# uPay

**SMART**
**PAYMENT TERMIINAL**

$27.69

****9089

✓
Approved

Send Receipt

Reprint

Done

WQY1002251000078                        Jun 16 / v2.0.1

# uPay P5
# User Manual

**2025**

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# Terminal Diagram



1. Camera for QR Code (Back)

2. Contactless/Tap to Pay

3. Receipt Printer

4. Swipe Card Slot

5. Hold to Dispense Receipt Paper

6. USB-C Charging Port

7. Power Button

8. Insert Card Slot

# Basic Setup
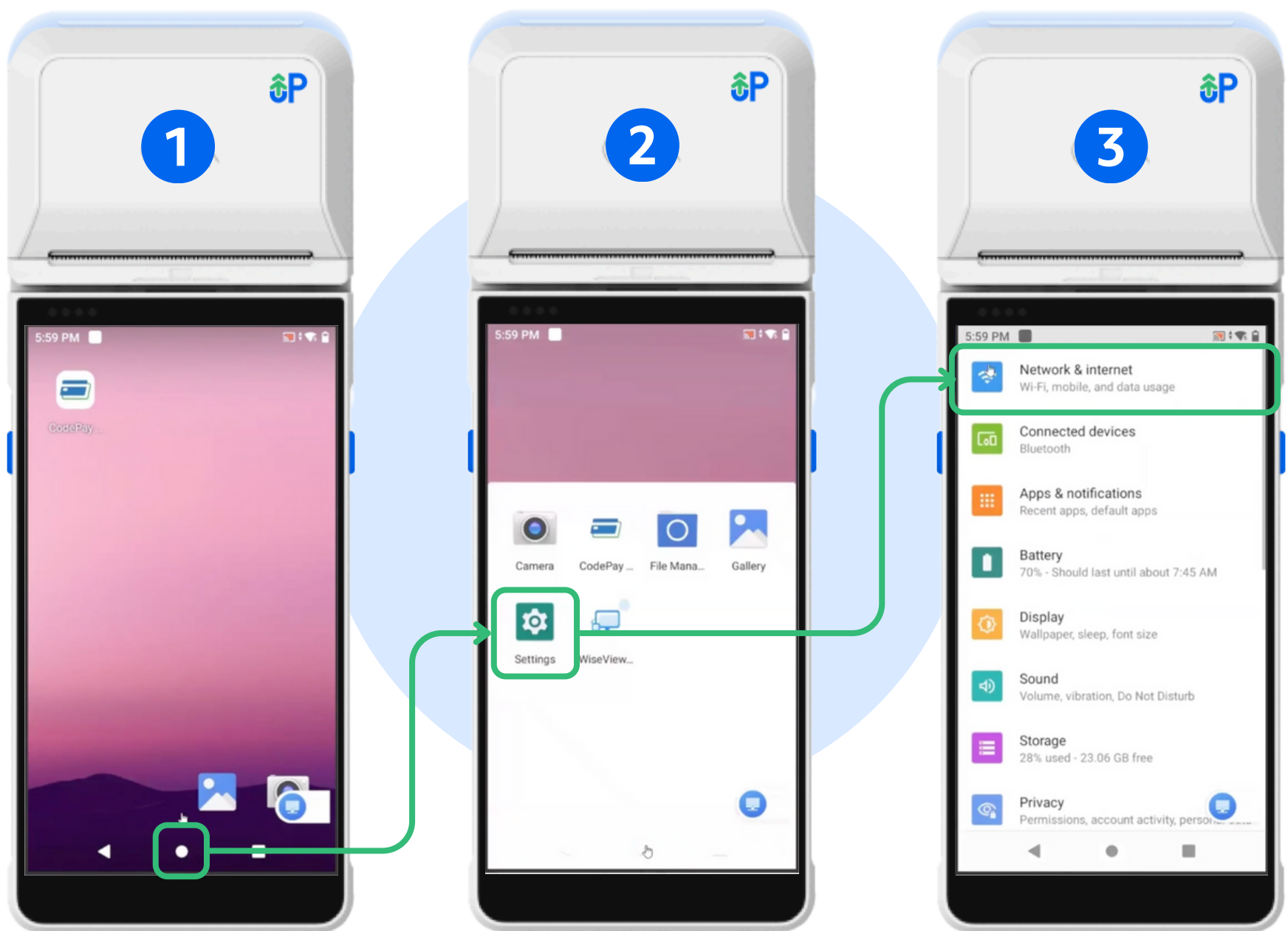
## ≫ Power On & Unlock

1. Turn on the device.
2. Swipe up from the bottom of the screen to unlock.

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## ≫ Connect to Wi-Fi

1. Open the **Settings** app.
2. Tap **Network & Internet**.
3. Select **Wi-Fi** and toggle it ON.
4. Choose your Wi-Fi network.
5. Enter the password, and tap the **checkmark (√)** to connect.
6. Tap the ● button at the bottom center to return to the home screen.

# ⏩ Close Current App

1. On the home screen, tap the ■ **icon** (bottom right corner).
2. A list of open apps will appear.
3. Swipe up on the app you want to close.
4. Repeat if multiple related apps are open.
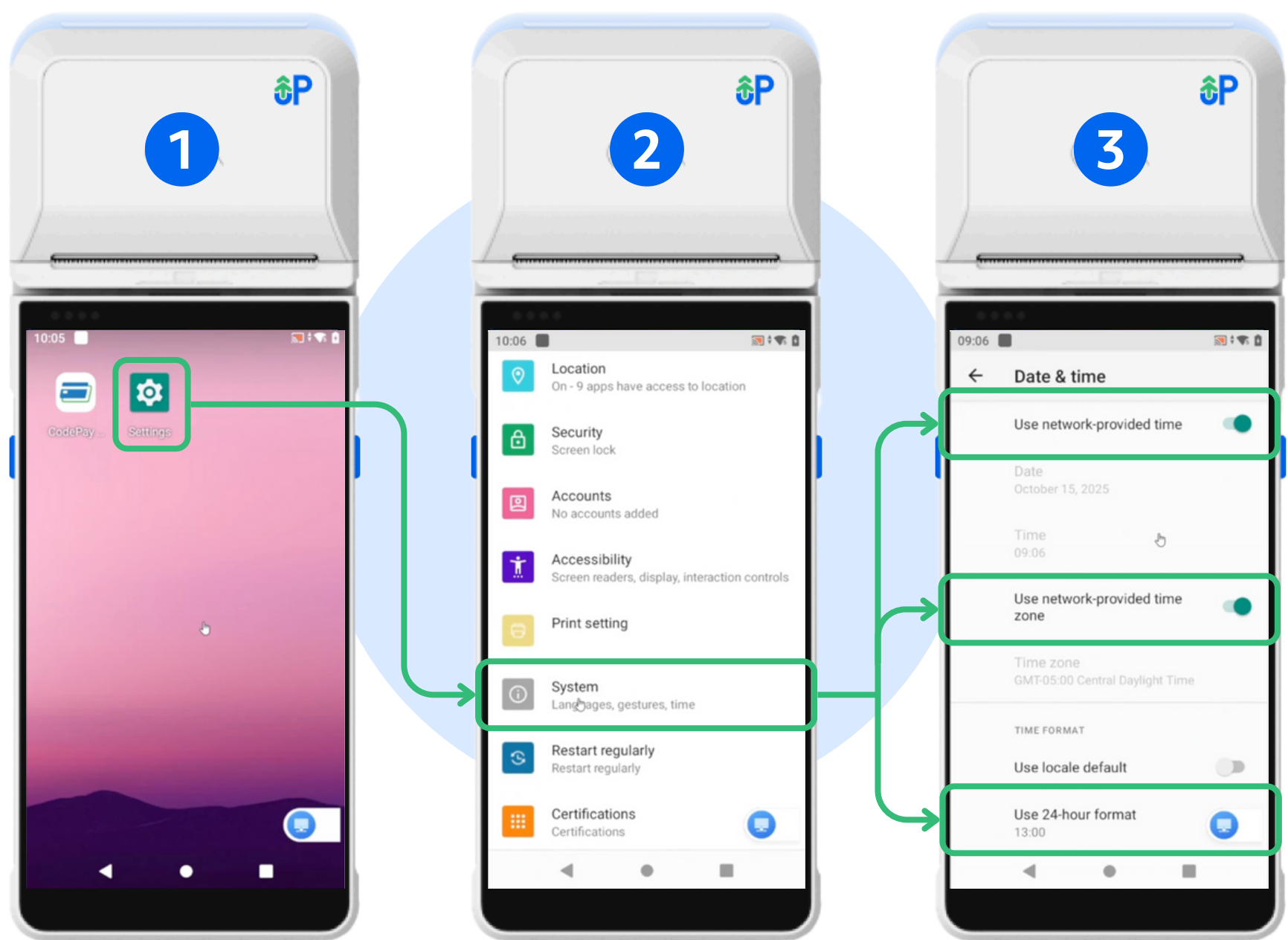5. Once the app is fully closed, return to the home screen → click **CodePay** app.
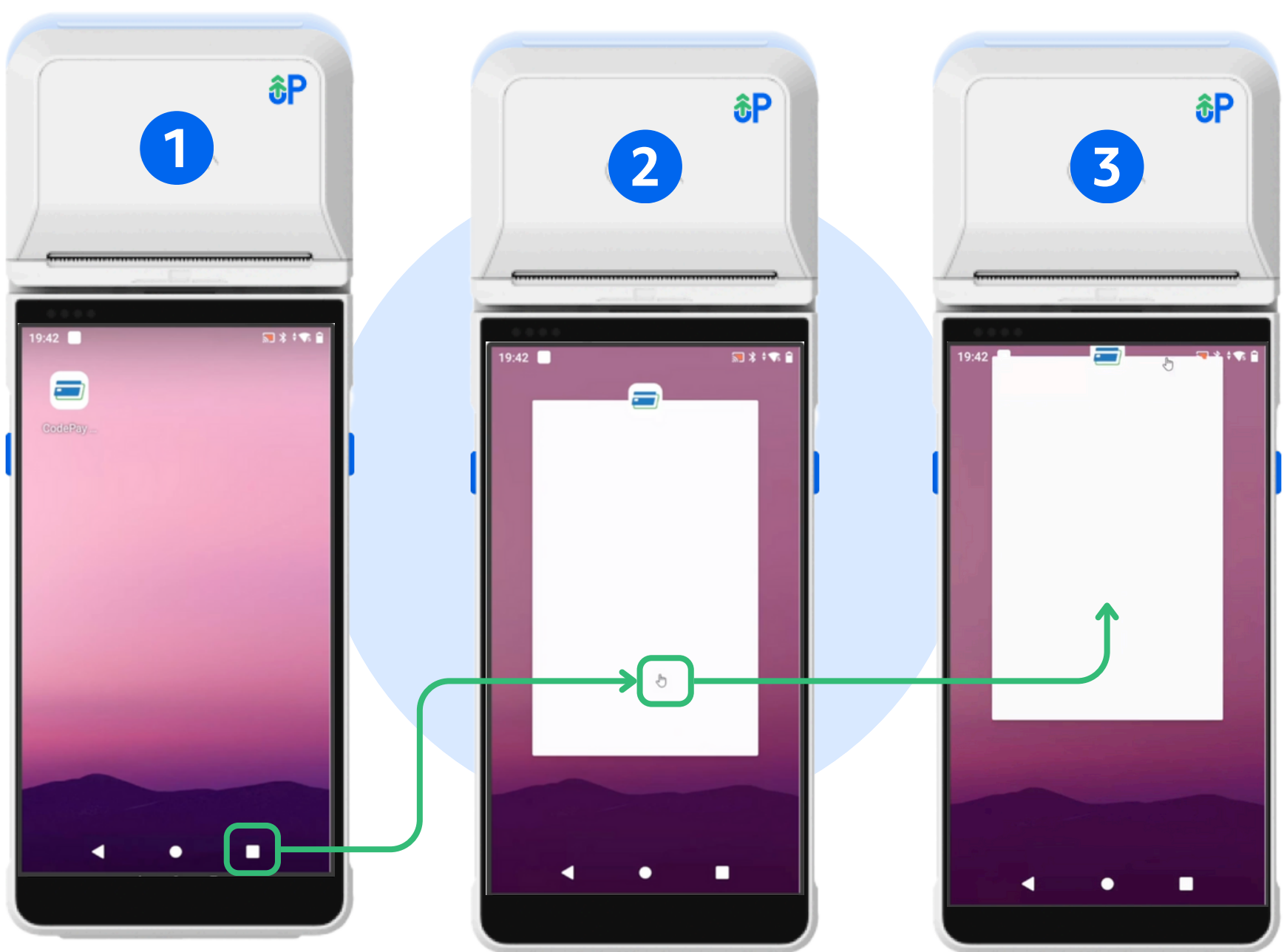


**Tip:** **Closing the app ensures updates or changes apply properly.**

## Adjust QR Code on Receipt

1. Tap the ≡ **icon** (top-left corner).
2. Select **Settings**.
3. Enter the password: 123456.
4. Choose **General**.
5. Tap **Receipt**.
6. Turn ON/OFF the **QR Code** option.

## ❯❯ Update Timezone

1. Unlock the device by swiping up from the bottom of the screen.
2. Open the **Settings** app.
3. Go to **System → Date & Time**.
4. Change the time zone as needed.
5. Turn on the following options:
   - Use network-provided time
   - Use network-provided time zone
   - Use 24-hour format
6. Press the ● button at the bottom center to exit Settings.

## ❯❯ Move Codepay App

1. Unlock the device by swiping upward from the bottom of the screen.
2. Touch and hold the **CodePay** icon, then drag it away from the current home screen page to reposition or remove it.

# Transcations

## ▶▶ Credit Sale

1. Open app **CodePay**.
2. Enter the transaction amount.
3. Choose **Credit** for the payment and confirm the transaction.
4. The customer inserts, taps, or swipes their card.
5. After approval, the receipt prints automatically.
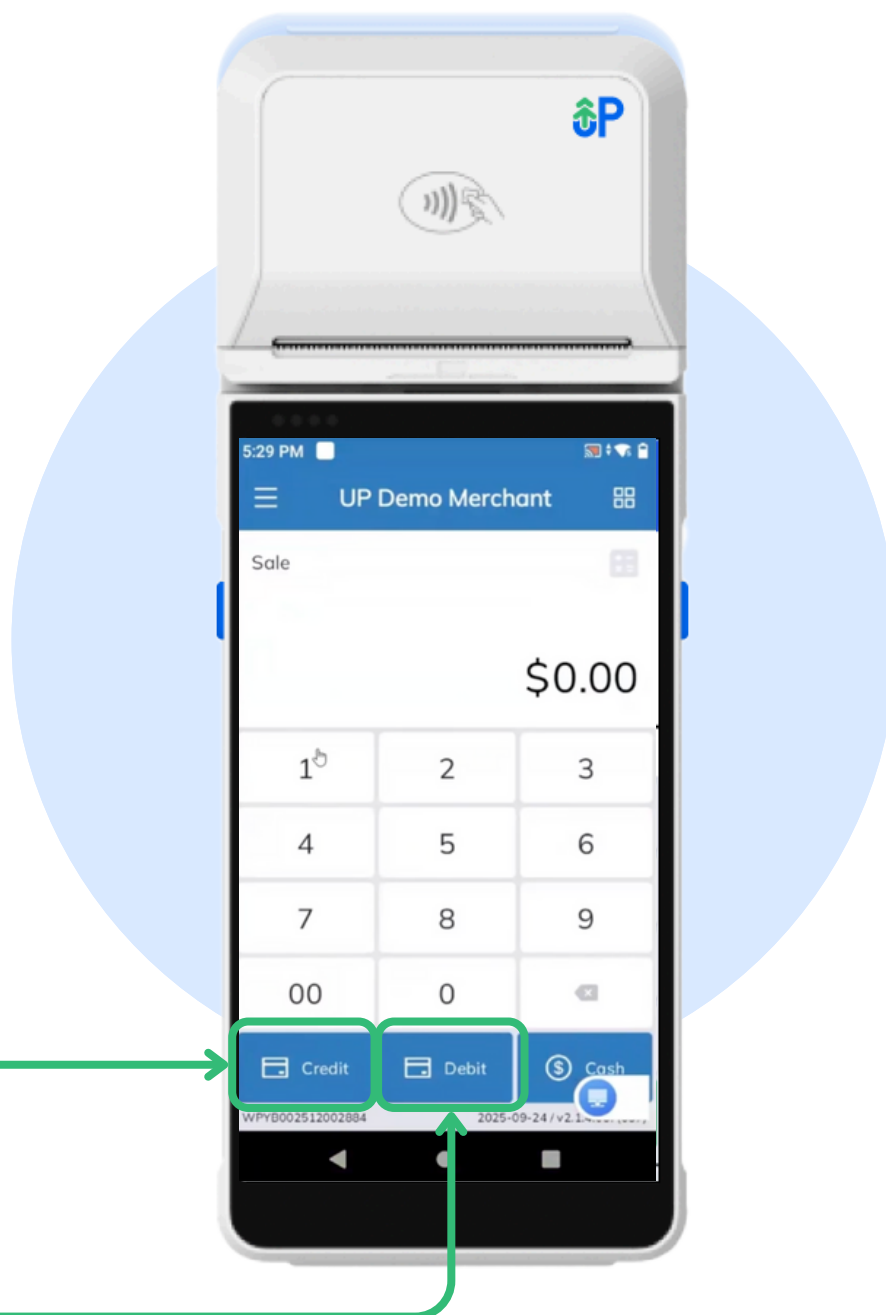
## ▶▶ Debit Sale

1. Open app **CodePay**.
2. Enter the transaction amount.
3. Choose **Debit** for the payment and confirm the transaction.
4. The customer inserts, taps, or swipes their card.
5. Enter **PIN** or **bypass**.
6. After approval, the receipt prints automatically.

# Tip Adjustment (Add Tip)

## ►► Method 1

1. Tap the ≡ **icon** (top left corner).
2. Select **Transactions**.
3. Choose the transaction you want to adjust.
4. Tap **Tip Adjustment** at the bottom of the screen.
5. Enter the tip amount → tap Done.



## ►► Method 2

1. Tap the ⊞ **icon** (top right corner).
2. Select **Tip Adjustments**.
3. Enter the transactions number.
4. Enter the tip amount → tap Done.

# Void Transaction

## ⟫ Method 1

1. Tap the ☰ **icon** (top left corner).
2. Select **Transactions**.
3. Select the transaction you want to void.
4. Tap **Void Transaction** at the bottom of the screen.
5. If prompted, enter the Verification of Administrator: 123456 → tap OK.
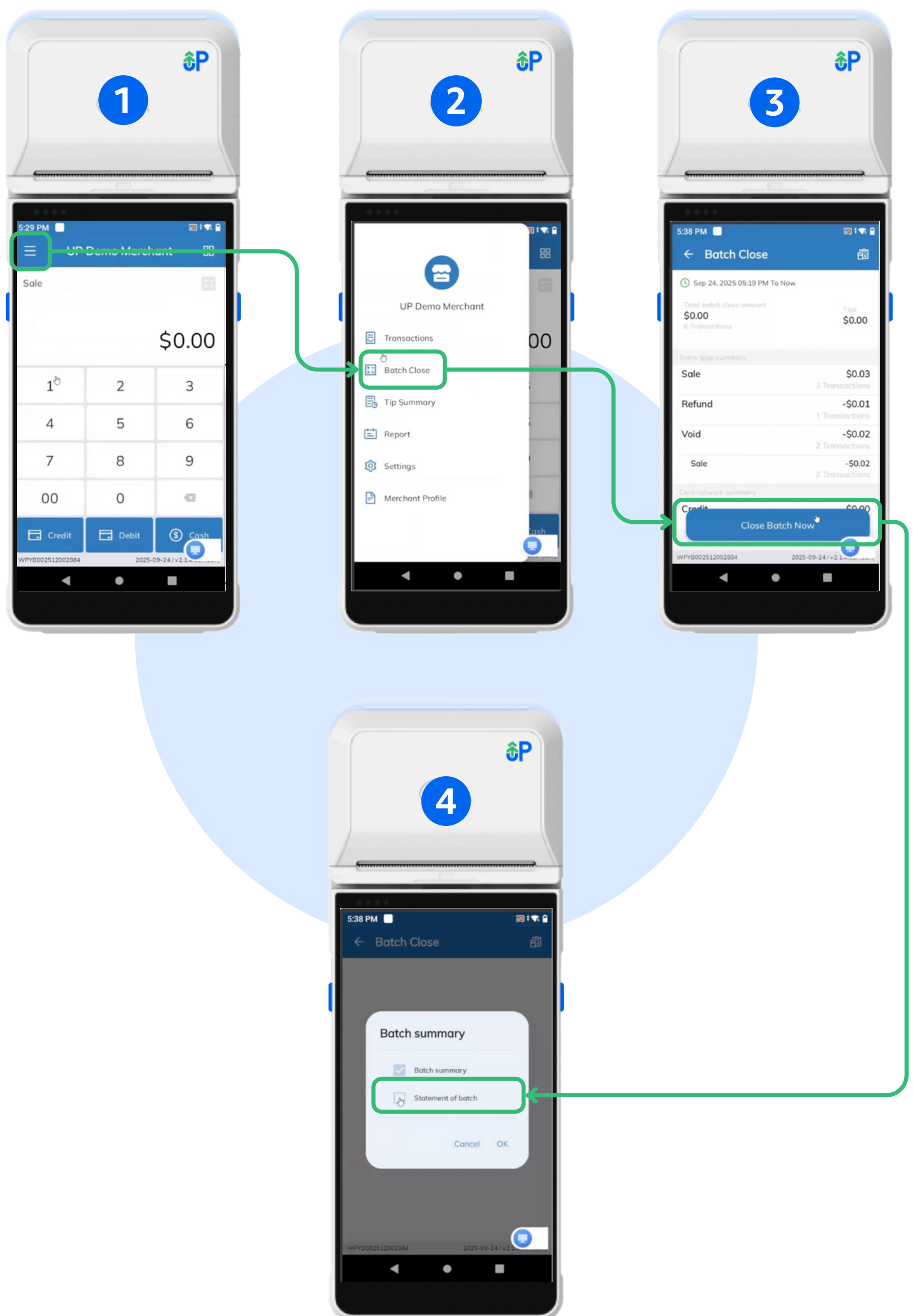6. After approval, the receipt prints automatically.



## ⟫ Method 2

1. Tap the ⊞ **icon** (top right corner).
2. Select "**Void**."
3. Enter the **original transaction receipt number**.
4. Confirm the details and press **VOID**.
5. Enter the Verification of Administrator: 123456 → Tap OK.
6. After approval, the receipt prints automatically.

# Batch Close

## ▶▶ Batch Close

1. Tap the ≡ **icon** (top left corner).
2. Select **Batch Close**.
3. Tap **Close Batch Now**.
4. Choose statement of batch then tap OK.
5. After approval, the receipt prints automatically.

# Reprint Receipt

## ⟫ Reprint Receipt

1. Tap the ≡ **icon** (top left corner).
2. Select **Transaction**.
3. Choose the transaction you want to reprint.
4. Tap the **printer icon** (top right corner).
5. Continue to Print Receipt → tap OK.
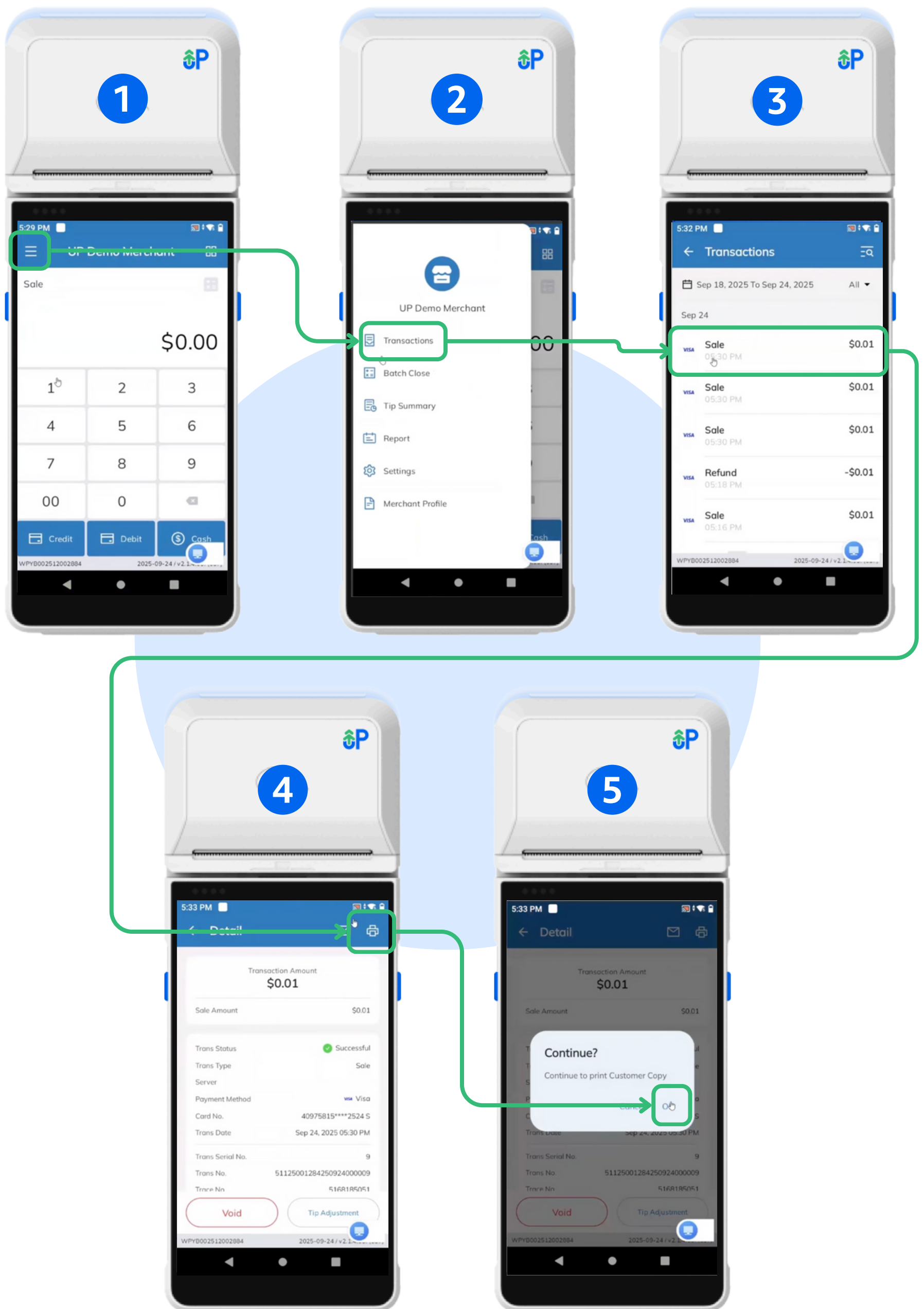
# Refund

## ▶▶ Refund

1. Open app **CodePay**.
2. Tap the ⊞ **icon** (top right corner) then select "**Refund**."
3. Unreferenced:
   - Enter the **refund amount** and tap OK.
4. By reference:
   - Enter the **original transaction receipt number** and **confirm the refund amount**.
   - Select "**All**" to refund the full amount, then tap **Refund**.
5. Verification of administrator: 123456 → Tap OK.
6. After approval, the receipt prints automatically.

# Additional Functions

## ❯❯ CDP Sale

1. Enter the **transaction amount**.
2. Chose **Credit** for CDP sale.
3. Confirm Credit (fee already included).
4. The customer inserts, taps, or swipes their card.
5. After approval, the receipt prints automatically.

## ❯❯ Manual Key-in

1. Enter the **transaction amount** → tap **Credit**.
2. Confirm the amount press **Charge**.
3. When prompted, select **Manual Entry**.
4. Enter the card number, expiration date, and bypass CVV if required.
5. Tap **Confirm** to process the transaction.
6. Once approved, the receipt prints automatically.

## ❯❯ Report

1. Tap the ≡ **icon** (top left corner).
2. Select **Report**.
3. Tap the **printer icon** (top right corner) if need to print report.
4. To view past reports, select **History** and choose the desired **date**.

## ⏩ Employee ID

1. Enter the **transaction amount**.
2. Chose **Credit** or **Debit**.
3. Confirm **Credit** or **Debit** payment.
4. The option for **Employee ID** is under the tip options.
5. Enter **Employee ID** (under tip options) before cards use.
6. After approval, the receipt prints automatically.