



# One-stop POS Terminal

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## User guide

# Overview of KPay Smart POS Terminal



## Network Connection:



Wi-Fi



Data SIM Card\*

Contactless landing zone for NFC card & Mobile Wallet

Indicator Light

Volume Keys

Power Key

Swipe card reader

Rear Camera

Back

USB charge port

EMV chip card reader

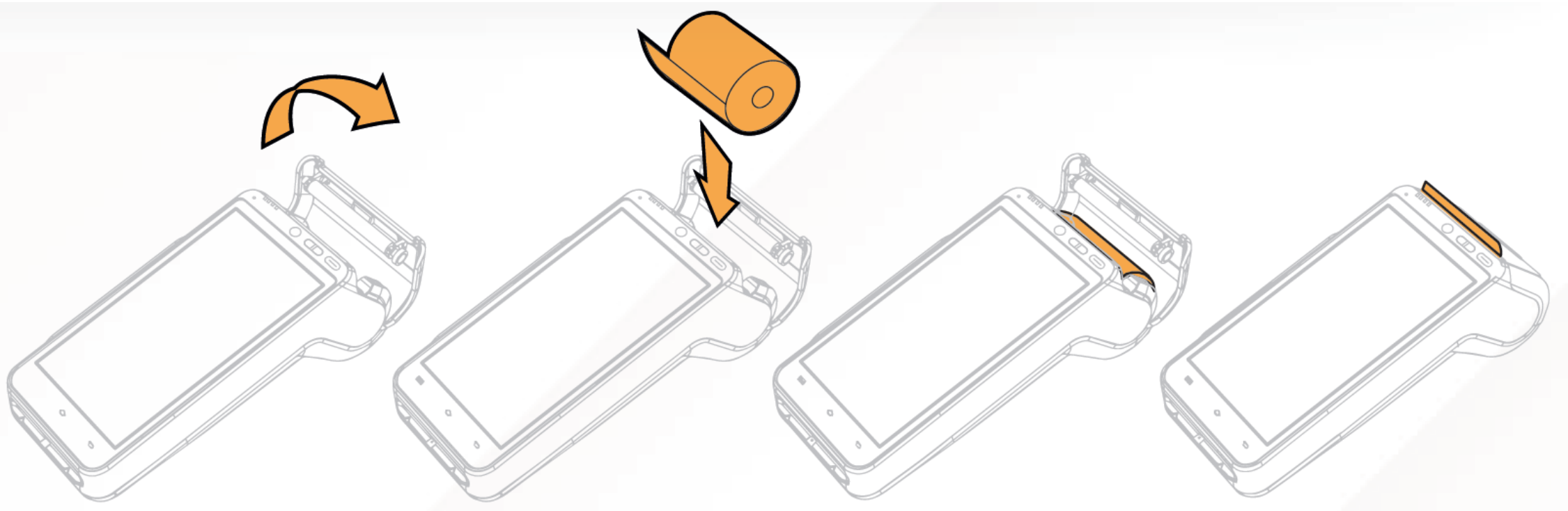


\*Only accept Standard SIM card, Micro-SIM & Nano-SIM are not supported

# POS Terminal – Installing paper roll



- Open the paper tray
- Insert the paper roll with the printable side up as shown.  
The end of the paper roll should stay close to the tooth of the POS



# System Login

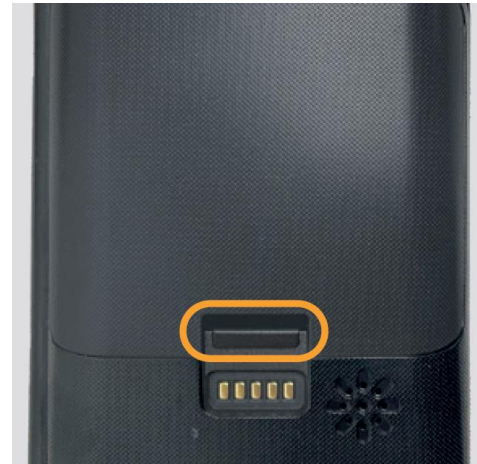


## Connect Wi-Fi

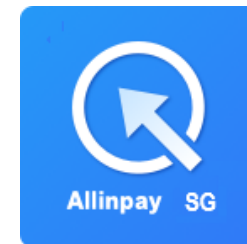
- Open “Settings” to connect Wi-Fi

## Insert SIM card

- Open the battery trap door
- Insert 4G Standard SIM card



Press “**Allinpay SG**” to launch the KPay Smart POS



# Sale Transaction

## (Credit Card / NFC / Mobile Wallet contactless payment)



1



Select **"SALE"** on menu

2

Back Sale

Please Enter The Amount

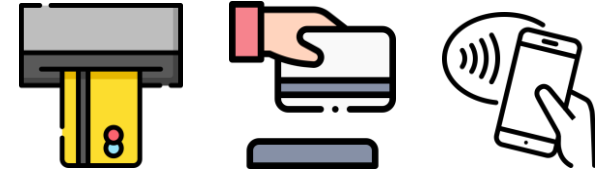
SGD 0.00  
TIP 0.00  
TOTAL 0.00

1	2	3
4	5	6
7	8	9
00	0	<X>

Enter Amount, and



3



Confirm payment amount and

**Tap card:**

Hold the card / smartphone close to the landing zone for a few seconds

**Insert / Swipe card:**

Confirm Credit card details

4



Terminal print out receipt

5



Customer Sign (if required)

6



Transaction completed

**\*\*Only successful transaction sales receipts will be printed out.\*\***

# Sale Transaction

## (QR Code: Scan Customers' QR Code)



1



Select **"SALE"** on menu

2

Please Enter The Amount		
		SGD 0.00
		TIP 0.00
		TOTAL 0.00
1	2	3
4	5	6
7	8	9
00	0	⌫

Enter Amount, and

Press

3



Select the payment method  
**(WeChat Pay or PayNow)**

Confirm payment amount, and  
scan customer's QR code

4



Terminal print out receipt  
Transaction completed

**\*\*Only successful transaction sales receipts will be printed.\*\***



# Sale Transaction

## (QR Code: display Payment QR Code)



1



Select "SALE" on menu

2

Sale		
Please Enter The Amount		
		SGD 0.00
		TIP 0.00
		TOTAL 0.00
1	2	3
4	5	6
7	8	9
00	0	

Enter Amount, and

Press

3



Select the payment method  
(WeChat Pay or PayNow)

Confirm payment amount, and  
display QR Code for customer to scan

4



Terminal print out receipt  
Transaction completed

**\*\*Only successful transaction sales receipts will be printed out.\*\***



# Check Transaction Records / Reprint

1



Select **"MORE"** on menu,  
And press **"TRANS DETAIL"**

2



Enter invoice number or  
press on the transaction directly

3



Select the transaction, then press  
reprint the selected transaction





# Void Payment



1



Press **“VOID”**

2



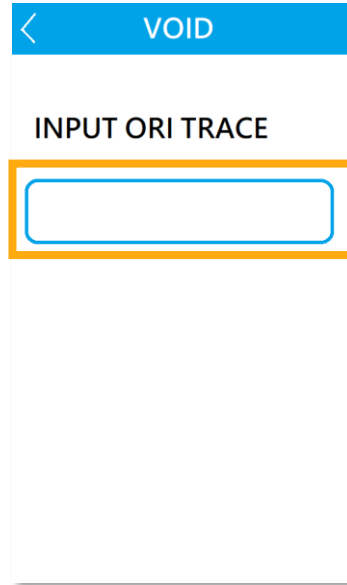
BANK CARD VOID



QRPAY VOID

Select the original payment method of the transaction

3



Enter **Manager Password** and the **Trace No.** (6-digit) of the original transaction

4



Confirm the Void Transaction, and press **“OK”**

Transaction completed; terminal print out receipt

The transaction status was changed to **Void**



# Daily settlement



1



Press   
And select **“Settlement”**

2



Press **“Settle”** after  
confirming all the  
transactions

3



**“Settlement Summary”** &  
**“Transaction Details”**  
will be printed

**In order to ensure the POS Terminal perform smoothly,  
we advise our merchants to perform settlement on a daily basis.**

# FAQs

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## 1. How to know if the payment transaction is successful?

Only successful transaction sales receipts will be printed out.

Please contact KPay Customer Service if you have any hesitation.

## 2. Reversal success means transaction success?

“Reversal success” or “Reversal failure” also means the transaction is **failed**. Merchants should retry until the transaction is successful.

Merchants should also record customer's contact details to avoid any lost from network issues.

## 3. Do I need to do settlement every day?

In order to ensure the POS terminal perform smoothly, we are now advising our merchants to perform settlement on a daily basis.

## 4. “Previous Transaction incomplete” shown on POS Terminal, what should I do?

Merchants should perform settlement on POS Terminal and re-login the POS system.

## 5. The POS Terminal keeps closing unexpectedly, what should I do?

Merchants should perform settlement on POS Terminal and re-login the POS system.



Contact us



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