![Blackstone Merchant Services, Inc. logo]
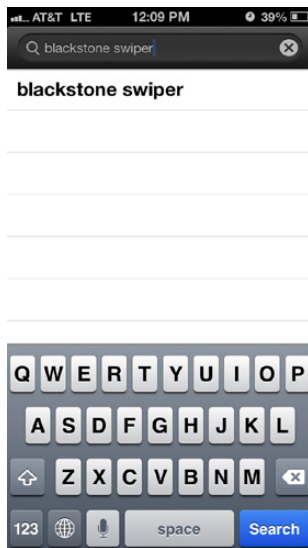
QUICK SET-UP GUIDE FOR iOS DEVICES

Step 1: Download Blackstone Swiper Application from the App Store

- Search for the App Store on your iPhone
- Search for **Blackstone Swiper** in the App Store
- Tap FREE and INSTALL
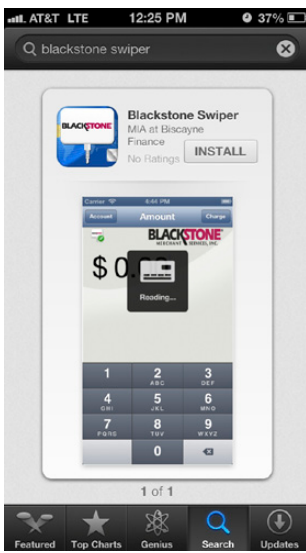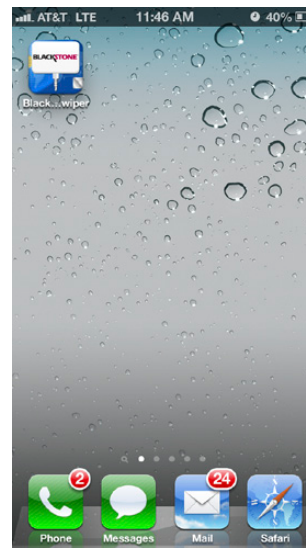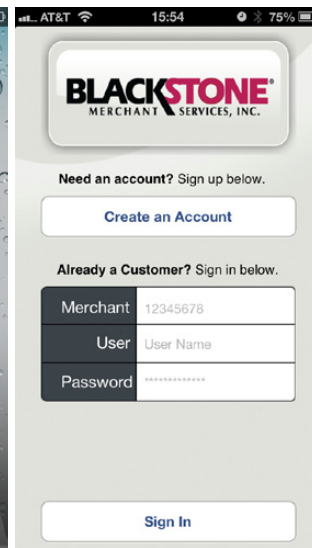- Enter your iTunes password and download

Step 2: Activate the Blackstone Swiper Application for iPhone

- Tap on the Blackstone Swiper on your iPhone
- Select Create an Account
- Select Individual or Business Use
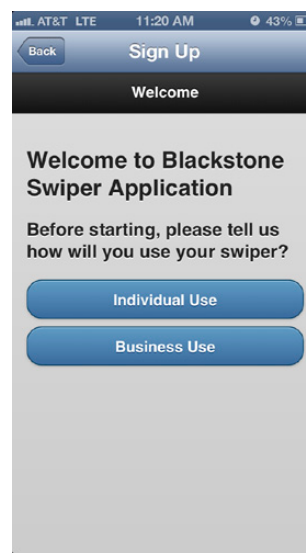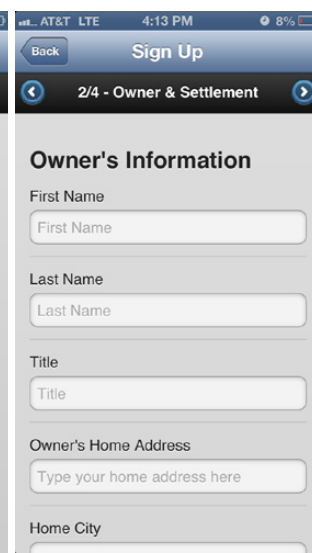- Continue completing User Information

Step 1.1

Step 1.2

Step 2.1

Step 2.2
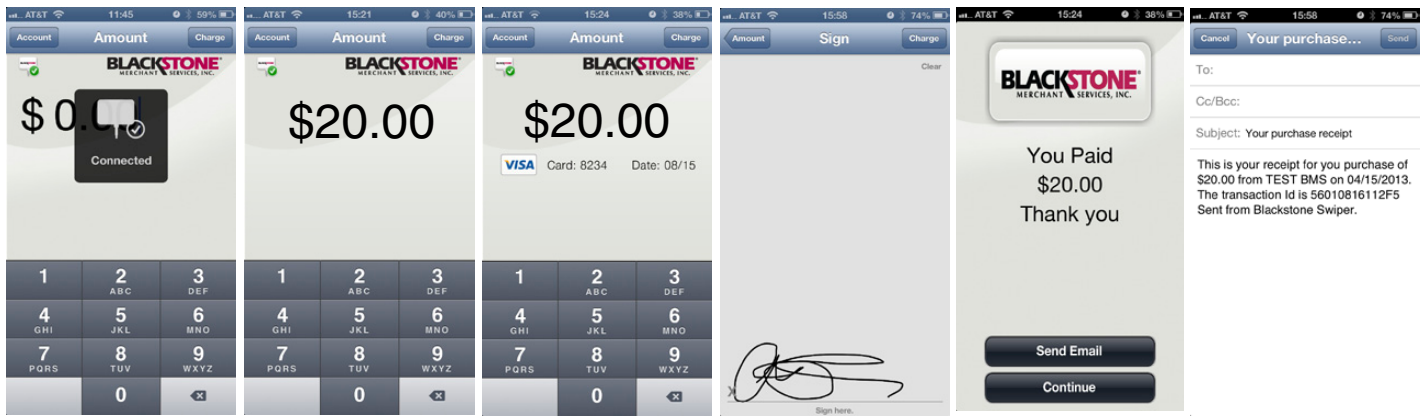

Step 1.3

Step 1.4

Step 2.3

Step 2.4

Step 3: Login

- Find your Merchant #, Username, & Password in your email confirmation. At this time you may login. Refer to image 2.2
- Once you Login you can connect the Swiper on your phone and start accepting credit cards payments.
- Make sure the Swiper is completely plugged in and the headset volume is set to maximum before swiping.

To process a swiped sale

As soon as you connect the device you will see this screen

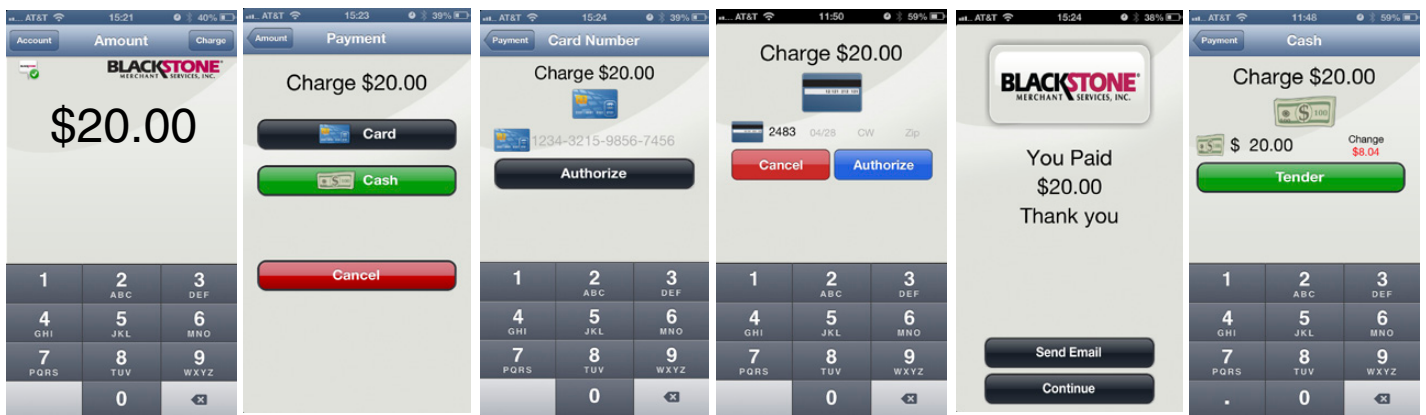Enter the amount you would like to process

Swipe the card and press charge to complete Transaction

To complete transaction sign the screen with finger

If payment was successful a Thank you Screen will appear

Send receipt to customer via email as prove of payment

To process a manual sale

Enter the amount you would like to process

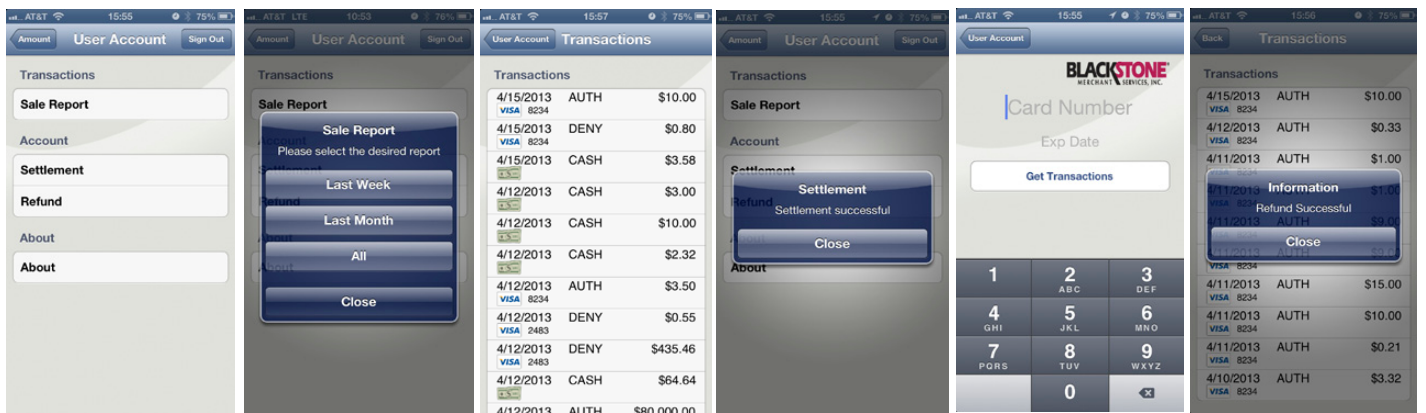Select payment type: Credit Card or Cash transaction

If credit was selected enter the credit card #. Press Authorize

Enter the security code, exp date and zip code

If payment was successful a Thank You screen will appear

If cash was selected enter the amount received. Press Tender

User Account Setting Prompts

Go to User Account to view Sale Report, Settlements, Refund &

Tap Sales Report & view reports daily, weekly, monthly or all

Scroll up & down and view all your transaction

Settle Payments and Refunds in User Account

Swipe Card or enter # for refund

After refund approval a Notification appears "Refund Successful"

Rev 052113