

Get started with Axiom EX4000 Portable Flex



Most important functions

- 1 Purchase**
Start a new transaction.
- 2 Reversal**
Cancel the last transaction that has been proceeded (only the last transaction can be canceled via reversal). For payments before the last transaction, please use the function credit in the terminal menu.
- 3 Transaction history**
Overview about the transactions performed on the terminal. The transaction history will be cleared after two daily closing periods for the first day.
- 4 Network test**
Test the network configurations.
- 5 Daily closing**
All transactions carried out are submitted and closed. Please perform a daily closing on a regular basis, ideally daily.
- 6 Terminal info**
Terminal ID and the current software version are displayed.

To accept cashless payments, follow these three steps:

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| Step 1 | Before using the terminal for the first time, charge the terminal using the charging cable that was included in the package. |
| Step 2 | Press the <Power> button on the right side to switch on the terminal. |
| Step 3 | Your terminal is now ready to use. You can start taking payments. |

This is how easy it is to take payments with your Axiom EX4000 Portable Flex:

Step 1	Initiate a purchase A new transaction is started by selecting <Purchase>, either from the shortcuts or in the terminal menu by selecting <Transactions> and <Purchase>.
Step 2	Enter amount Enter amount and confirm with <OK>.
Step 3	Accept payment Depending on the preferred payment method the cardholder either uses the chip card/contactless reader or QR code payment.
Step 4	Merchant receipt All merchant receipts are automatically sent to the email address associated with the terminal ID in our system after the payment process. To check your email address, you can either select the <Info> shortcut or navigate through the terminal menu by choosing <Settings> and <Info>.
Step 5	Cardholder receipt For the cardholder, there is an option to receive the receipt via a QR code, which will be displayed on the screen immediately after the purchase is processed. To display the QR code for the cardholder's receipt, select <Yes>. To skip displaying the QR code for the cardholder's receipt, select <No>.

Daily closing statement

With a daily closing, all transactions carried out are submitted and closed. Please perform the end of day regularly, ideally daily. Additionally you can also perform a shift counter. The shift counter is purely informative, and does not replace a daily closing. You will receive the end of day receipt via email.

Please note: amounts are only credited once daily closing has been carried out successfully.

Terminal password

Your terminal has a unique password which is designed to protect you, the merchant, from fraud. Keep your password safe. You will find your terminal password in the client information included.

Everything you need to know about the terminal

So you've received your Axiom EX4000 Portable Flex. What now?
You can find everything you need to know about your terminal under the following link:
worldline.com/lu/en/ex4000-get-started

Simply scan the QR code or enter the link and find out everything – from booking, to myPortal, the online platform that enables you to keep track of all your transactions, to the correct cleaning of your terminal.



Your local point of contact can be found at: worldline.com/merchant-services/contacts

