User manual

CCV Mini (Android)

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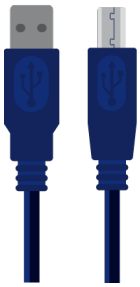
1. PREPARING THE CCV MINI FOR USE

1.1. List of items supplied

Card reader (A)



USB cable (B)

Use the supplied USB cable to charge the CCV Mini.

Extension cable (C)

With the extension cable you can connect the card reader to your smartphone.

1.2. Environmental factors that may affect the equipment's operation

Environmental factors may affect the operation of the equipment. The equipment is guaranteed to operate under the following environmental factors:

- The ambient temperature is between 0 °C and 35 °C
- The relative humidity is between 5% and 95%

Avoid:

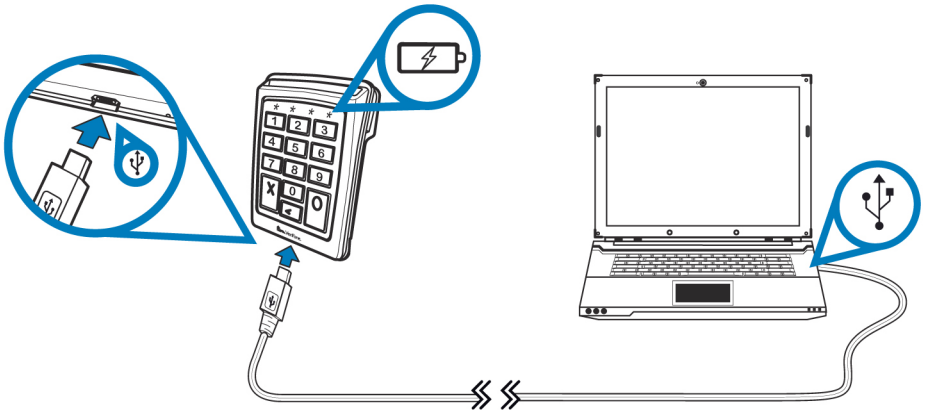
- Shocks and vibrations
- Direct sunlight or heat-emitting objects
- Excessive heat and dust
- Oil and dirt
- Water or condensation
- Using the equipment during thunderstorms
- Using the equipment near objects that produce excessive power fluctuations and/or electromagnetic fields. For example: theft detectors or conveyor belt motors.

1.3. Step 1 - Charge the card reader

The card reader is equipped with a battery. Charge the battery fully before using the card reader. This will improve the battery's lifespan.

Connect the card reader to your PC with the supplied USB cable. The card reader is fully charged when the fourth LED indicator lights up purple.

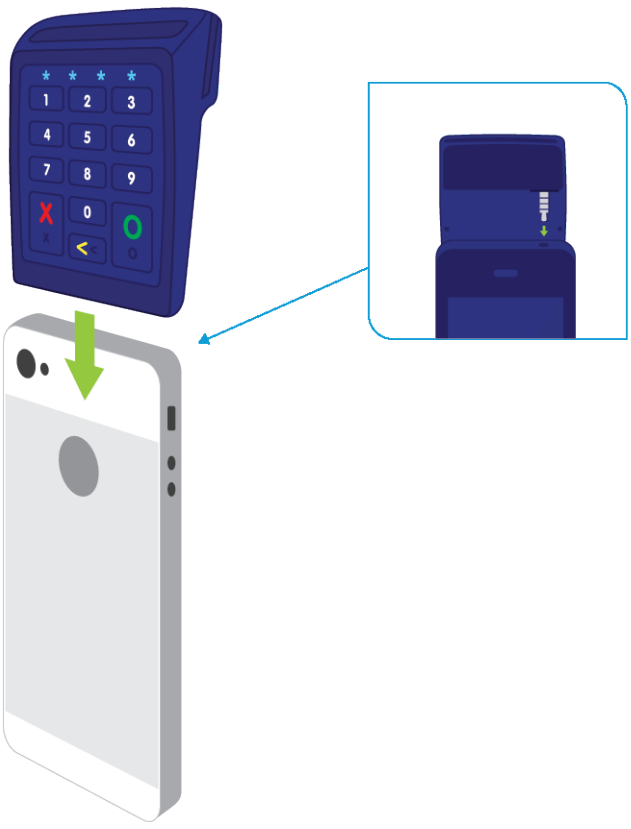
Using an adaptor, you can also connect the USB cable to a mains power socket. The adaptor is not supplied; you will need to purchase it separately.



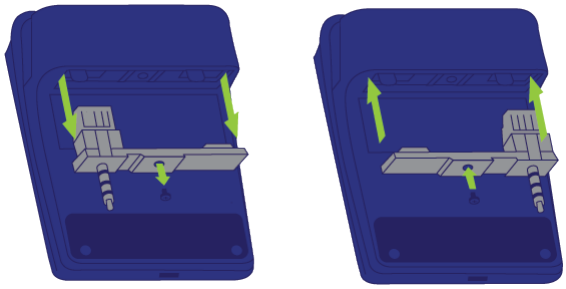
1.4. Step 2 - Connect the card reader to your mobile device

You can connect the card reader to your mobile device (smartphone or tablet) in two ways.

1.4.1. Connect without extension cable



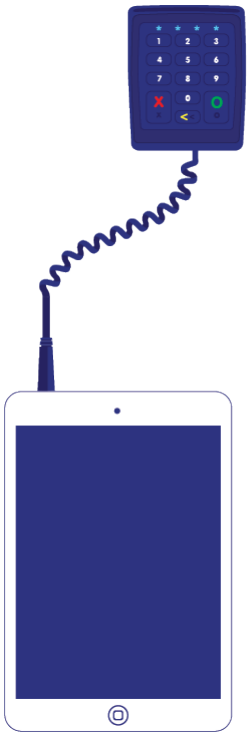
1. Connect the audio plug on the card reader to the headphone socket on your mobile device.



2. If necessary, reposition the audio plug. Use a small Phillips screwdriver to loosen the screw.

3. When the card reader is properly connected, the fourth LED indicator lights up blue.

1.4.2. Connect using the extension cable



1. Connect the extension cable supplied to the audio plug on the card reader and the headphone socket on your mobile device.

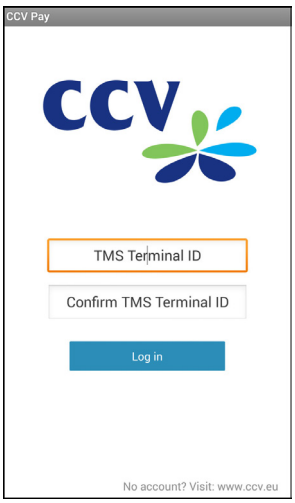
2. When the card reader is properly connected, the fourth LED indicator lights up blue.

1.5. Step 3 - Download and install the CCV Pay app

Download and install the CCV Pay app from the Google Play Store.

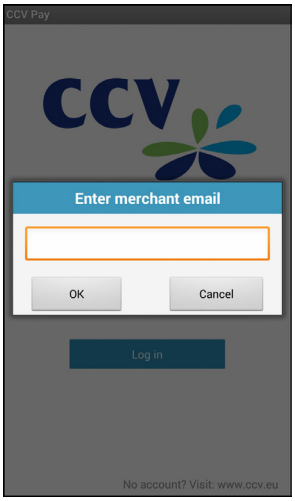
1.6. Step 4 - Log in to the CCV Pay app

1.

2. 

3.

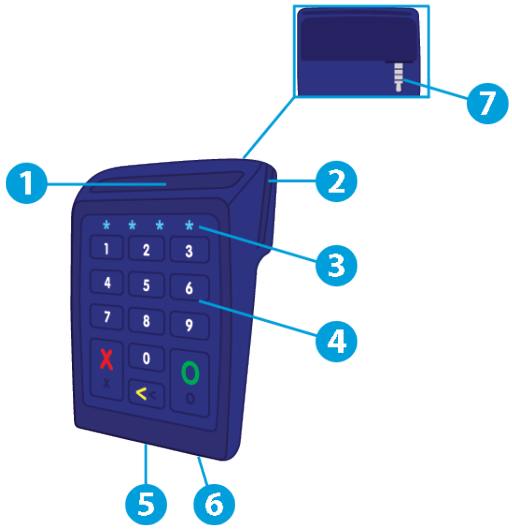
1. Open the CCV Pay app on your mobile device.
2. Enter the TMS Terminal ID twice, then select LOG IN.
3. Verify the name and address details and confirm with OK.

4. 

4. Enter your email address and confirm with OK.

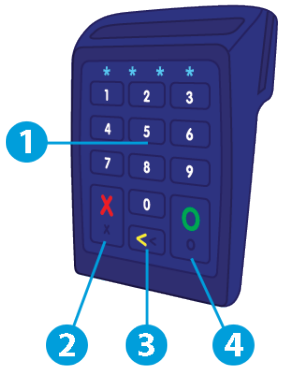
2. WORKING WITH THE CCV MINI

2.1. Overview of the card reader



1. Chip card reader
2. Magnetic card reader
3. LED indicators
4. Keypad
5. USB port
6. Reset button
7. Audio plug

2.2. The keys on the card reader



1. Numeric keys (0-9)

The cardholder uses these keys to enter the PIN code.

2. X key

The cardholder uses this key to break off a transaction.

3. < key

Press this key to activate the card reader. The cardholder uses this key to correct an entered PIN code.

4. O key

The cardholder uses this key to confirm an entered PIN code and a transaction.

2.3. Introducing payment cards to the card reader

When carrying out a transaction, the cardholder can introduce the payment card in two ways.

1. Payment card with chip

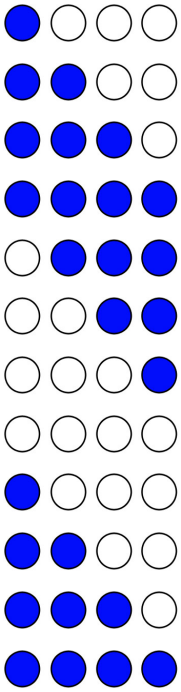
2. Payment card with magnetic strip

2.4. The card reader's LED indicators

The card reader is equipped with four LED indicators showing its status.

Status	LED	LED colour
Deactivated	All LEDs	None (no LEDs illuminated)
Activated	LED 4	Orange (flashing)
Connected to mobile device	LED 4	Blue (flashing)
PIN code entry requested	LED 1	Blue (flashing)
Battery is charging	LED 4	Purple (flashing)
Battery is fully charged	LED 4	Purple (constant)

When carrying out a transaction, the LED indicators show how many figures the cardholder has entered.



One figure entered
Two figures entered
Three figures entered
Four figures entered
Five figures entered
Six figures entered
Seven figures entered
Eight figures entered
Nine figures entered
Ten figures entered
Eleven figures entered
Twelve figures entered

2.5. The password

Several features in the CCV Mini are protected by a password. For example, you must enter the password if you want to cancel a transaction.

By default the password is set to 99999. We advise you to change the password (see "Password" on page 20). This will prevent any third parties from misusing your equipment.

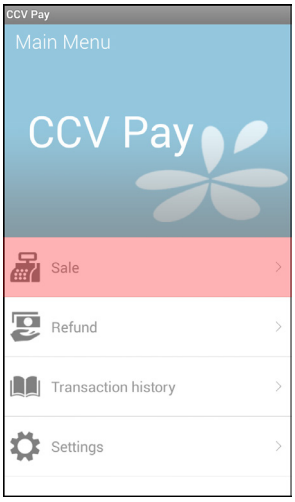
3. TRANSACTIONS

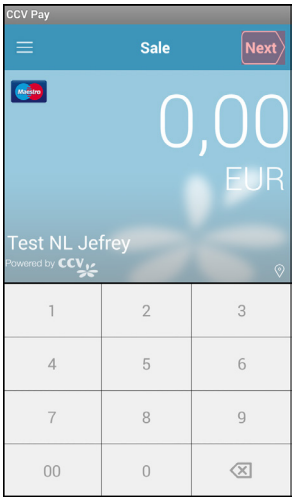
3.1. Performing transactions

3.1.1. Sale

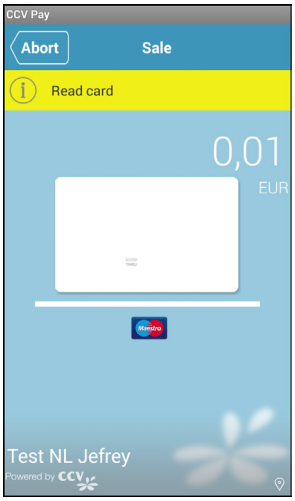
Carry out the following actions to perform a payment.

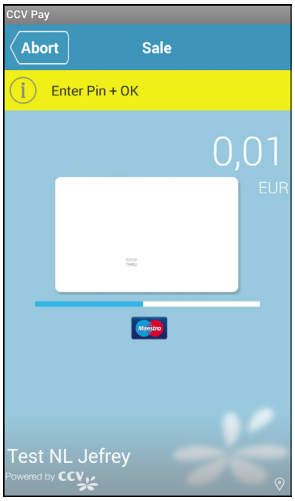
1.

2. 

3. 

1. Open the CCV Pay app.
2. Select SALE.
3. Enter the payment amount and confirm with NEXT.

4. 

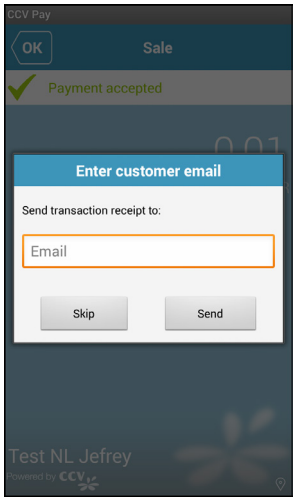
5. 

6.

4. The cardholder enters the payment card when the message 'Read card' appears on the screen of your mobile device.
5. The cardholder enters the PIN code on the card reader and confirms with the O key when the message 'Enter Pin + OK' appears on the screen of your mobile device.
6. If required, the cardholder places a signature in the CCV Pay app and confirms with OK.

7.

8.

9. 

7. When the message 'Please remove card' appears on the screen of your mobile device, the cardholder removes the card from the card reader.
8. When the transaction has been completed successfully, the message 'Payment accepted' will appear on the screen of your mobile device. The cardholder selects OK to continue.
9. If desired, the cardholder enters an email address to receive a receipt and confirms with SEND. To skip this step the cardholder selects SKIP.

Test NL Jefrey
Ter Waarde 48
8900 Ieper (BE)
057215218

PAYMENT
Total: 0,01 EUR

Reference: -

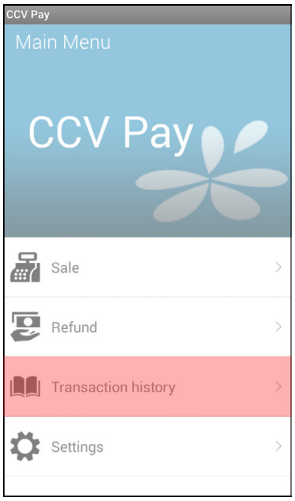
MAESTRO (A0000000043060)
Card: XXXXXXXXXXXXXX2008
Read mode: Chip
Auth. code: 908583
Datum: 24/03/15 13:35

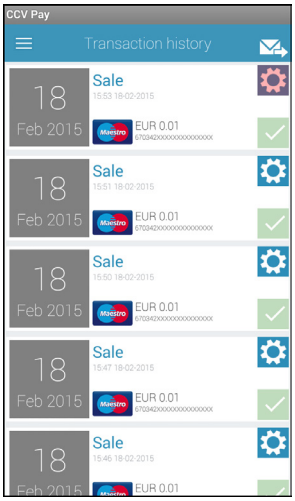
CCV

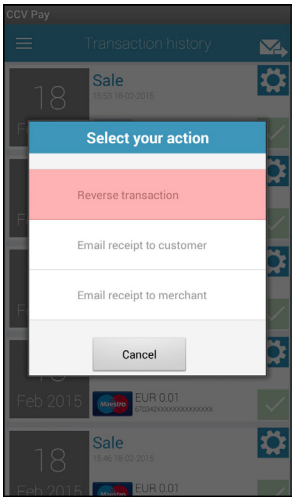
Example of a transaction receipt the client receives by email.

3.2. Cancelling transactions

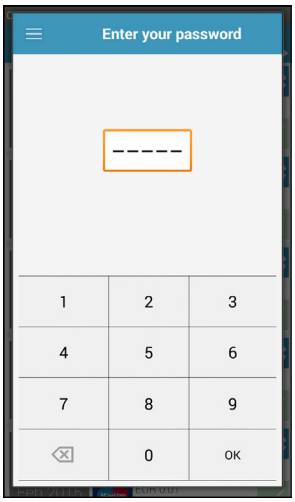
Carry out the following actions to cancel a transaction.

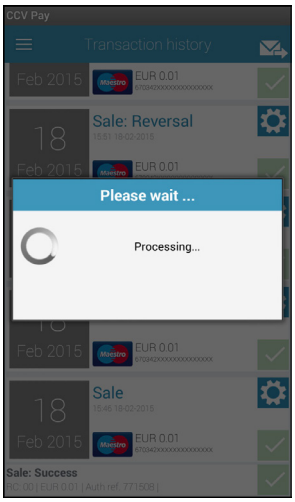
1. 

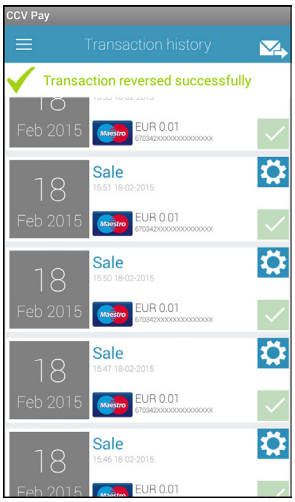
2. 

3. 

1. Select TRANSACTION HISTORY.
2. Select for the desired transaction.
3. Select REVERSE TRANSACTION.

4. 

5. 

6. 

4. Enter the password and confirm with OK. This step only appears if you have set a password.
5. Wait until the transaction has been cancelled.
6. The cancellation has been successful.

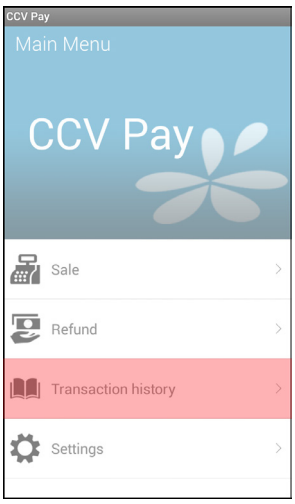
3.3. The transaction list

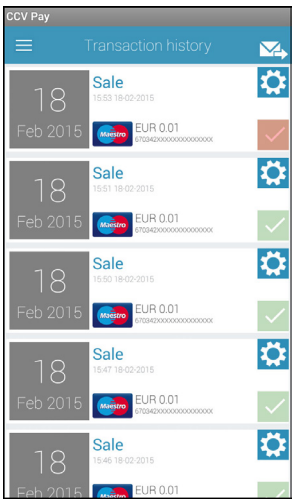
The transaction list shows all the transactions you have performed. In the transaction list you can:

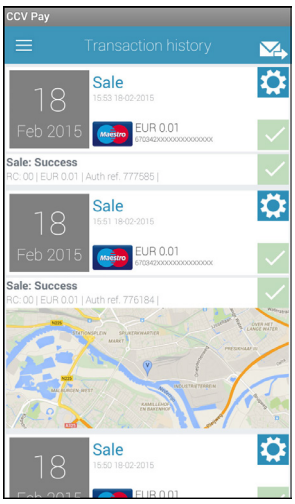
- display more information per transaction
- send transaction receipts to the email address of the cardholder or the email address you have set in the CCV Pay app
- send the transaction list to the email address you have set in the CCV Pay app

3.3.1. View the transaction list

Carry out the following actions to view the transaction list.

1. 

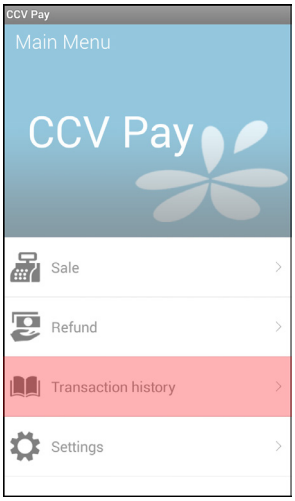
2. 

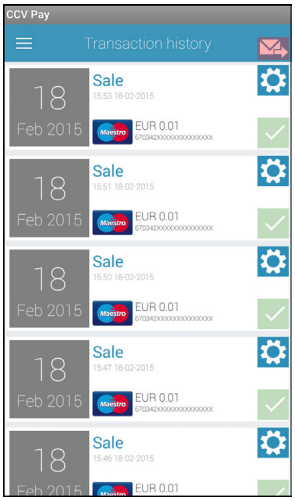
3. 

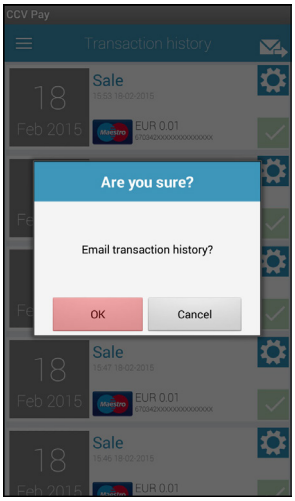
1. Select TRANSACTION HISTORY.
2. Select for a transaction to view more information about the transaction.
3. The information will now be displayed. If 'Enable location tracking' is enabled, a map is shown. Here you can see the location where you performed the transaction.

3.3.2. Send the transaction list

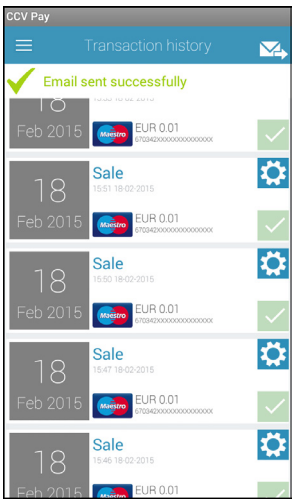
Carry out the following actions to send the transaction list to your email address.

1. 

2. 

3. 

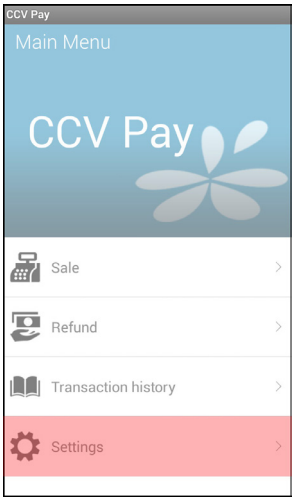
1. Select TRANSACTION HISTORY.
2. Select .
3. Confirm with OK to send the transaction list to your email address.

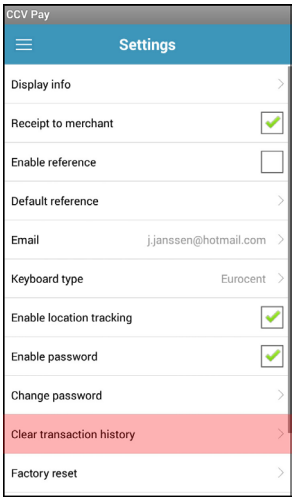
4. 

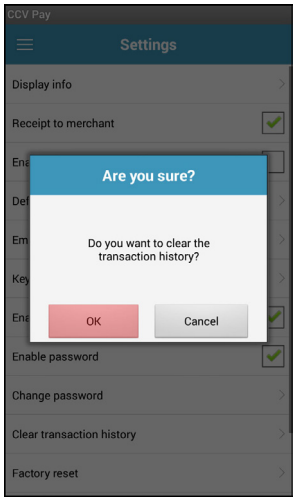
4. The transaction list has been sent successfully to your email address.

3.3.3. Delete the transaction list

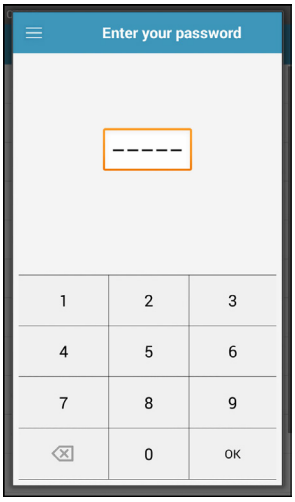
Carry out the following actions to delete the transaction list.

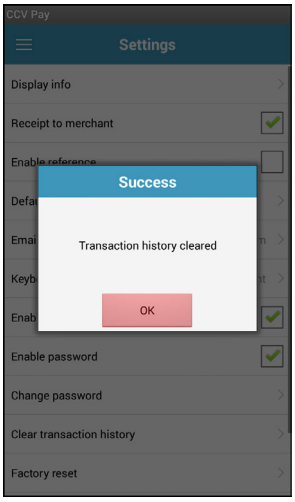
1. 

2. 

3. 

1. Select SETTINGS.
2. Select CLEAR TRANSACTION HISTORY.
3. Select OK.

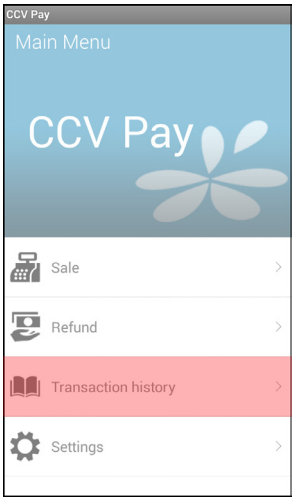
4. 

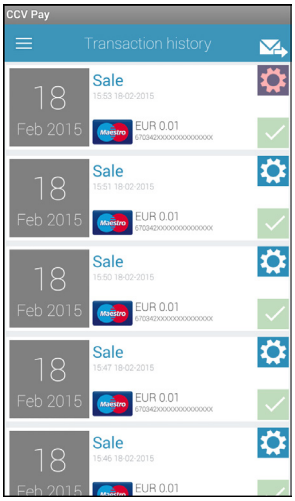
5. 

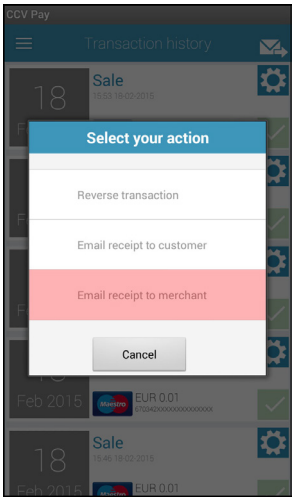
4. Enter the password and confirm with OK. This step only appears if you have set a password.
5. The transaction list has been deleted. Select OK to continue.

3.3.4. Send a transaction receipt to your email address

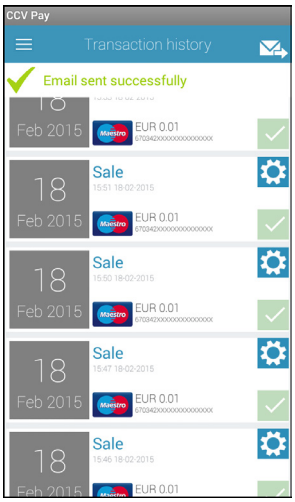
Carry out the following actions to send a transaction receipt to your email address.

1. 

2. 

3. 

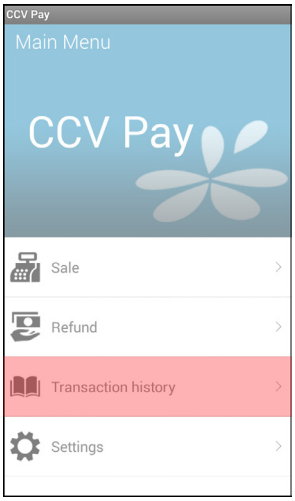
1. Select TRANSACTION HISTORY.
2. Select for the desired transaction.
3. Select EMAIL RECEIPT TO MERCHANT.

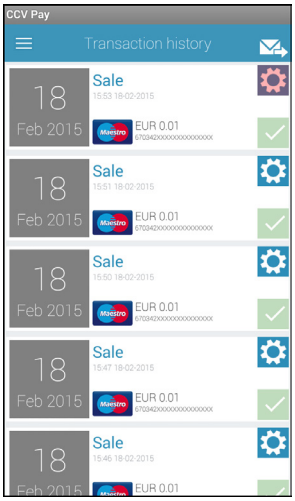
4. 

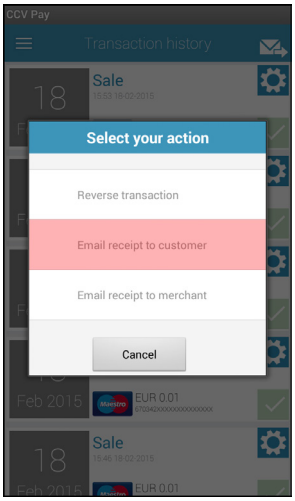
4. The transaction receipt has been sent successfully to your email address.

3.3.5. Send a transaction receipt to a cardholder

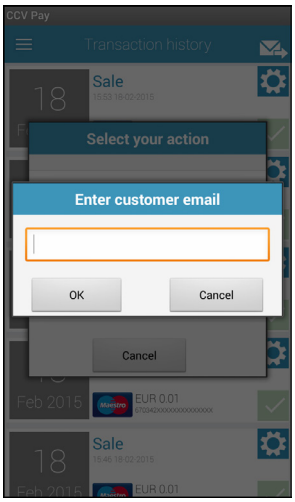
Carry out the following actions to send a transaction receipt to a cardholder.

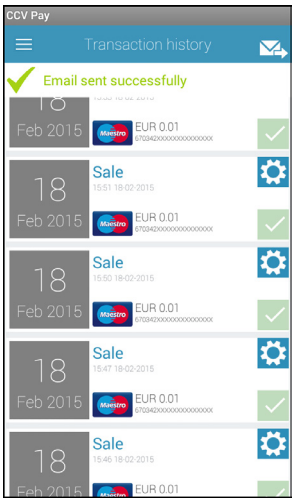
1. 

2. 

3. 

1. Select TRANSACTION HISTORY.
2. Select for the desired transaction.
3. Select EMAIL RECEIPT TO CUSTOMER.

4. 

5. 

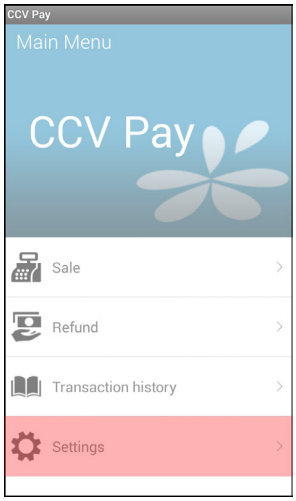
4. Enter the client's email address and confirm with OK.
5. The transaction receipt has been sent successfully to the cardholder's email address.

4. INFORMATION AND SETTINGS

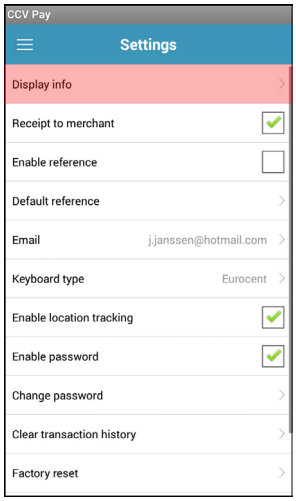
4.1. View information

Carry out the following actions to view information.

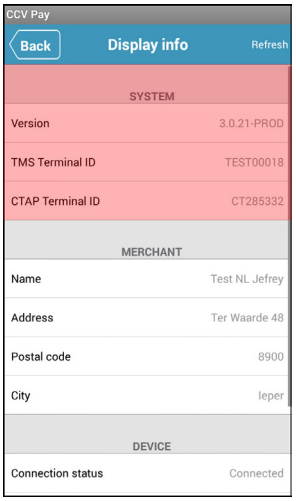
1.



2.



3A.

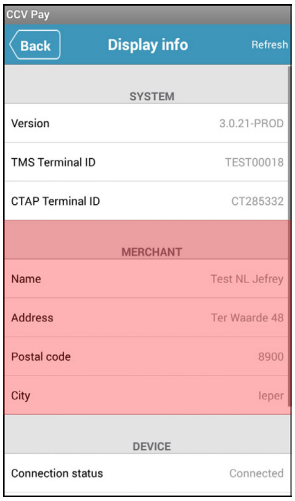


1. Select SETTINGS.
2. Select DISPLAY INFO.

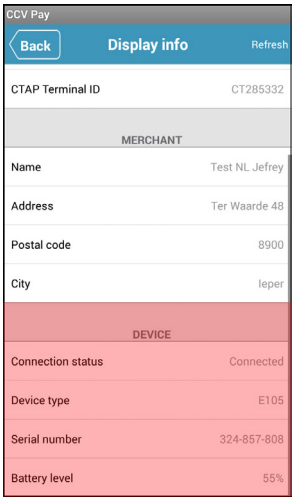
3A. The system category shows:

- the version number of the CCV Pay app
- the TMS Terminal ID
- the CTAP Terminal ID

3B.



3C.



3B. The merchant category shows your name and address details.

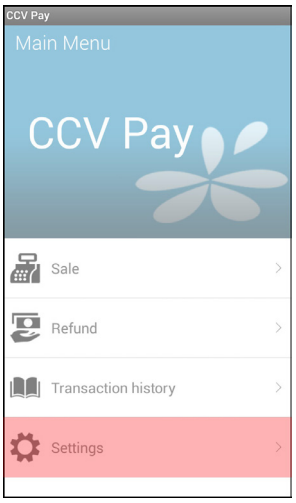
3C. Scroll down. The device category shows:

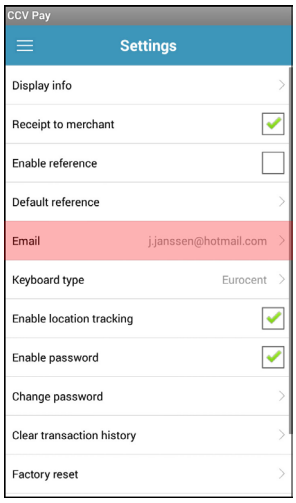
- the connection status of the card reader
- the charge percentage of the battery
- the serial number of the card reader.

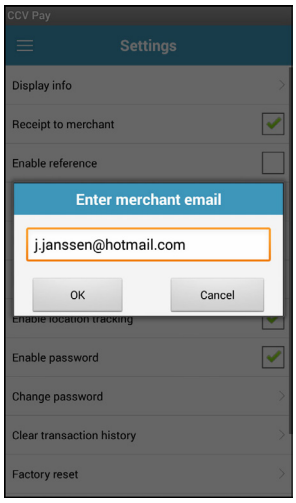
4.2. Change settings

4.2.1. Email address

Carry out the following actions to change your email address.

1. 

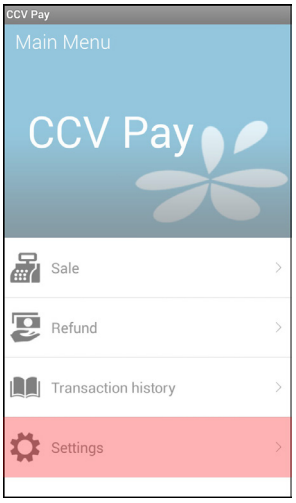
2. 

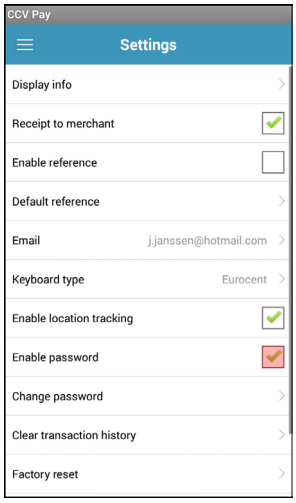
3. 

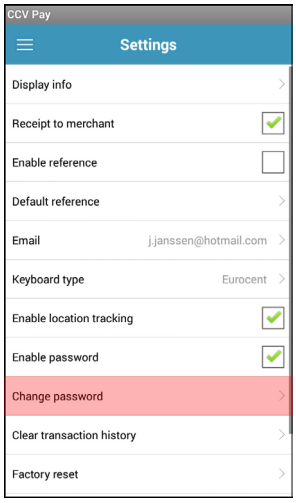
1. Select SETTINGS.
2. Select EMAIL.
3. Enter the desired email address and confirm with OK.

4.2.2. Password

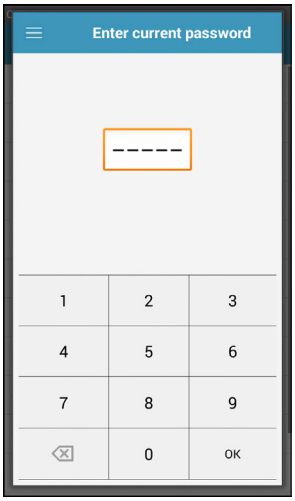
Carry out the following actions to set or change your password.

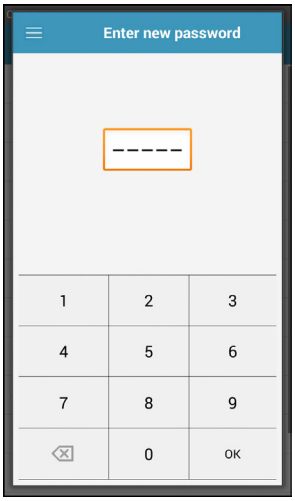
1. 

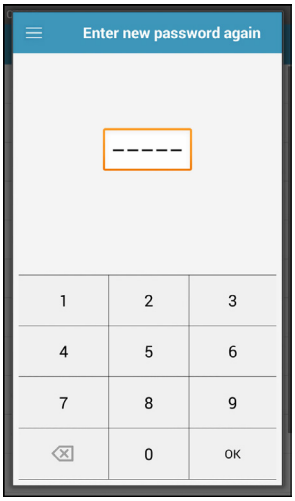
2. 

3. 

1. Select SETTINGS.
2. Select ENABLE PASSWORD. By default the password is set to 99999.
3. Select CHANGE PASSWORD to change the default password.

4. 

5. 

6. 

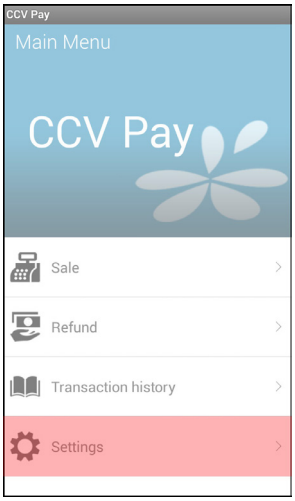
4. Enter the current password (99999) and confirm with OK.
5. Enter a new five-digit password and confirm with OK.
6. Enter the new password again and confirm with OK.

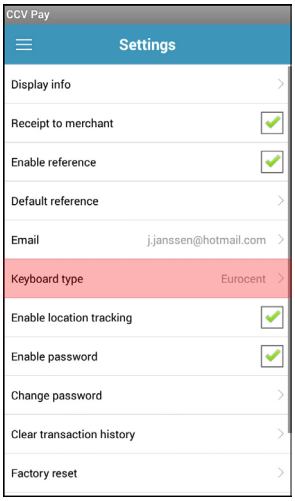
4.2.3. Keypad type

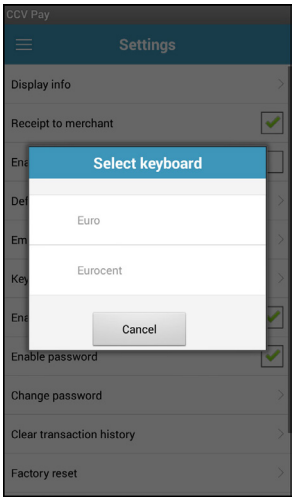
You can set how you enter transaction amounts in the CCV Pay app. For this, you have to specify the desired keypad type. You can choose from the following keypad types:

- Euro: enter transaction amounts in complete euros
- Eurocent: enter transactions in eurocents

Carry out the following actions to change the keypad type.

1. 

2. 

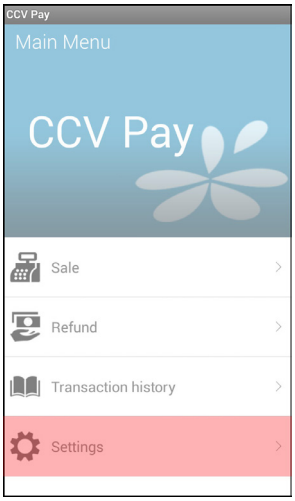
3. 

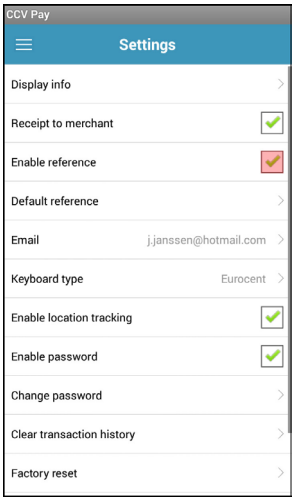
1. Select SETTINGS.
2. Select KEYBOARD TYPE.
3. Select the desired keypad type.

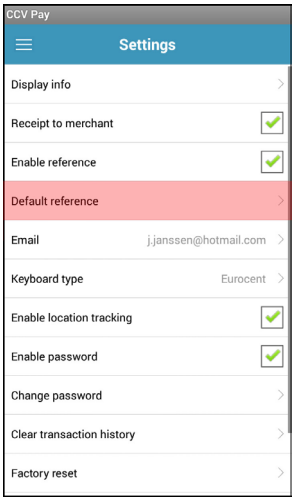
4.2.4. Standard reference

If desired you can set a reference (for example the name of an employee). This reference will be shown on transaction receipts and is also visible for transactions in the transaction list.

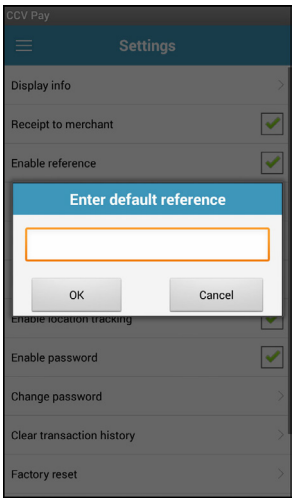
Carry out the following actions to set a reference.

1. 

2. 

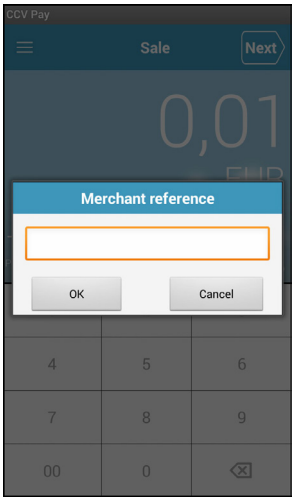
3. 

1. Select SETTINGS.
2. Select ENABLE REFERENCE. During a transaction you can now enter a reference (see A). Continue with the following steps if you always want to use the same reference.
3. Select DEFAULT REFERENCE.

4. 

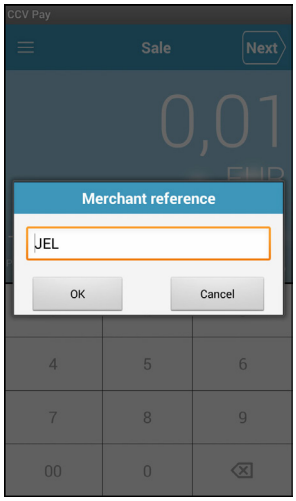
4. Enter the desired standard reference and confirm with OK. During a transaction you now only need to confirm the standard reference (see B).

A.



After entering and confirming the transaction amount, you have the option of entering a reference.

B.



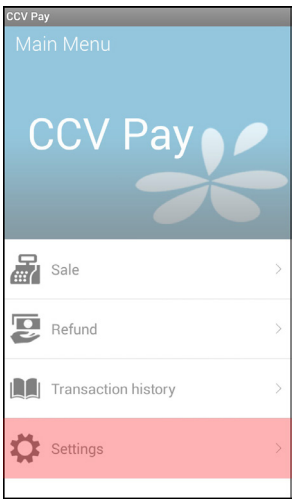
After entering and confirming the transaction amount, you have the option of confirming the standard reference immediately.

4.2.5. Location display

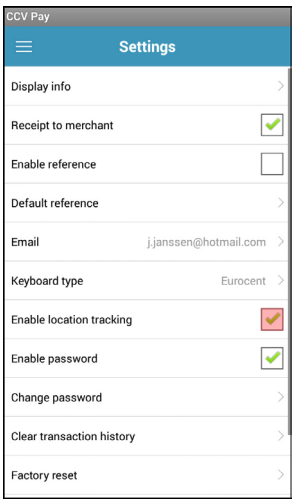
If you enable the location display feature, the CCV Pay app can collect and use details of your location. The locations at which the transactions were performed are then shown on transaction receipts and in the transaction list.

Carry out the following actions to enable location display.

1.



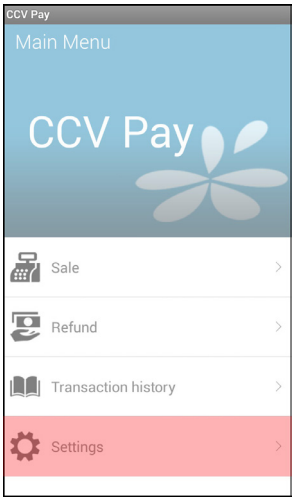
2.

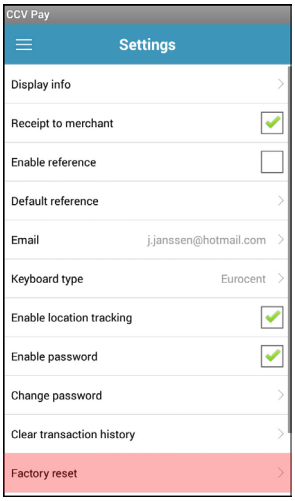


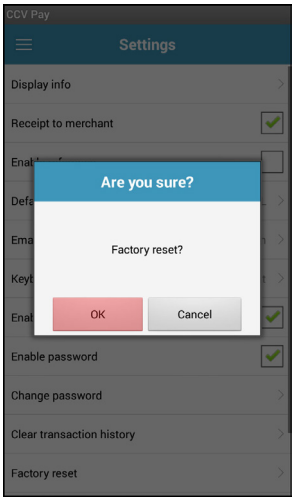
1. Select SETTINGS.
2. Select ENABLE LOCATION TRACKING.

4.3. Restore factory settings

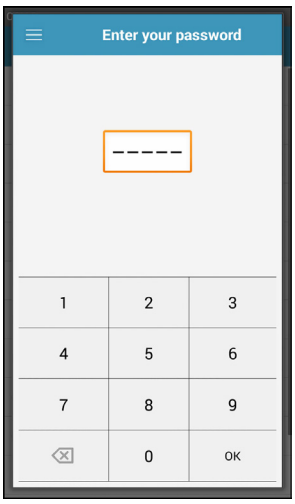
Carry out the following actions to restore the factory settings.

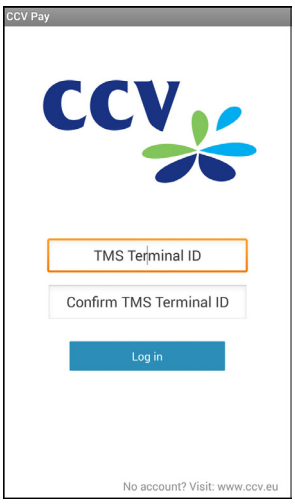
1. 

2. 

3. 

1. Select SETTINGS.
2. Select FACTORY RESET.
3. Confirm with OK.

4. 

5. 

4. Enter the password and confirm with OK. This step only appears if you have set a password.
5. The factory settings have been restored. You must then log in again to the CCV Pay app (see "Step 4 - Log in to the CCV Pay app" on page 7).