

# Emmy

## Quick Reference Guide

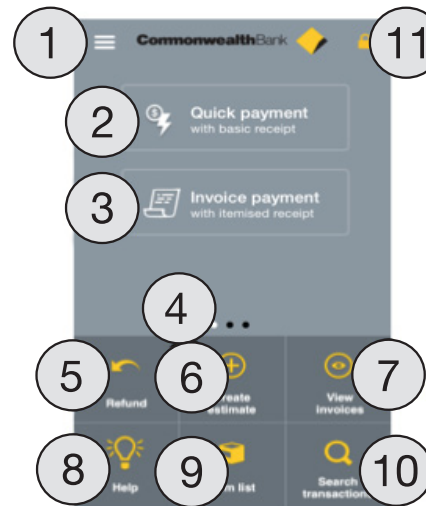
### Emmy



#### Terminal Features

1. Magnetic stripe reader to swipe cards
2. LED indicator
  - ◆ Single blinking light indicates device is on
  - ◆ Single solid light indicates a contactless transaction can take place
  - ◆ Four solid lights indicate that a contactless transaction has been successful
3. Display screen
4. Function keys
5. Touch keypad
6. Chip card reader
7. Power on button
8. Micro-USB charger connector
9. Power off (Press "Clear" & "-" keys)

### Small Business app



#### Small Business app Features

1. Settings menu – access app settings, reports & functions
2. Quick payment – accept card & cash payments
3. Invoice payment – create & issue invoices
4. Last transaction / Running total – scroll screen to view
5. Refund – process refunds to cards & invoices
6. Create estimate – create an estimate and convert to invoice later
7. View invoices – track outstanding estimates & invoices
8. Help – access app help and FAQ's
9. Item list – create your product/service list
10. Search transactions – search for past card transactions
11. Terminal connection – indicates if your payment terminal is connected to your smart device

# Emmy

## Bluetooth Pairing to Smart Device (Phone or Tablet)

Apple Devices	Android Devices
Turn on Bluetooth on the Apple device	Turn on Bluetooth on the Android device
On the Emmy device, access the Terminal menu as follows;	On the Emmy device, access the Terminal menu as follows;
Select <F> then 2 (Terminal)	Select <F> then 2 (Terminal)
Enter the Manager Password followed by OK	Enter the Manager Password followed by OK
Select <5> for Bluetooth (after pressing "More <F4>" to get to the second page)	Select <5> for Bluetooth (after pressing "More <F4>" to get to the second page)
Select <3> for IOS Mode Comms	Select <3> for IOS Mode Comms
Select <F1 Key> for "ON"	Select <F4 Key> for "OFF"
Select <2> DEVICE PAIR	Select <2> DEVICE PAIR
Select <1> Pair device (IOS)	Select <2> Pair device (Other OS)
Select <0> Search Devices – wait until your device is discovered – use <F2> and <F3> to scroll up/down the list if required	On the Android device Bluetooth screen, press "Scan" or "Search for devices" and select the iCMP device. Enter the 16 digit PIN which appears on the Emmy terminal screen to the "Bluetooth pairing request" window on the Android device.
Select the appropriate Apple device displayed on the Emmy terminal by pressing the corresponding number on the Emmy keypad. A 16 digit PIN will be displayed on the Emmy screen.	The Emmy device should display "Pairing Success" and the Android device should display that the Ingenico device is "Connected" under Bluetooth
Enter the 16 digit PIN on the Bluetooth pairing window which appears on your Apple device.	Go to the Main Menu by pressing the yellow "Clear" key several times to step back to the Main screen.
The Emmy device should display "Pairing Success" and the Apple device should display that the Ingenico device is "Connected" under Bluetooth	Restart the Emmy device.
Go to the Main Menu by pressing the yellow "Clear" key several times to step back to the Main screen.	
Restart the Emmy device.	

## Support

Merchant Help Desk (24 hours, 7 days a week)  
**1800 022 966**

When calling the Helpdesk, please make sure you have the following information ready:

- ◆ Merchant ID
- ◆ Terminal ID
- ◆ Error code (if applicable)

## Additional Support

For access to detailed User Guides and Frequently Asked Questions, please visit  
**[www.commbank.com.au/merchantsupport](http://www.commbank.com.au/merchantsupport)**