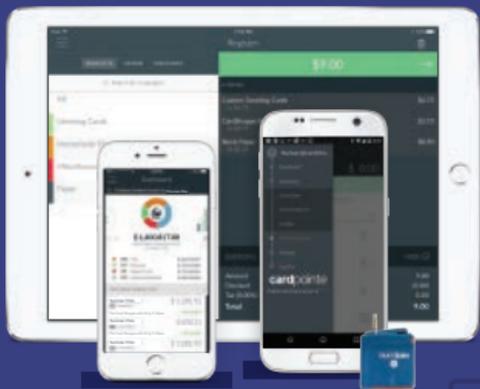




cardpointe MOBILE



Your guide to getting started.

cardconnect.com/cpmug

First things first.

Make sure you've downloaded the CardPointe Mobile app on your mobile device from the Apple App Store® or Google Play™ Store. Just search for CardPointe and download it for free.



Now, let's get you logged in.

Open the CardPointe app and enter your CardPointe login credentials. If you're not yet registered, you can click 'Sign Up' - ***just make sure you have your Merchant ID and Tax ID ready.***

[TIP] If you're using an iOS device, to expedite login, you can set up Apple Touch ID by accessing **Settings > Touch ID & Passcode** on your device.

[EXTRA TIP] You can always access your transactions and reports, along with extra special features, by logging into your CardPointe account from any browser at **cardpointe.com**.

You're ready to connect your device.

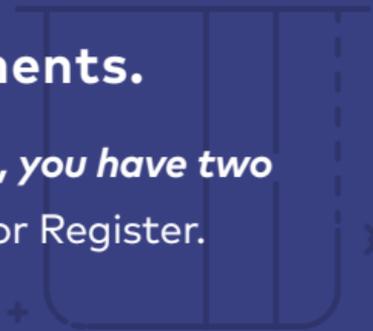


After you unbox your CardPointe Mobile Device, you can plug it directly into the standard audio port of your iOS or Android device, and begin using. Make sure to charge your CardPointe Mobile Device using the micro USB cable.

Important: If you have an Android device, you may need to manually enable your microphone in order to use the CardPointe Mobile Device. To do so, go into your device **Settings > Apps > CardPointe > Permissions > Enable Microphone.**

Time to take payments.

To complete a transaction, you have two options: Virtual Terminal or Register.



Virtual Terminal. Navigate to the main menu to open the **Virtual Terminal** and complete payments by entering the transaction amount and then use your connected device to accept credit cards.

Register. Activate the Register in your application **Settings**, and then navigate to the main menu to open. Select from a Catalog of your products and services at checkout and use your device to accept credit cards.

Make sure you're getting the most.

Dashboard. See a snapshot of your business's transactions including authorized vs. captured transactions, current batch and processed transactions.

Catalog. Activate the Register tool in the application Settings to get access to the Catalog where you can label, organize and price your products and services, making for an even simpler checkout.

 **Tip Adjust.** If you're a business with a restaurant MCC code, you can easily add gratuity to payments after transactions have been purchased. Just visit Tip Adjust in the Reporting section of your CardPointe app.

Need help? You got it.

Visit our Support Center for more information about using your CardPointe Mobile app and device, and to get the latest on new releases.



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