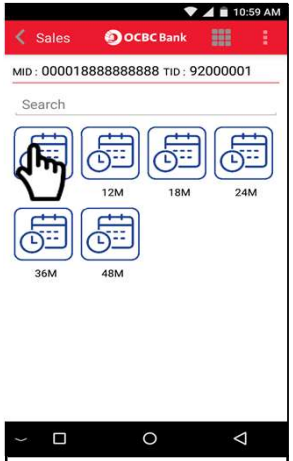
OCBC Bank

Payment Transaction Procedures

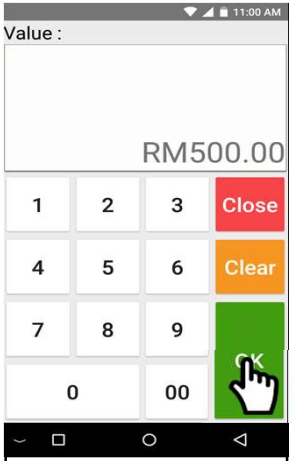
Quick Reference Guide
Model: N5

SALE (INSTALLMENT)

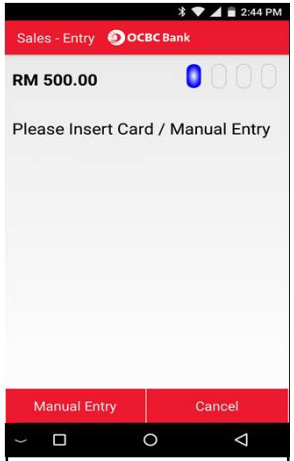
1. Tap on Installment icon.



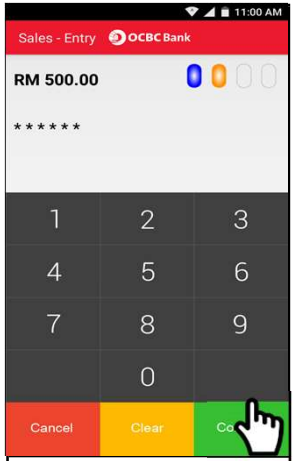
2. Select Installment month.



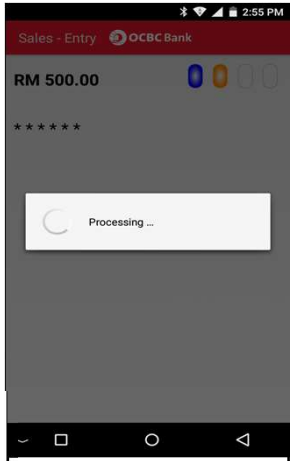
3. Key in sale amount and tap <OK>



4. Insert Card
"Manual Entry" is for MOTO merchant only



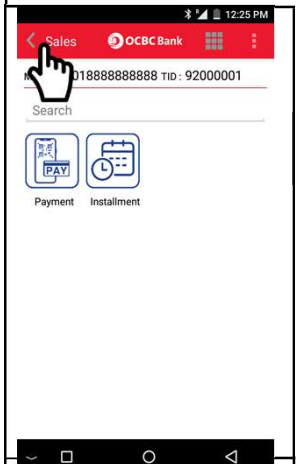
5. Key in 6 digit of PIN numbers and press <ENTER>



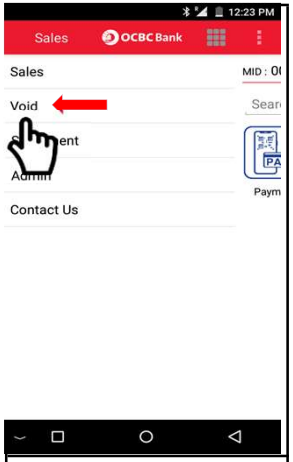
6. Terminal is processing the transaction

7. Transaction approved and prints merchant copy receipt. Press <Yes> to print customer copy

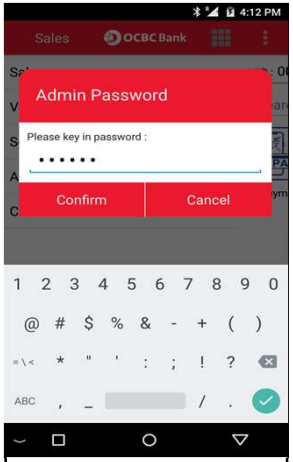
VOID (INSTALLMENT)



1. Tap on < at left top corner

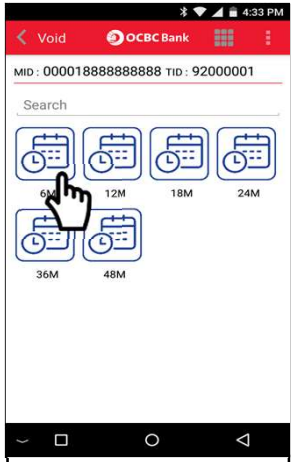


2. Select <Void> at side menu



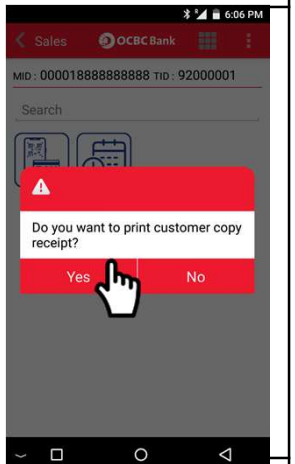
3. Key in admin password and press <Confirm>

4. Tap on <Installment> icon



5. Tap on <Installment Months> icon

6. Confirm transaction details. Press <Yes> to proceed with void



7. Transaction approved and prints merchant copy receipt. Press <Yes> to print customer copy