



Blackberry Wireless ePay
Installation and Configuration
guide

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Section 1

Activating BlackBerry Wireless & Bluetooth

For the BlackBerry to communicate with the W-ePaySC30/40 device, the BlackBerry must first be paired with the printer/swiper device. By pairing the two devices together, this ensures that other Bluetooth devices cannot communicate with the W-ePaySC30/40. Besides pairing the two devices together, the BlackBerry wireless and Bluetooth features must also be activated.

Activating Wireless & Bluetooth

NOTE: Before attempting to pair, please turn on your W-ePaySC30/40 device.

Step 1.

From the BlackBerry main menu screen, use the touchpad to scroll until the “Manage Connections” icon is selected. (fig. 1)



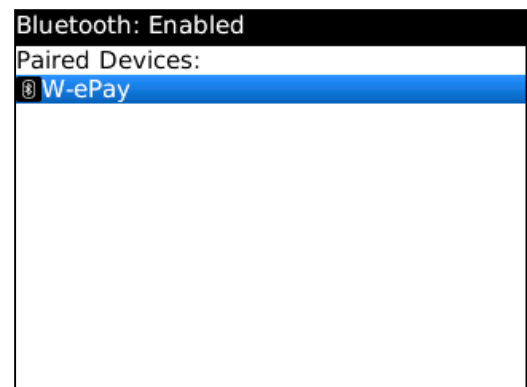
(fig. 1)

Step 2.

Press the touchpad and select the box “Wi-Fi” as well as the “Bluetooth” box. The “Wi-Fi” and “Bluetooth” symbols will be activated and display wireless strength.

Then, scroll down and select “Set Up Bluetooth” and click on “Search”. The BlackBerry will search for existing Bluetooth devices. Scroll to W-ePay and select. (fig. 2)

(fig. 2)



NOTE: Some W-ePay units may display “Wooism” when detected by Bluetooth. If phone display asks for a passkey, enter 1793.

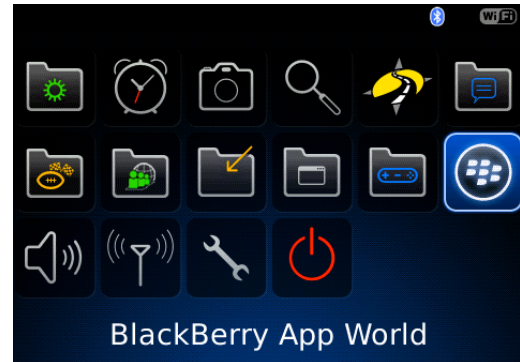
Section 2

Downloading and Installing Wireless ePay

Before you can use your Printer/Swiper device, you must first download the Wireless USAePay for BlackBerry in the BlackBerry App World.

Step 1.

From the BlackBerry main menu screen, click the menu key and scroll and select the BlackBerry App World icon. Press the touchpad to open this program. (fig. 1)



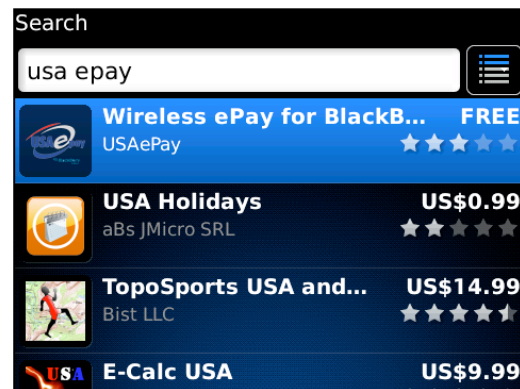
Note: If the BlackBerry App World does not appear on this screen, please check in your "Downloads" folder.

(fig. 1)

Step 2.

When the BlackBerry App World opens, scroll over to the "Magnifying Glass" which is the search function and press the touchpad.

In the "Search Field" type in "USA ePay" or Wireless ePay. (fig. 2) Press the touchpad to select and on the next screen, select "Download" option. Follow the prompts on the screen.



(fig. 2)

When the program has been installed, you will receive a prompt to "Run" the program.

NOTE: If you are prompted to enter sign-in credentials for BlackBerry, you can find more information on creating an account at www.BlackBerry.com

Section 3

Activating Wireless ePay

Step 1.

From the BlackBerry main menu screen, click the menu key and scroll and select the “downloads” folder. Select the USAepay App. (fig. 1)



(fig. 1)

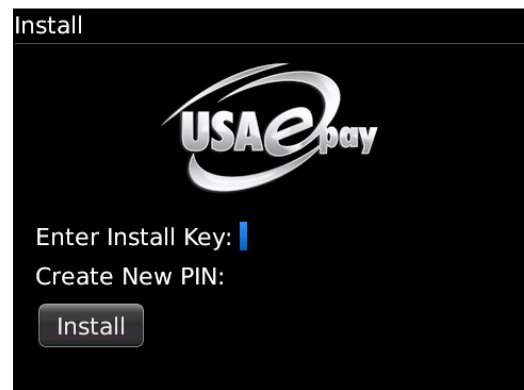
Step 2.

At this time you will be asked to enter two (2) pieces of information, “Create New Pin” and “Enter Install Key”.

The PIN must be 8 digits or more. (fig. 2)

NOTE: This PIN will be required every time the Wireless ePay application is run.

After the PIN is entered, scroll down. Enter the provided Install Key.



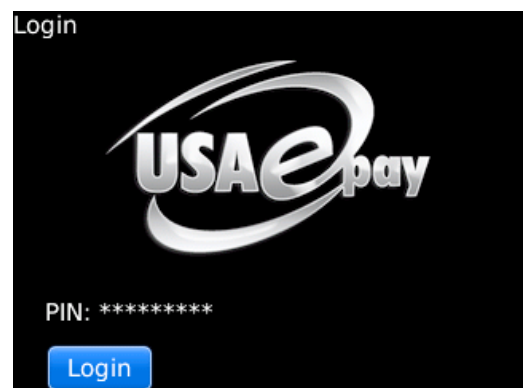
(fig. 2)

NOTE: Once the Install Key is activated it cannot be re-used. If you experience an installation error please call customer support.

Step 3.

When the PIN and Install Key have been entered, press the touchpad and select “Install”. After the activation has been approved, you will be asked to enter your PIN again.

Enter the PIN, press the touchpad and select “Login” to log into Wireless ePay. You will then see the Main Menu. (fig. 3)



(fig. 3)

Section 4

Configuring Printer/Swiper for Wireless ePay

The W-ePaySC30 or SC40 device must be configured with the Wireless ePay software before it can swipe or print out receipts. This section will walk you through configuring the swiper and printer settings so credit card transactions can take place through the Wireless Epay App

Step 1.

From the home screen scroll over and select the “Settings” icon and press the touchpad.

(fig. 1)

Scroll down to the “Swiper/Printer” settings, press the touchpad and choose “Select” to enter the printer settings.

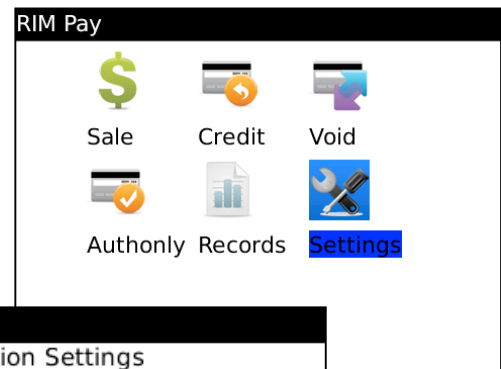
(fig. 2)

Step 2.

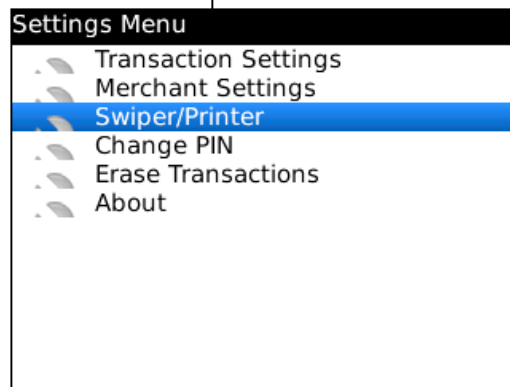
Within the “Printer/Swiper Settings, the default setting is “None”.

Using the touchpad, scroll down to select the “Bluetooth Printer”. Press the touchpad and choose the “Select” option. (fig. 3)

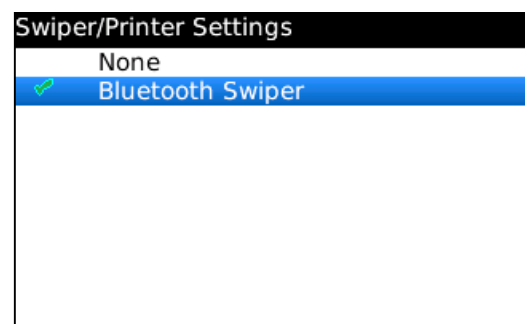
NOTE: This screen (fig. 4) will appear then you must press the touchpad and select the “Search” option.



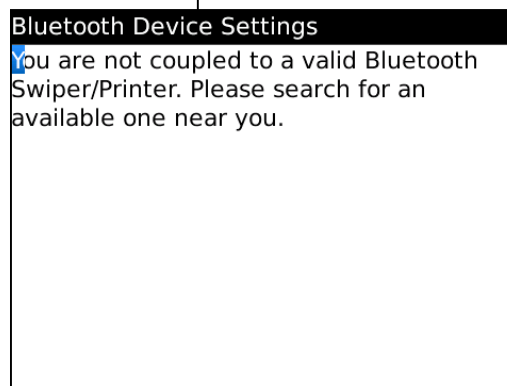
(fig. 1)



(fig. 2)



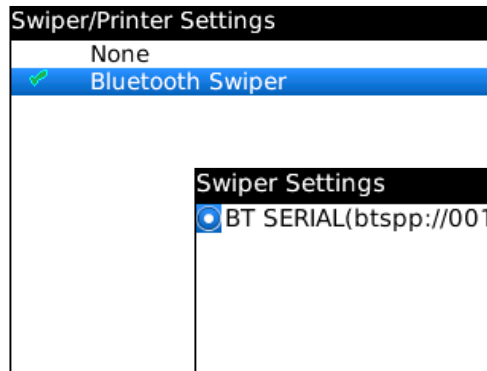
(fig. 3)



(fig. 4)

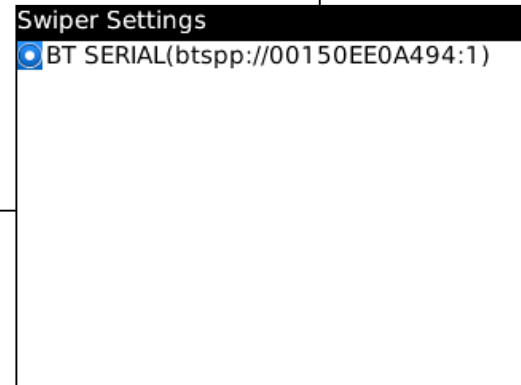
Step 3.

When the “Bluetooth Device Settings” message appears, press the touchpad and select “Search.” This will search for the W-ePaySC30/40 device. (fig. 5)



(fig. 5)

Two options will be displayed. “None” and “BT Serial”. Select “BT Serial” and press the touchpad to save. (fig. 6)

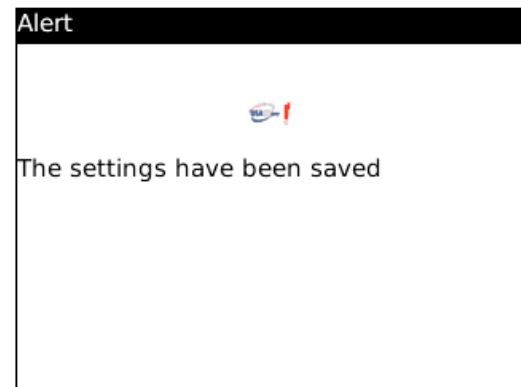


(fig. 6)

Step 4.

Once saved, “The settings have been saved” confirmation will be displayed. (fig. 7)

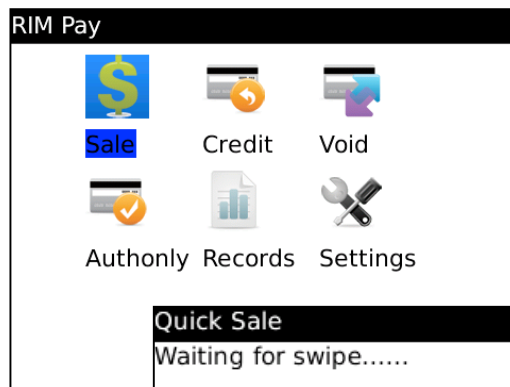
NOTE: If “The settings have been saved” confirmation was not displayed, then the settings have not been saved and the W-ePaySC30/40 will not function properly.



(fig. 7)

Step 5.

Now, to test that your device is ready to accept a swiped transaction, press the back button on your BlackBerry until you reach the main menu for the USAePay App. (fig. 8)



(fig. 8)

Press the “Sale” icon and you will be prompted to swipe a credit card. (fig. 9)



(fig. 9)

Section 5

Transaction Settings

Step 1.

From the USAePay main menu, scroll to the “Settings” icon and press the touchpad. Press the touchpad and select “Transaction” and press select. (fig. 1)

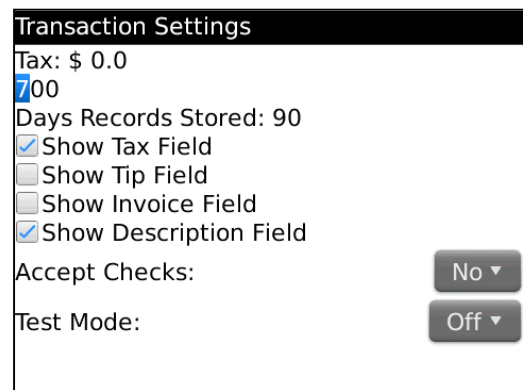


(fig. 1)

Days Records Stored:

This is how many days records will be stored within Wireless ePay software. (fig. 2)

NOTE: By increasing the days stored, you are depleting your cell phone of memory. Default is 90 days.



(fig. 2)

Tax:

By entering a tax value into the “Transaction Settings”, the tax field in the “Sale” and “Credit” menus will be automatically populated. (fig. 2)

Test Mode:

This option sets Wireless ePay into a test mode. When in test mode, Wireless ePay is fully functional except the transactions do not get processed. (fig. 2)

Accept Checks:

If enabled, this feature allows one to process eChecks directly through Wireless ePay. (fig. 2)

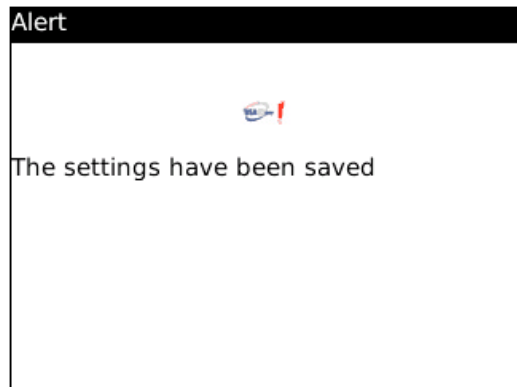
NOTE: Default is NO.

Visible Fields:

If enabled, these fields will show in the Sale and Credit menus. If not using any of these features for a transaction, simply uncheck the field and it will not be displayed within the menu. (fig. 2)

Step 2.

To save the settings, press the touchpad, scroll to “Save” and click the touchpad again. (fig. 3)



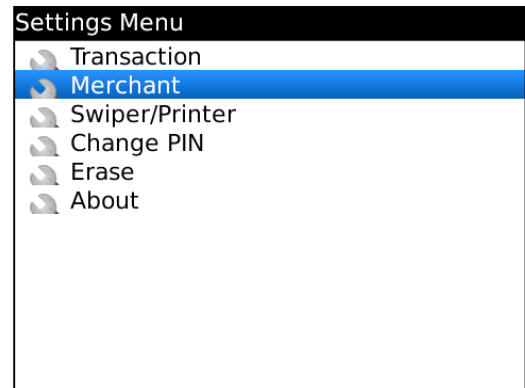
(fig. 3)

Section 6

Merchant Settings

Step 1.

Press the touchpad and select “Merchant Setting” and press “Select”. (fig. 1)

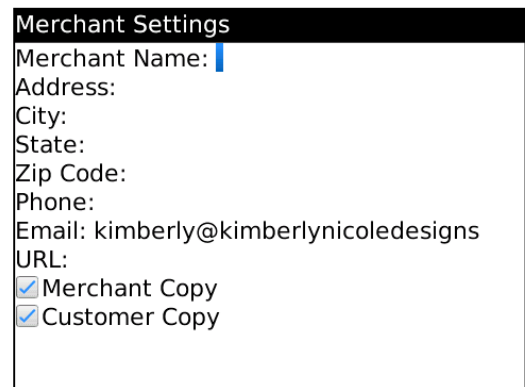


(fig. 1)

Step 2.

Fill in all the necessary company contact info. This info will be printed as a header for each successful transaction. (fig. 2)

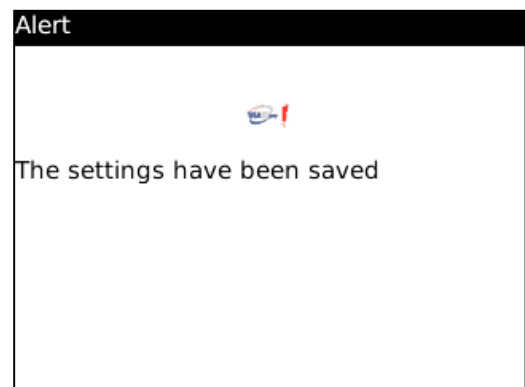
NOTE: Leave blank if you do not wish to print company info on your receipts.



(fig. 2)

Step 3.

To save the settings, press the touchpad, scroll to “Save” and click the touchpad again. (fig. 3)



(fig. 3)

Section 7

Tips & Troubleshooting

If using the SC-30 Wireless printer/swiper (yellow):

- The light on the device will be yellow, not blinking
- When activating and pairing bluetooth in Blackberry settings, if prompted for a passkey enter 1793
- When properly paired and settings in USAepay App are configured correctly, the light on the device will flash from yellow and red when prompted “waiting for swipe.”

To Reprint a Receipt:

- Highlight the “Records” icon and press the touchpad
- Choose which type of transaction and press the touchpad and choose “select”
- Highlight the transaction that needs a receipt re-printed, press the touchpad and choose “select”
- The transaction details will be shown, press the touchpad and choose “print” and press the touchpad one more time.

Device Communication Failure:

- If your device is properly paired and the sale icon is prompting for manual entry, log out of the USAePay App and log back in. The prompt that should appear once the “sale” icon is selected is “waiting for swipe”

Resetting Your Software:

- Should your phone install Blackberry Updates and you experience issues with the USAepay App, log out of and reopen the App but do not enter your PIN.
- Press the Blackberry menu key and choose the “Reset” option and confirm by choosing “yes.”
- In order to reinstall using your existing software installation key, please call customer support in order to have your install key reset.

USAepay Customer Support

- 6 A.M. – 6 P.M. (Pacific) Monday-Friday
- 1-866-USA-EPAY or (866) 872-3729