

Credit Card Sale

If you are using the P25i-M, you will see a green bar at the top of the **RedFin** PocketPOS application that indicates the P25i-M is connected properly. If you do not see this bar, please recheck the connections between the P25i-M and your device.

- Tap the “**Amount**” field and enter the amount of the sale.
- Tap the “**Account Number**” field. If you have a P25i-M connected, you will receive a prompt to swipe the card. This will automatically insert the credit card account number and the expiration date.

If you do not have the P25i-M attached, enter the account number using the numeric keypad. Then tap the “**Exp**” field and enter the expiration date.

- The “**CVV**” and “**Zip Code**” fields are optional
- Press “**Process Transaction**”.
- To submit this as a sale to the payment processor, click the red “**Submit as Sale**” button.
- Your transaction will be processed and you will receive a transaction information screen with the approval or decline. From this screen you can:
 - Capture the customer’s signature
 - Print the receipt for merchant and the customer.
 - E-mail a receipt to the customer.

Credit Card Void / Refund

- Tap the “**Transaction Log**” button.
- Tap the transaction that you’d like to perform the void or refund on.
- For a void: Tap the “**Void**” button. The application will ask you to confirm that you want to void this transaction. Tap “**OK**” to process the void.
- For a refund: Tap the “**Refund**” button. Enter the amount of the refund you’d like applied. This will be applied to the credit card associated with this transaction only. You cannot apply the refund to a different credit card. Tap “**OK**” to process the refund.
- You’ll receive a transaction information screen that you can e-mail and/or print out.

FOR MORE TRAINING

- Go to www.RedFinNet.com
- Log in to the RedFin Network Online Video Library using your RedFinNet Payment Gateway Username and Password.

Technical Support
866-834-9576

Your
Payment Processing
Partner



PocketPOS
with P25i-M
Quick Reference Guide



How to pair the P25i-M to your iOS® device.

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Step 1: Preparation

- Make sure your iPhone®, iPad®, or iPod Touch® and the P25i-M is fully charged.
- Take note of “Pin Code” and “Device Name” located on a sticker under the P25i-M paper cover printer.
- Turn on P25i-M. The green light should be steady when the device is ready.

Step 2: Enable Bluetooth®

- From the “**Home**” screen, tap the “**Settings**” icon.
- Tap on the field marked “**General**”.
- Tap on the field marked “**Bluetooth**”.
- If Bluetooth is off, slide the button to “On”.

Step 3: Pair the Device

- After turning on Bluetooth, the iOS® device will automatically search for available Bluetooth devices.
- Tap on the device name in the list at the bottom of the screen
- Type in the Pin Code when prompted. This is the 8 digit numeric code found under the P25i-M paper cover.
- Your P25i-M is now paired with your iOS® device and is ready to work with your PocketPOS application.

How to install RedFin PocketPOS on your iOS® device.

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Installation

- Make sure your iPhone®, iPad®, or iPod Touch® is fully charged.
- Write down your **RedFin** License Activation credentials (username and password).

There are two methods to install **RedFin PocketPOS** on your device:

Method 1: Directly from your device

- From the “**Home**” screen, tap the “**App Store**” icon.
- On the bottom of the screen, tap the “**Search**” icon.
- In the search box on top, type “**RedFin PocketPOS**” and press the magnifying glass to begin the search.
- Tap the  icon.
- Press the green “**Free**” button in the upper right side of the screen. Enter your App Store password and the download will begin automatically.

Method 2: Through iTunes®

- Start iTunes® from the computer that you normally sync your iOS® device with.
- Click the “**iTunes Store**”.
- In the search box on the top right of iTunes®, type “**RedFin PocketPOS**” and press enter to begin the search

- Select the “**RedFin** PocketPOS” listing with the  icon.
- Click the button that says “**Free App**” located under the icon. This will download the application into iTunes®.
- Plug-in your iOS® device to your computer.
- Select your device from the left side-bar in iTunes®.
- Press the “**Sync**” button on the lower left side of the screen to install the application onto your device.

Setting up RedFin PocketPOS

- Tap the “**RedFin PocketPOS**” icon on your device.
- You will be prompted to create a pass code. Please save this in a safe location.
- Tap the “**Menu**” button.
- Scroll down to the *Setup* section and tap the “**Settings**” button.
- Enter your **RedFin** License Activation credentials and tap the green “**Validate License**” button.



CONGRATULATIONS!

You are now ready to begin accepting payments through the **RedFin** PocketPOS application!

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