

PaySaber User Guide - 1.0.11

Operating & Storage Precautions

Please follow the precautions below to enjoy and maintain the full performance of the PaySaber.

1. Before using the PaySaber for the first time, fully charge the battery pack.
2. Be careful not to drop or bump the PaySaber on a hard surface.
3. Do not store the PaySaber in direct sunlight.
4. Suitable environment for the PaySaber is as follows:
 - ◊ Operating temperature: 10-40° C (50-100° F)
 - ◊ Relative humidity: 10-90%
5. Do not install the PaySaber near devices that generate strong electromagnetic fields such as copy machines.
6. Do not touch the connectors of the communication cable or close up the infrared transmitter/receiver during printing.

Installing or Replacing the Paper Roll

1. Before installing a new roll of paper, make sure that the PaySaber is not processing a transaction as changing the paper during a transaction-in-progress may cause transaction details to be lost.
2. Open the paper cover by placing your fingers under the paper cover and pulling up the paper cover lock.
3. Place the new paper roll inside with the end of the roll feeding up towards you from the bottom of the roll.
4. Close the paper cover and use the edge of the door to tear off excess paper.

*Please note: Use only rolls of paper on which the paper is **not** glued to the core as the PaySaber is incompatible with glued paper rolls.*

Installing and Charging the Battery

To install the battery pack:

1. Secure the battery against the bottom of the PaySaber at the angle shown.
2. Press down to click battery securely into place.

To charge the battery:

To charge the battery, install the battery in the PaySaber and plug the charger into the port to the left of the power button.

- Use a DC 8.4V/0.8A Battery Charger.
- Avoid using a power source with an extremely high current.
- Be sure to turn the PaySaber off before installing or removing battery pack.
- Remove the battery pack if you plan to leave the PaySaber unused for an extended period of time.

Please note:

- Turn the PaySaber off before and during charging.
- Do not remove the battery during charging.
- The duration of time that the battery's charge lasts will diminish over time. (6 month battery warranty)
- Recharging time will vary based on voltage level and ambient temperature of the battery. (average 4-5 hours)
- Unplug the power cord from the PaySaber if you plan to leave it unused for an extended period of time.
- Red light = charging, green light = battery is fully charged

Docking Your iPhone and iPod Touch

Docking the iPhone

1. Press down the cradle open switch to raise the cradle.
2. Put an iPhone in the cradle.
3. Press it down until it latches securely into position.

Docking the iPod Touch

Please note: To dock the iPod Touch, you will need to use additional equipment (the iPod guide and iPod cap), which came with your PaySaber.

1. Install the guide in the PaySaber cradle as shown.
2. Unscrew and remove the iPhone cap (located above the cradle, just below the credit card swiper) and replace it with the iPod cap, screwing securely into place.
3. Once you have installed the additional equipment, dock your iPod according to the iPhone docking instructions above.

Functions

- To turn the PaySaber on or off, press and hold the Power button for three or more seconds.
- When the PaySaber is on, you can automatically feed paper through the printer by pressing and holding the Feed button for more than one second.
- The Power light indicates the status of your PaySaber as follows:
 1. Green light = PaySaber is on and fully charged
 2. Orange light = the battery is partially charged
 3. Red light = the battery is low
 4. Blinking red light = the battery needs to be charged
- The Error light (red) will turn on to indicate when a problem is preventing the PaySaber from functioning normally. (no paper, paper cover open, etc.)

Using the Magnetic Card Reader

Please note:

- The magnetic stripe should face you as shown.
- The card can be swiped in either direction.

Self Test

The self test procedure will test *most* of the PaySaber functions. To conduct the self test, turn on the power while holding down the Feed button.

The self test:

- ensures that the paper roll has been installed correctly.
- prints current status.
- prints a test pattern using the built-in character set.
- ends automatically once it has completed the preceding items.

The PaySaber will be ready to receive data as soon as it has completed the self test.

Safety Information

- Do not disassemble the PaySaber; USAePay is not responsible for PaySaber damage due to disassembly.
- Use only the adaptor that came with your PaySaber; using other adapters may cause damage.
- Turn the PaySaber off before connecting or removing the cord in order to guard against damage due to static electricity.
- Store the PaySaber in a dry, temperate place; do not leave the PaySaber in direct sunlight; paper may begin to change color at temperatures over 70° C (158° F).
- Always use caution when tearing paper along the sharp edge of the printer cover.

Getting Started

Download the USAePay app from the iTunes store and install it on your iPhone or iPod Touch. Once you have installed the USAePay app on your iPhone or iPod Touch, touch the USAePay icon to get started.

The USAePay app will launch with a splash page, and then you will automatically be taken to the main Terminal from which you can accept a quick payment, make a new order, issue a refund or post a voice authorization. To add products or customers, view your transaction history or personalize your settings, use the touch icons at the bottom of your screen.

Signing In

The first time you access the application (or anytime you start the application after signing out), you will be prompted to enter your USAePay username and password on this screen:

Familiarize Yourself with the USAePay Application

The USAePay app will launch with a splash page, and then you will automatically be taken to the main Terminal from which you can accept a quick payment, make a new order, issue a refund or post a voice authorization. To add products or customers, view your transaction history or personalize your settings, use the touch icons at the bottom of your screen.

Using the USAePay App: Main Terminal

From the main Terminal of the USAePay app, you can access the quick payment function, process new orders, issue refunds to a customer and post voice authorizations for offline transactions.

Along the bottom of the screen you will also find icons to access your transaction history, product list and application settings.

Quick Payment (Manual Entry)

The quick payment screen is the perfect place to start if you need to accept payment from a customer without listing individual items or additional information.

Amount

Begin by entering the amount you would like to charge along with any necessary tax:

Use the **NEXT** arrow on the right hand side of the screen to move to the next field and the **PREVIOUS** arrow on the left hand side of the screen to go back and make any necessary changes. When you have entered the amount and the tax, simply touch the **NEXT** arrow to proceed to the description screen.

TIP: You can set a default tax percentage on the Quick Payment screen in the Settings section of the application.

Description

Enter as detailed a description of the transaction as you like along with the invoice number and purchase order if applicable.

TIP: Enter a description that will help you remember the details of the transaction later, such as "Monthly Hosting Fee" or "8-Piece Glassware Set" rather than generic descriptions such as "Sale" or "Fee."

Note that the amount of the transaction appears at the top right of your screen, so there is no need to go back to double check.

When you have entered the description, invoice number and purchase order number, touch the **NEXT** arrow to proceed to the payment screen.

TIP: To automatically record incremental invoice numbers, turn the Increment Invoice on the Quick Payment screen of the Settings section of the app to ON.

Cardnumber

Enter the credit card details necessary to process the transaction. On this screen you will enter the 13-16 digit credit card number, expiration date and CVV/CVV2, the card holder's name as it appears on the card, as well as the cardholder's billing street address and zip code.

Once all credit card information has been entered, the **NEXT** arrow will automatically transform into a **PROCESS** key. When you are ready to process the transaction, touch the **PROCESS** key and the transaction will be processed immediately.

If the transaction was successful, you will receive instant confirmation of the transaction via this screen:

Or, if the transaction has been declined, the screen will look like this:

You may retry the transaction, or touch Done to return to the main terminal.

To review a declined transaction, you can visit the History section of the application. (See below for [more information](#).)

Capture Signature

To capture and record the customer's signature digitally, touch the Capture Signature bar and ask the customer to use the iPhone or iPad's touch screen to enter their signature for the sale on this screen:

The customer will sign his or her name on the line, and touch the Accept bar when he or she is finished. Once the customer's signature has been captured and recorded, you will be returned to the Transaction Approved screen, from which you can choose to email a receipt to the customer, or touch "Done" to close the Transaction Approved screen and return to the Terminal.

Add/Adjust Tip

If you have set your Quick Payment terminal settings to [prompt for tip](#), the customer will have the opportunity to adjust the tip percentage before signing.

Email Receipt

If the customer would like a receipt via email (or if you would like to send a copy of the transaction to your own email) simply touch "Email Receipt" and enter the email you would like to send the receipt to in the field provided on the next screen:

Enter the email to which a receipt should be sent and touch "Send." The emailed receipt will be sent and you will be returned to the Transaction Approved screen from which you may touch "Done" to return to the Terminal, or "Email Receipt" to send another copy of the receipt to an additional email address.

You can customize your customer receipt template and information on the Receipts screen in the Settings section of the app as well as set your PaySaber to automatically print paper receipts.

TIP: Transactions may be denied for a number of reasons, including mismatched customer name, address or zip code. Recheck your information and try the transaction again before taking further action.

New Order

To process an order with more detailed information, or accept payment via credit card, check or cash, you can use the "New Order" option, which allows you to enter individual items and accept and track payments in a variety of forms (credit card, check, and cash). Your customer can pay for their purchase with any of these methods, or may use a combination of methods. This function also allows you to accept partial payment for an item and save the transaction to complete it later.

Using the three icons at the bottom of the screen, you can select a customer from your customer database, add details such as billing and shipping address, PO number, email address and additional notes, and add items to the order from your products database.

Select Customer

To select a customer from your customer database, touch the Customer button at the bottom of the screen. You can touch the name of the customer for whom the order is to be placed, using the search field at the top of the Select Customer screen to find a specific customer. You can search by Name, Phone Number, or Customer ID.

You may only select one customer per order.

Order Details

From the Order Details screen you are able to view and edit any additional details that should be recorded with the transaction such as the customer's billing and shipping addresses, email and telephone number, as well as order specific details such as Purchase Order (PO) Number and any notes that may be relevant.

Scroll down for further details:

If you have added a customer from your database to the order, the details screen will appear pre-filled with the customer's stored information. You can add additional details as desired by touching the space provided and adding or editing the information as needed.

Entering a Billing and/or Shipping Addresses

Touch the empty space beneath the Billing Address heading to add or edit the billing address and the space beneath the Shipping Address to add or edit shipping information.

When you have entered the information, touch the blue **SAVE** button at the top right of the screen to save the information and return to the order.

Entering a PO Number, Phone Number and/or Email Address

Touch the line that you would like to edit and enter the required information in the space provided.

Note: Be sure to enter the email address in the correct format of name@emailprovider.com to ensure that your emails will be deliverable.

Entering Notes on an Order

You may include a note to yourself or to your colleagues on any order by touching the Notes field at the bottom of the order details screen.

Add Item

To add an item manually, touch the red Add Item icon at the bottom right of the order screen. You will be taken directly to your Product Database from which you can select an item from the list, or use the search box at the top of the screen to find an item via any keyword, the item's title, SKU, or Vendor.

Touch the item you would like to add and you will go to the item's full information screen on which you can ensure that all details are accurate as well as adjust the price and quantity of the item for your order.

When you are ready, touch the green **NEXT** arrow or the blue **ADD** button at the top of the screen to confirm the item's details and add the item to the order.

When you have added all of the desired items, simply touch the green **TAKE PAYMENT** bar on the Order summary screen to complete the order and process payment.

Take Payment

Your customer can pay for their order in several different ways. Choose the desired payment method from the Take Payment screen to proceed with the transaction.

Credit Card

Swipe the customer's card, or enter the payment information manually. The default payment screen will include fields for credit card information, including card number, expiration date, CVV/CVV2, cardholder's name, billing street address, and zip code.

Enter the required information and touch the **PROCESS** button at the top right of the screen (which will appear as soon as the card number and expiration date have been entered) to process the transaction and complete the sale.

Capture Signature

To capture and record the customer's signature digitally, touch the Capture Signature bar and ask the customer to use the iPhone or iPod's touch screen to enter their signature for the sale on this screen:

The customer may sign his or her name on the line, and touch the Accept bar when he or she is finished. Once the customer's signature has been captured and recorded, you will be returned to the Transaction Approved screen, from which you can choose to email a receipt to the customer, or touch "Done" to close the Transaction Approved screen and return to the Terminal.

Add/Adjust Tip

If you have set your Order terminal settings to [prompt for tip](#), the customer will have the opportunity to adjust the tip percentage before signing.

Email Receipt

If the customer would like a receipt via email (or if you would like to send a copy of the transaction to your own email) simply touch "Email Receipt" and enter the email you would like to send the receipt to in the field provided on the next screen:

Enter the email to which a receipt should be sent and touch "Send." The emailed receipt will be sent and you will be returned to the Transaction Approved screen from which you may touch "Done" to return to the Terminal, or "Email Receipt" to send another copy of the receipt to an additional email address.

You can customize your customer receipt template and information on the Receipts screen in the Settings section of the app as well as set your PaySaber to automatically print paper receipts.

(NOTE: If the transaction was denied, you will see a red X instead of a green check mark.)

TIP: Transactions may be denied for a number of reasons, including mismatched customer name, address or zip code. Recheck your information and try the transaction again before taking further action.

Cash

The easy-to-use cash payment screen allows you to use visual dollar bill touch icons to enter the exact amount of cash handed to you by the customer and calculate how much change to give them instantly. If they pay with exact change, simply touch the red **EXACT** button in the cash tendered line.

Once you have entered the correct amount of cash, touch the blue **PROCESS** button on the top right of your screen, or the green **PROCESS** button above the keypad that will appear as soon as the cash tendered field has been filled; the sale will be recorded and a summary of the order will be displayed on the screen, including the amount of change due if applicable.

Email Receipt

If the customer would like a receipt via email (or if you would like to send a copy of the transaction to your own email) simply touch "Email Receipt" and enter the email you would like to send the receipt to in the field provided on the next screen:

Enter the email to which a receipt should be sent and touch "Send." The emailed receipt will be sent and you will be returned to the Transaction Approved screen from which you may touch "Done" to return to the Terminal, or "Email Receipt" to send another copy of the receipt to an additional email address.

You can customize your customer receipt template and information on the Receipts screen in the Settings section of the app as well as set your PaySaber to automatically print paper receipts.

Check

You can now accept check payment from your customers by selecting the check option from the Take Payment screen. On the check page you should enter the check number as well as any additional information such as the customer's driver's license number and/or telephone number.

Once you have enter the information, touch the green **NEXT** arrow at the top of the keypad and a confirmation screen with the check number, amount paid, and a reference number will be displayed.

Email Receipt

If the customer would like a receipt via email (or if you would like to send a copy of the transaction to your own email) simply touch "Email Receipt" and enter the email you would like to send the receipt to in the field provided on the next screen:

Enter the email to which a receipt should be sent and touch "Send." The emailed receipt will be sent and you will be returned to the Transaction Approved screen from which you may touch "Done" to return to the Terminal, or "Email Receipt" to send another copy of the receipt to an additional email address.

You can customize your customer receipt template and information on the Receipts screen in the Settings section of the app as well as set your PaySaber to automatically print paper receipts.

Customer Payment

The Customer Payment function may be used if you have saved payment methods unique to individual customers in your customer database. [Click here](#) for more information about adding information to your customers' records.

Split Payment

To submit multiple payment methods for a single order, use the split payment function. You can accept multiple credit cards, cash or checks in any combination.

Type in the amount of the initial payment using the touch screen keypad.

The adjusted balance due will be displayed directly to the right of the payment amount.

The amount that has been paid will be displayed directly to the left of the payment amount.

When you have entered the amount to be paid, select the method of payment (credit card, check or cash) and you will proceed to the payment information screen. Swipe the customer's credit card or enter the card, cash or check information manually. (For more information about entering payment information, [click here](#).)

Following submission of payment, you will then proceed to the confirmation screen as usual, but when you touch the **DONE** button, instead of being returned to the main terminal, you will return to the order screen which will display the new balance, as well as the total amount of the order and any payment information that has already been entered.

From this screen you can take additional payment, or return to the main terminal. If you choose to return to the main terminal without completing the order, the order will be saved in the [History](#) section under [Partially Paid Orders](#).

Issue Refund

To issue a credit card refund to a customer for any reason, touch the Issue Refund bar on the main Terminal screen and use the **NEXT** arrow to proceed through a quick series of steps and enter the necessary information. The process is similar to that of accepting a quick payment, but the word Refund will appear at the top left of the screen.

Enter the subtotal and tax in the fields provided, then touch NEXT to proceed to the following screen and enter a brief description of the reason for the refund, or the product(s) being returned as well as the invoice and purchase order (if desired).

On the next screen you can manually enter (or swipe to enter) the customer's credit card number, expiration date and CVC/CW2 as well as the card holder's name, billing street and zip code.

Note: only the card number and expiration date are required to process the refund. Once these pieces of information have been entered, a blue PROCESS button will appear near the top right of the screen. You may touch it at any time to process the refund.

When you have entered the required information, touch **PROCESS** to proceed and issue the refund to the customer's credit card. You will receive notification when the refund was accepted, including a reference number and authorization code.

You may send an email receipt for the transaction to the customer, or to any other email address, by touching the Email Receipt bar and following the instructions on the screen to enter the desired recipient's email address and send a receipt.

Post Voice Authorization

To post authorization for an offline transaction, touch the Post Voice Authorization bar on the Main Terminal screen. In the space provided, enter a valid authorization code that was provided by a bank or other authorized institution, then touch the **NEXT** arrow above the keypad.

On the next screen, type in the amount of the transaction, including both subtotal and tax.

Touch the **NEXT** arrow and proceed to the next screen where you can enter a description of the transaction, as well as invoice and purchase order numbers.

Touch the **NEXT** arrow when you're done and enter the credit card information on the next screen.

When all information has been entered, touch the **PROCESS** bar to run the authorization code through the gateway and proceed to the Transaction Approval status screen from which you can capture the customer's signature and send email receipts.

History

To view your recent transaction history, touch the History icon at the bottom of any main screen. From this screen you will be able to review all of your current and recent batches; a full list of all transactions; as well as orders that are pending, paid or canceled.

Batches

From the batches screen of the history section you can view all of your open, queued and closed batches.

Currently Open Batch

You can view your currently open batch and close the open batch by touching the blue **CLOSE** button at the top right of your screen.

Once you have closed the bath you will be able to view the batch details as necessary.

Queued Transactions

All queued transactions will be displayed on the Queued Transactions screen.

To synchronize your queued transactions, touch the arrow at the top right of your screen.

Batch History

From the batch history screen you can view all settled batches. To synchronize your closed batches and download your complete batch history, touch the arrow at the top right of the screen.

All Transactions

To view all past transactions, touch the All Transactions bar on the History screen. A full list of transactions will be pulled up and can be synchronized by touching the circular arrow at the top right of your screen.

Touch any line to view the details for that individual transaction. The transaction will be displayed like the examples below:

From this screen you have a number of options for further action including voiding the transaction, issuing a quick credit or a quick additional sale for the same customer using the same payment information.

Touch the arrow in the top right hand corner:

Orders

To view your order history, touch the Orders bar on the History screen. From the Orders History screen you can view all of your open, partially paid, paid, and canceled orders.

Open Orders

The open orders screen will include a list of all currently open orders.

To view the details for a particular order, simply touch the line on which it appears and you will be able to see all of the order details including

customer information, items purchased and more, as well as take payment for the order or place the order on hold.

Partially Paid

From this screen you are able to view all orders for which payment has been made in part.

To view and/or complete a particular order, touch the line on which the order appears and you will be taken to the order screen from which you can view the details of the order, including the amount paid and amount due. The amount of payment made will be clearly marked and the total still due will appear in red.

Paid

On the Paid screen you can view a list of all orders for which payment has been received in full.

To view the details for an order, including customer details and item information, touch the line on which the order appears.

Canceled Orders

From this screen you can view all canceled orders. Orders will be listed chronologically by date.

Products

The product inventory screen allows you to view and synchronize your complete product list as well as add, edit and delete individual products.

To synchronize your product list, touch the refresh button at the top right of the screen.

Add New Category

To add a category touch the + (plus) button at the top right of the main Products screen, then enter the name of the new category and touch the blue **SAVE** button at the top of the screen, or the blue **DONE** button at the bottom right of the screen.

Add New Product

To add an item to your product list, touch the category under which you would like to list the item, then the + (plus) button at the top right of the screen.

Enter the item details such as Product Name, Vendor, SKU, UPC and a product image. (iPod Touch users must transfer the photos from a computer or other device and save them in the iPod's Photo Album.)

You can touch the Category line to change the items' category. Scroll down to enter additional details such as price, list price, wholesale price, the items' taxable status, quantity, shipping information and description as well as delete the product from your list.

Customers

The customer database allows you to store and edit customer information easily and securely. By saving your customer's details you will be able to quickly find names, companies, email addresses, billing and shipping addresses and other essential information.

All of the customers in your customer database will appear in a list organized alphabetically by last name. The customer's company, if any, will appear just below the customer's name on the list.

Add New Customer

To add a new customer to your database, first touch the **EDIT** button at the top left of your screen.

The list will unlock, and you can then add a new customer by touching the + (plus) button at the top right hand corner of the screen.

You will then have access to a new customer information screen from which you can add the customer's name, company, email, phone number, billing and shipping address, as well as customer identification number, notes and other pertinent information.

To add details to your customer record, simply touch the field you would like to enter and fill in the information on the screen provided as per the examples below.

When you have finished entering the new information, touch the blue **DONE** button at the top right of the screen to return to the main customer database.

Edit Existing Customer

To edit existing customer information in your database, first touch the **EDIT** button at the top left of your screen.

The list will unlock, and you can then edit any customer by touching the name of the customer whose information you would like to alter.

You can then touch any item on the customer's information screen to change the customer's name, company, email, phone number, billing and shipping address, as well as customer identification number, notes and other pertinent information.

To change details on your customer record, simply touch the field you would like to enter and fill in the information on the screen provided as per the examples below.

When you have finished entering the new information, touch the blue **DONE** button at the top right of the screen to save the information and return to the main customer database.

Delete Customer

To edit existing customer information in your database, first touch the **EDIT** button at the top left of your screen.

The list will unlock, and you can then delete any customer record by touching the red minus (-) icon directly to the left of the customer record you would like to delete.

Then touch the red delete button to the right of the customer's name.

NOTE: *You will not be asked to confirm the customer deletion. Once you touch the red DELETE button, all information pertaining to the customer will be permanently deleted. You can not undo this action.*

Synchronize Customers

To synchronize the customer information on your app with your main customer database, simply touch the circular arrow button at the top right of the main customer database screen.

Personalize Your Settings

To personalize your USAePay app settings, touch the Settings icon at the bottom of your screen.

From the settings screen you can adjust your General, Orders, Quick Payment and Receipt settings as well as view additional information about your version of the software and copyright and library acknowledgment details.

NOTE: *You can also Log Out from the Settings screen by touching the blue Log Out button at the top right of the screen.*

General

The general settings screen allows you to change the auto-lock function and to change your PIN.

You can also set restrictions to determine who uses your app and how they are able to use it. By setting the Manager PIN, you can restrict

all or some of the following actions.

Function	Description
Add Product	add a product to the main product database
Edit Product	edit an existing product in the product database
Delete Product	permanently delete a product from the product database
Add Customer	add a customer to the main customer database
Edit Customer	edit an existing customer in the customer database
Delete Customer	permanently delete a customer from the customer database
Refund	issue a refund for any reason
Void	void a transaction for any reason
Close Batch	close a batch of transactions
Tran History	view the transaction history

To require a manager PIN code to be entered for any of the above functions, first set your manager on the Manager PIN screen. You will be asked to enter the number a second time to confirm.

Tip: Be sure to use a number that will be easy to remember, or store the information in a secure location.

You may then go to the Restrictions screen to turn the PIN requirements on or off for specific functions.

Auto-Lock

Use the auto-lock function to determine after what duration of inactivity the device should auto-lock. Choices include: Immediately, 1 Minute, 2 Minutes, 5 Minutes, 10 Minutes, 15 Minutes, and Never. This setting is designed to help you determine the best security level for your device.

Change PIN

This screen allows you to change your PIN. Enter the PIN you would like to use in the field provided.

Note: If you already have a PIN, you will be prompted to enter the current PIN before being allowed to proceed to the creation of a new PIN.

You will be asked to confirm your new PIN; simply enter the same four digits again.

Quick Payment

From the quick payment settings screen you can set the default sale type (sale or auth only), and control automatically receipt printing, tax calculation and incremental invoicing, as well as determine whether or not the quick sale function should include a prompt for a service tip amount.

Variable	Description
Default Sale Type	Set the default type for Quick Sales. Select from Sale or Auth Only (Authorization Only).
Prompt for Tip	Determines whether a tip option will be included on customer signature screen. If set to ON , a tip amount may be determined at the time of customer signature; if set to OFF , no tip option will be displayed.
Auto Print Receipt	Determines whether receipts will print automatically for each order. If set to ON , receipt will be printed without prompt; if set to OFF , receipt will only print if the "Print Receipt" button is used following a transaction.

Calculate Tax	Determines whether tax will be automatically calculated for Quick Payment transactions. If set to ON , tax will be calculated and added to the subtotal automatically; if set to OFF , tax will not be calculated for Quick Payment transactions.
Increment Invoice	Determines if invoices for Quick Payment transaction will be numbered incrementally.
Next Invoice	Number at which next invoice will be recorded.

Order Settings

Use the Orders settings screen to determine whether each transaction should contain a prompt for a tip as well as set the default tax rate and enter a description of the tax field.

To set each variable item, touch the gray arrow to the right of the item you wish to change, then enter the desired value.

Variables set from this screen include:

Variable	Description
Next Order #	The order number at which the next order taken will be recorded and from which automatic incremental ordering will begin.
Order # Increment	Number by which the order numbers will increase each order. For example, if set to one (1), the order numbers will increase by one for each order taken (e.g. 100, 101, 102, 103, etc.), or if set to two (2), the order numbers will increase by two for each single order taken (e.g. 100, 102, 104, 105, etc.)
Prompt for Tip	Determines whether a tip option will be included on customer signature screen. If set to ON , a tip amount may be determined at the time of customer signature; if set to OFF , no tip option will be displayed.
Auto Print Receipt	Determines whether receipts will print automatically for each order. If set to ON , receipt will be printed without prompt; if set to OFF , receipt will only print if the "Print Receipt" button is used following a transaction.
Tax Rate	Set the default tax rate for all orders.
Tax Description	Include a brief description of the tax rate if desired.

Receipts

The receipt settings screen provides field for a standard receipt header and footer; basic store information such as company name, address, and phone number; as well as receipt details such as whether to include a line for tips, line item details and bar codes.

You can also control the email receipt settings from this screen.

About

The "About" screen includes details about your software such as the version you are currently using, your software key code, source key and username, as well as any devices currently connected to your iPhone or iPod Touch (such as the PaySaber).

You can also view your app usage information on the about screen, such as the number of customers currently in your customer database, the total number of products, transactions and database size.

You can also clear your entire database from this screen by touching the wide, red Clear Database button at the bottom of the screen.

You will be prompted to confirm your desire to clear the database and warned that if you continue, all information that has not been uploaded to the server will be lost; all customers, products and transactions for the user signed in to the device will be lost and will not be retrievable. Additionally, any changes made on the device that have not been uploaded to the gateway will be lost.

PA DSS Implementation Guide

To adhere to industry mandated security requirements, certain steps must be followed when deploying the USAePay app.

Wireless

If wireless is used or implemented in the payment environment or application, the wireless environment must be configured per PCI DSS version 1.2 requirements 1.2.3, 2.1.1, and 4.1.1. Wireless technology must be securely implemented and transmissions of cardholder data over wireless networks must be secure. PCI Requirements for Wireless Implementations Install and configure perimeter firewalls between wireless networks and systems that store credit card data, per PCI DSS version 1.2 1.2.3.

Modify default wireless settings, as follows, per PCI DSS 2.1.1:

- Change default encryption keys upon installation and anytime anyone with knowledge of the encryption keys leaves the company or changes positions
- Change default service set identifier (SSID)
- Change default passwords or passphrases on access points
- Change default SNMP community strings
- Enable WiFi protected access (WPA and WPA2) technology for encryption and authentication
- Update firmware on wireless access points to support strong encryption and authentication (WPA/WPA2)
- Other security related wireless vendor defaults

For wireless networks transmitting cardholder data or connected to the cardholder data environment, implement industry best practices for strong encryption of data transmission and authentication (for example, IEEE 802.11i).

All newly implemented wireless networks are prohibited from using WEP as of March 31st, 2009. For current wireless implementations, it is prohibited to use WEP after June 30, 2010.

Legal

The "Legal" screen provides all legal copyright and library acknowledgment details. Copyright © 2009-2010 USAePay. All Rights Reserved.

Software Versions

Current Version as of 22 October 2010: 1.0.11

[PaySaber Guide Version 1.0.6](#)

[PaySaber Guide Version 1.0.7](#)

[PaySaber Guide Version 1.0.10](#)