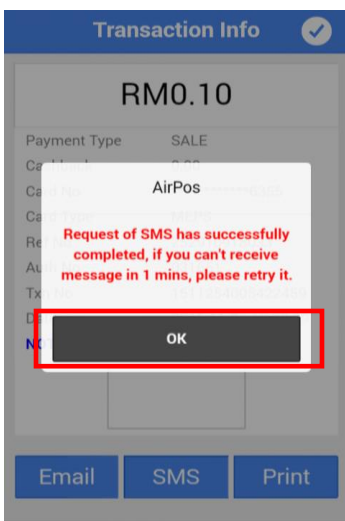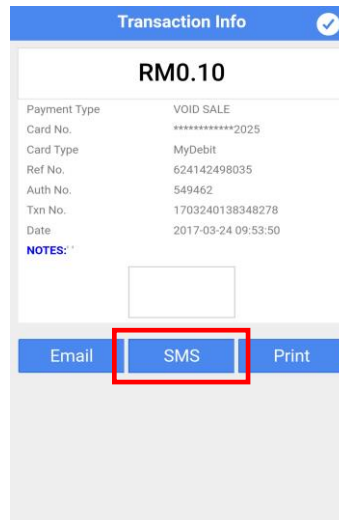

Step 12
Tap OK

VOID MYDEBIT TRANSACTION (MCCS)
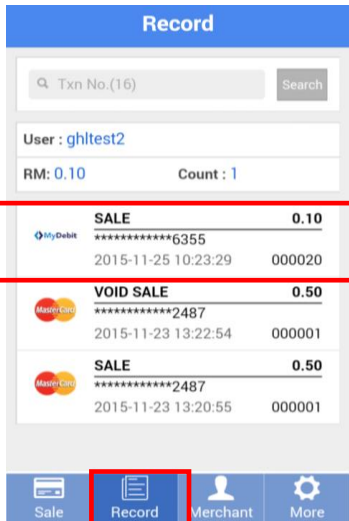
Step 1
Tap 'Record'

Note: Make sure you are in Debit Application
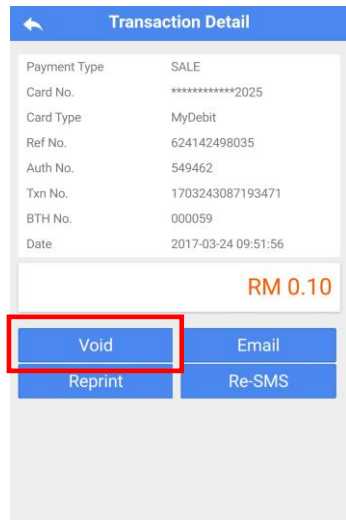
Step 2
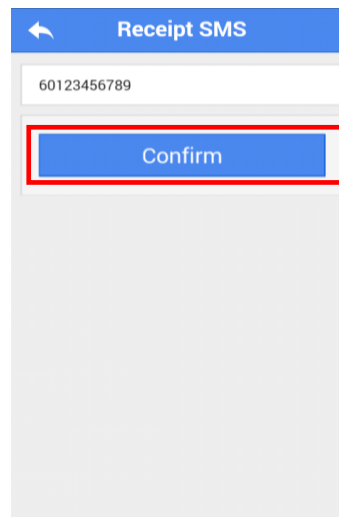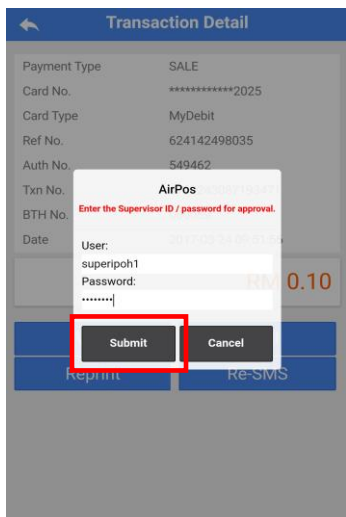Tap on sale record

Step 3
Tap 'Void'.

Step 4
Key-in supervisor user ID & password for approval.
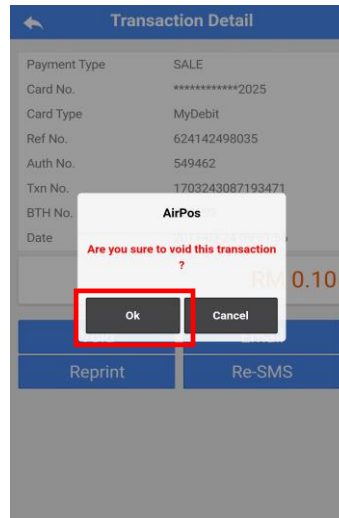
Step 5
Tap 'Submit'.

Step 6
Tap 'OK'.

Step 7
Void sale record displayed.

Step 8
Tap 'SMS'.
.

Step 9
Enter customer mobile number.
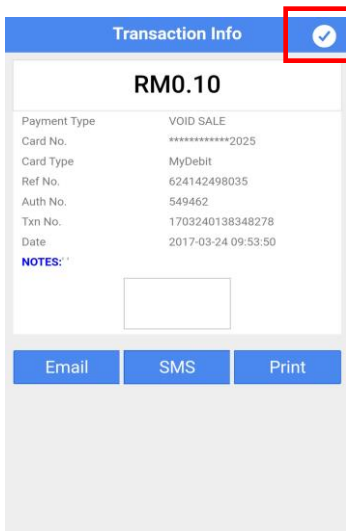(e.g. 601XXXXXXXX)

Step 10
Tap 'Confirm' to send void receipt.

10
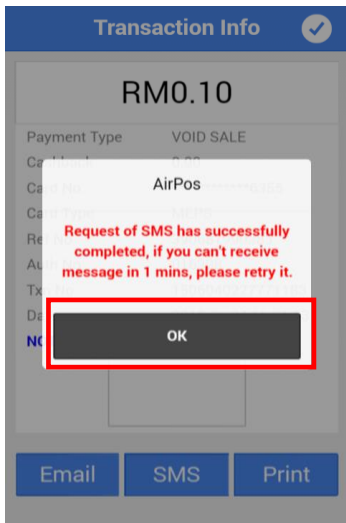
Step 11
Tap 'OK'.

Step 12
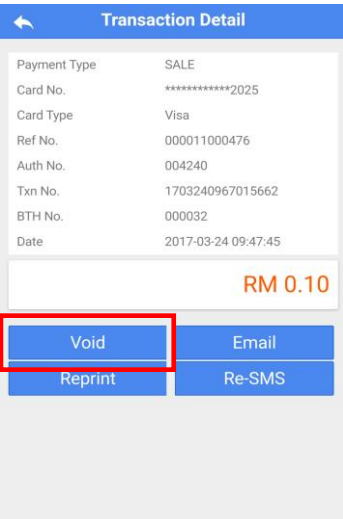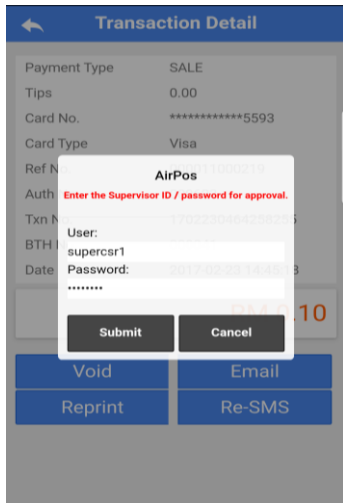Tap on [✓] icon to go back to main screen.

VOID CREDIT TRANSACTION (CANCEL A TRANSACTION)
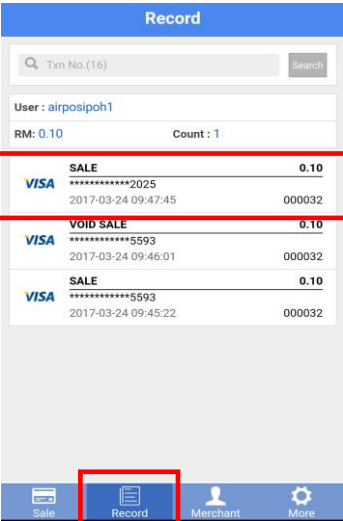
Step 1
Tap 'Record'

Note: Make sure you are in Credit Application
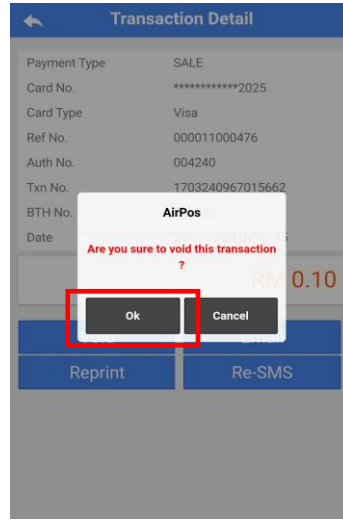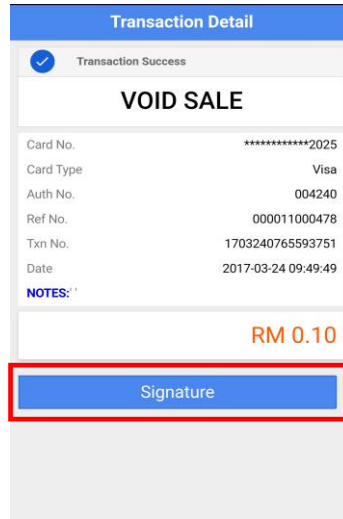
Step 2
Tap on sale record

Step 3
Tap 'Void'.

Step 4
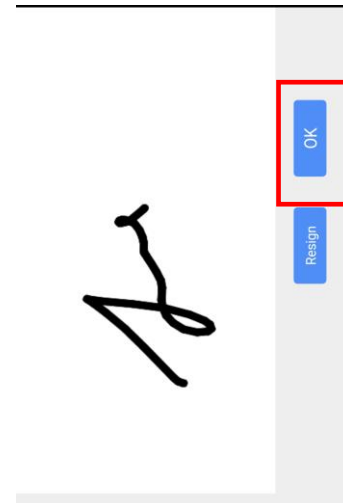Key-in supervisor user ID & password for approval.
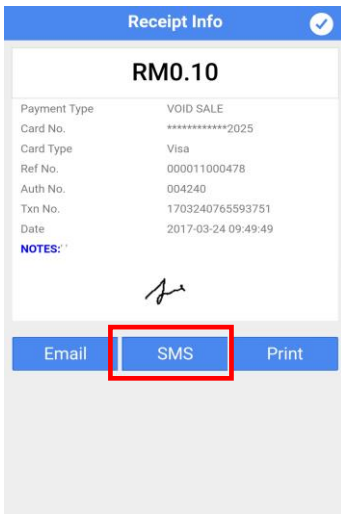
Step 5
Tap 'Submit'.

Step 6
Tap 'OK'.
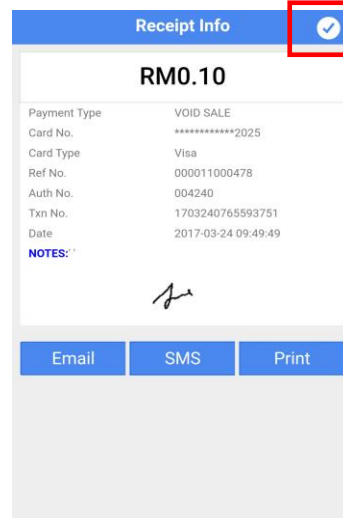
Step 7
Tap 'Signature'.

Step 8
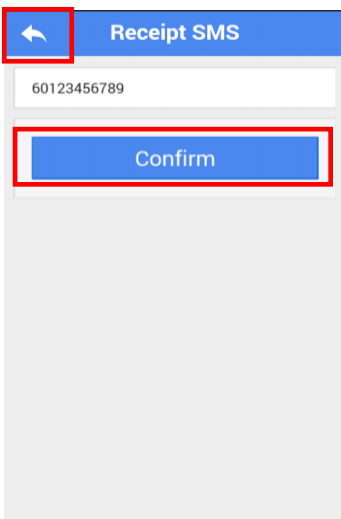Customer to sign on screen. Tap 'OK' to continue.

12

Step 9
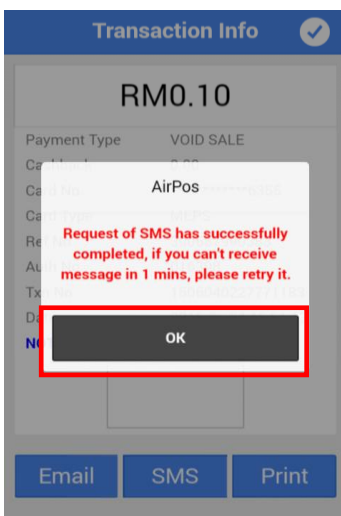Void sale record displayed.

Step 10
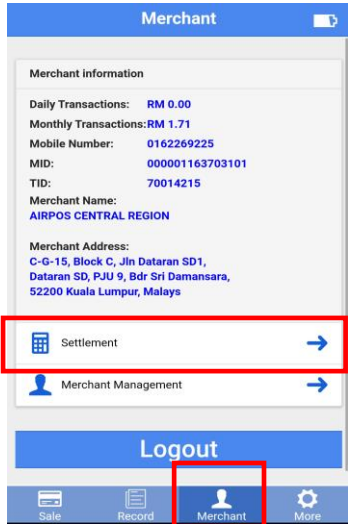Tap 'SMS'.

Step 14
Tap on icon to go back to main screen.

Step 11
Enter customer mobile number.
(e.g. 601XXXXXXXX)
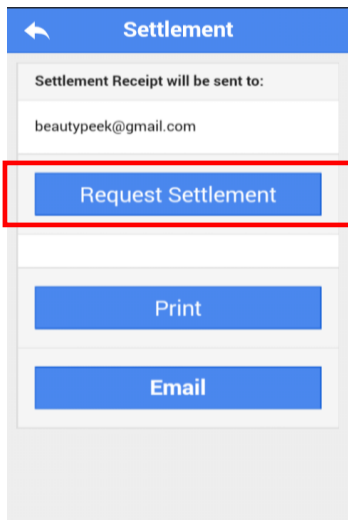
Step 12
Tap 'Confirm' to send void receipt.

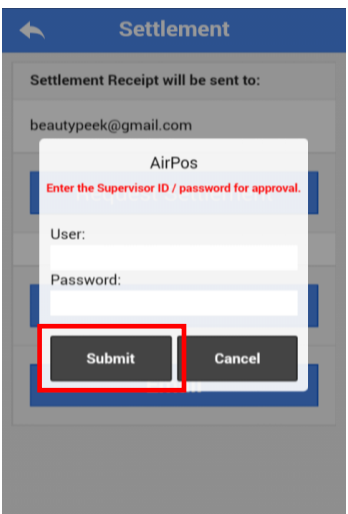
Step 13
Tap 'OK'.

13

SETTLEMENT

Step 1
Tap 'Merchant' at the (bottom of the screen).

Step 2
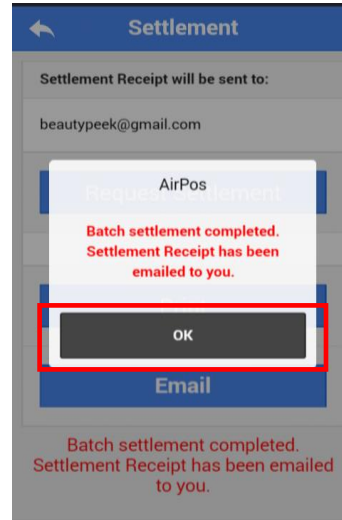Tap 'Settlement'.

Step 3
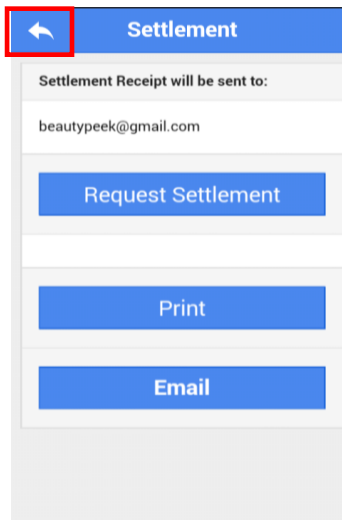Tap 'Request Settlement'.

Step 4
Key-in supervisor user ID & password for approval.
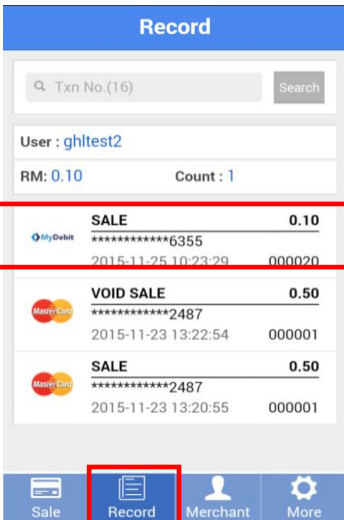
Step 5
Tap 'Submit'.

Step 6
Settlement completed. Tap 'OK'.

Step7
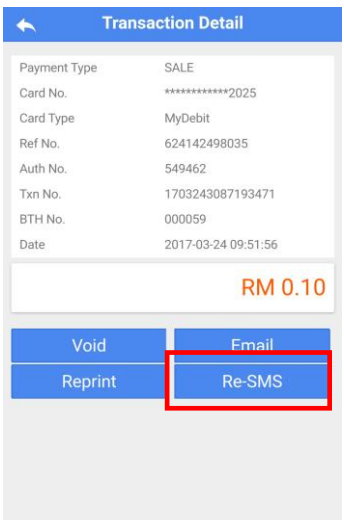Tap on ← icon to go back to previous screen.

Note:
Merchant need to perform settlements for both credit & debit if they are having both transactions.
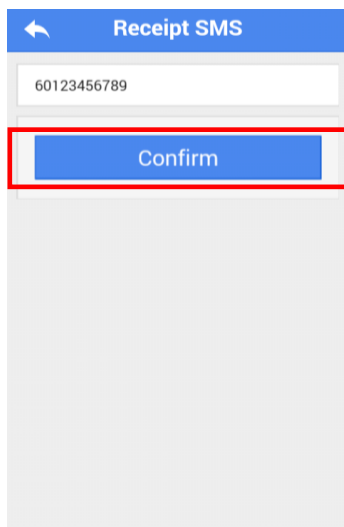
RESEND RECEIPT

Step 1
Tap 'Record' (at the bottom of the screen).
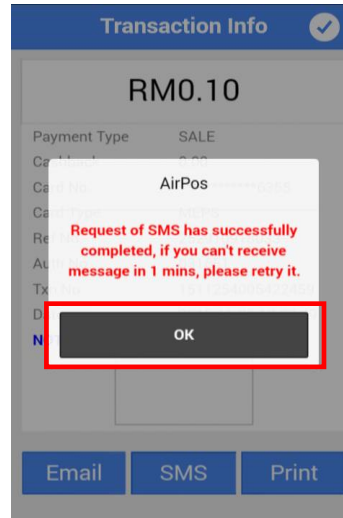
Step 2
Tap on sale record

Step 3
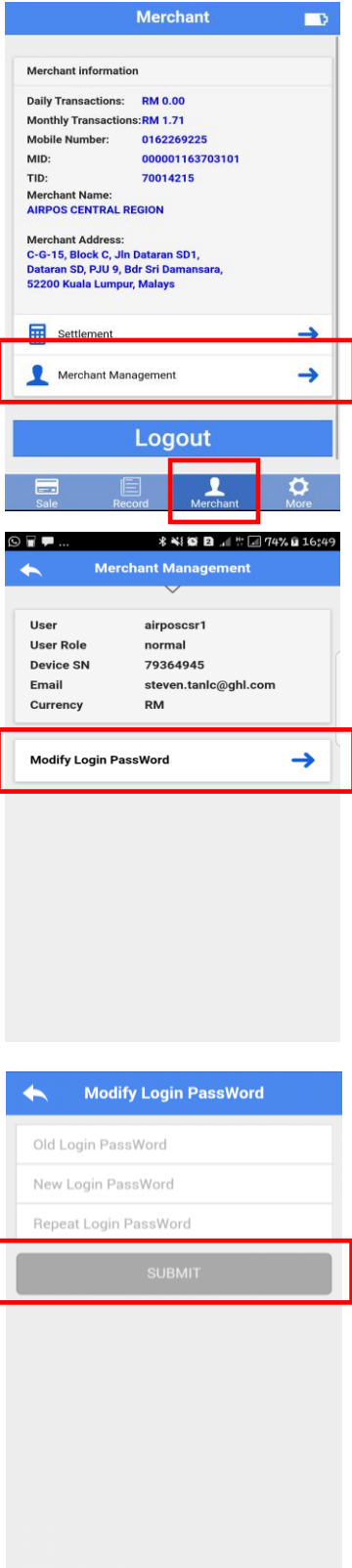Tap 'Re-SMS.

Step 4
Enter customer mobile number.
(e.g. 01XXXXXXXX)

Step 5
Tap 'Confirm' to re-send receipt.
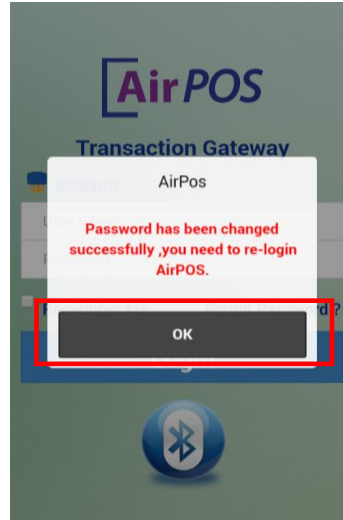
Step 6
Tap 'OK'

CHANGE PASSWORD

Step 1
Tap 'Merchant' (at the bottom of the screen).

Step 2
Tap 'Merchant Management'.

Step 6
Tap 'OK' to re-login.

Step 3
Tap 'Modify Login Password'.

Step 4
Enter current login password followed by new login password.

Step 5
Tap 'Submit'.

the ASEAN payment people
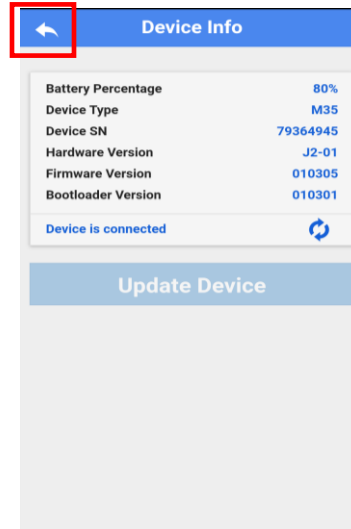
OTHERS INFO

1. STEP TO CHECK DEVICE INFO
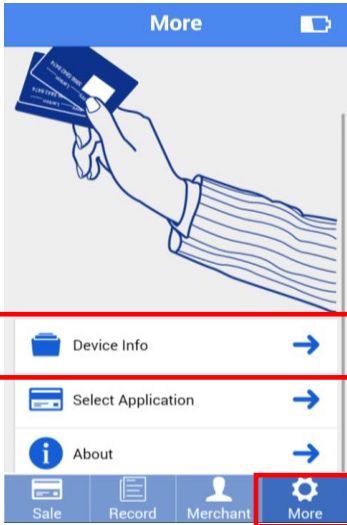
Step 1
Tap 'More' (at the bottom of the screen).
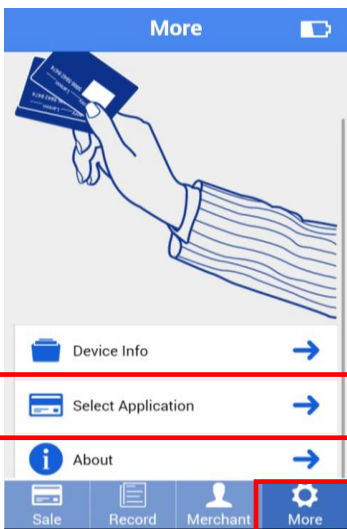
Step 2
Tap 'Device Info'.

Step 3
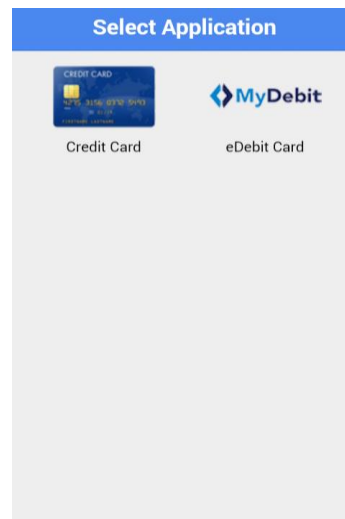Device information displayed.

Step 4
Tap on ← icon to back to previous screen.

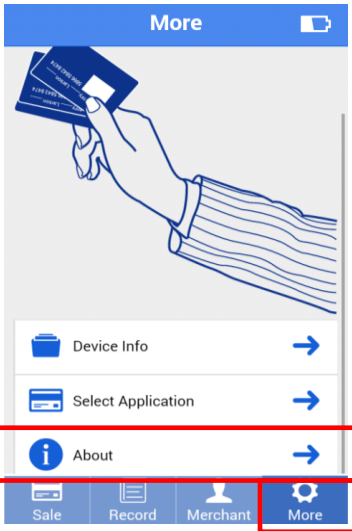### 2. STEP TO SELECT APPLICATION FROM AVAILABLE APPLICATION LIST

Step 1
Tap 'More' (at the bottom of the screen).

Step 2
Tap 'Select Application'.

Step 3
Tap 'Credit Card' or 'MyDebit' icon to start transaction.

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3. STEP TO CHECK THE VERSION OF AIRPOS APPS

Step 1
Tap 'More' (at the bottom of the screen).

Step 2
Tap 'About'.

Step 3
Information of AirPOS application displayed.

Step 4
Tap on ← icon to back to previous screen.