

SPI POS

Pairing and Transaction User Guide

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16/10/2025 - EB

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08/09/2025, TB

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System Requirements

Systems	Requirements
Connectivity	Both the Point-of-sale (POS) system and EFTPOS Terminal need to be connected to the same Local Area Network
POS Version	2.9.3 and above
POS Operating System	Windows 10 and above
Integration Type	SPI JavaScript
Note(s):	Please contact Newbook to complete required POS configuration, license updates, and terminal pairing.

Pairing the POS to the EFTPOS Terminal - *Single Terminal Pairing* (1 of 5)

Steps

For single EFTPOS terminal pairing:

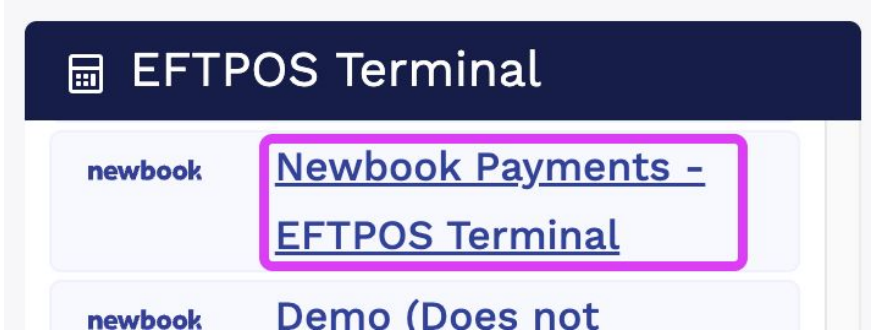
1. On the POS Home Page, open the [Menu](#)
2. Search [Integration](#) and select [Integrations](#).
3. Click on the [Setup Integration](#) button.

Example Screens


The screenshot displays the Newbook POS system interface. At the top, the 'newbook' logo is visible. A search bar contains the text 'integration'. Below the search bar, the 'Integrations' menu item is highlighted with a pink box. Below the menu item, the 'Setup Integration' button is also highlighted with a pink box.

Below the menu item, there is a table with the following columns: Integration, Last Imported, and Last Exported. The table is currently empty, displaying 'No Integrations found (check filtering)'. Below the table, there is a pagination bar showing 'Showing 0 to 0 of 0 Records (0 Pages)'. At the bottom of the screen, the 'Setup Integration' button is highlighted with a pink box.

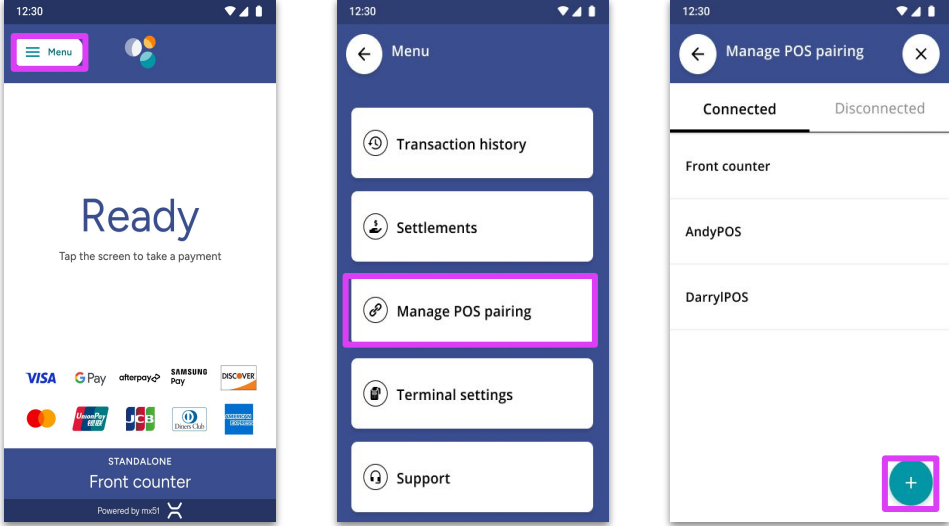
Pairing the POS to the EFTPOS Terminal - *Single Terminal Pairing* (2 of 5)

Steps	Example Screens
<p>4. Select the EFTPOS Terminal tab and select NewBook Payments - EFTPOS Terminal</p>	 <p>The screenshot shows a mobile application interface for an EFTPOS Terminal. At the top, there is a dark blue header with a calculator icon and the text 'EFTPOS Terminal'. Below the header, there are two list items. The first item is 'newbook' followed by 'Newbook Payments - EFTPOS Terminal', which is highlighted with a red rectangular box. The second item is 'newbook' followed by 'Demo (Does not'.</p>

Pairing the POS to the EFTPOS Terminal - *Single Terminal Pairing* (3 of 5)

Steps	Example Screens
<ol style="list-style-type: none">5. Enter an EFTPOS Terminal Name (POS ID).6. Enter the Serial Number, and select the Tenant.7. Click Save.	 <p>EFTPOS Terminal Name * <input type="text"/></p> <p>Serial Number * <input type="text"/></p> <p>Tenant * <input type="text" value="Please select..."/></p> <p>EFTPOS Address (Will be automatically filled in upon pairing)</p> <p><input type="button" value="« Integrations"/> <input type="button" value="Back"/> <input type="button" value="Save"/></p>

Pairing the POS to the EFTPOS Terminal - *Single Terminal Pairing* (4 of 5)

Steps	Example Screens
<p>8. On the EFTPOS terminal, Select Menu</p> <p><i>Note: If there is no existing pairing, the "Manage POS pairing" button will show</i></p> <p>9. Select Manage POS pairing</p> <p>10. Select +</p>	 <p>The first screenshot shows the main terminal screen with the word "Ready" and a "Menu" button highlighted in a pink box at the top left. Below the screen are logos for various payment methods including VISA, G Pay, otherpay, SAMSUNG Pay, DISCOVER, Mastercard, UnionPay, JCB, and UnionPay. At the bottom, it says "STANDALONE Front counter" and "Powered by m51".</p> <p>The second screenshot shows the "Menu" screen with a list of options: "Transaction history", "Settlements", "Manage POS pairing" (highlighted in a pink box), "Terminal settings", and "Support".</p> <p>The third screenshot shows the "Manage POS pairing" screen with a "Connected" status and a list of POS terminals: "Front counter", "AndyPOS", and "DarrylPOS". A pink box highlights a "+" button in the bottom right corner.</p>

Pairing the POS to the EFTPOS Terminal - *Single Terminal Pairing* (5 of 5)

Steps	Example Screens
<p>11. In NewBook:</p> <ul style="list-style-type: none">○ Select Start Pairing	<div data-bbox="1045 268 1609 558"><p>Pair Newbook Payments Terminal</p><div data-bbox="1045 325 1609 445"><p>Information Please use the following instructions to complete pairing.</p><ol style="list-style-type: none">1. On your EFTPOS Terminal Device2. Press Menu3. Select Manage POS Pairing4. Click the + symbol to add a new pairing5. Then click START</div><div data-bbox="1045 450 1609 508"><p>Pairing Code * This will be shown during the pairing process</p></div><div data-bbox="1392 521 1609 558"><p><input type="button" value="Cancel"/> <input checked="" type="button" value="Start Pairing"/></p></div></div>
<p>12. On the EFTPOS Terminal:</p> <ul style="list-style-type: none">○ Select START○ Ensure the code displayed matches what is displayed on POS and select YES○ Select FINISH	<div data-bbox="852 607 1798 907"><p>EFTPOS Terminal screens</p></div>

Perform a Test Purchase Transaction

Steps

To perform a test [Purchase Transaction](#) to ensure that the integrated solution is working:

1. Go to a Client Account.
2. Click [Add New](#)
3. Select [Payment](#)
4. Enter the [Amount](#)
5. Click [Integrated EFTPOS Terminals](#)
6. Select an integrated EFTPOS terminal (based on the EFTPOS terminal name you setup during pairing).
7. Click [Process using EFTPOS Terminal and Save](#).
8. Click [Card Present](#).

Example Screens

Client Account* (User #1) Demo User

Payment Description Accommodation

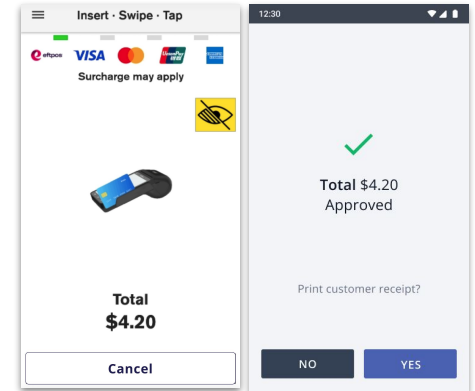
Payment Amount (\$) * 4.20 Auto-Allocate

Is a Booking Deposit Yes No

« View Client Account

Process using EFTPOS Terminal and Save

POS Screen



EFTPOS Terminal screens

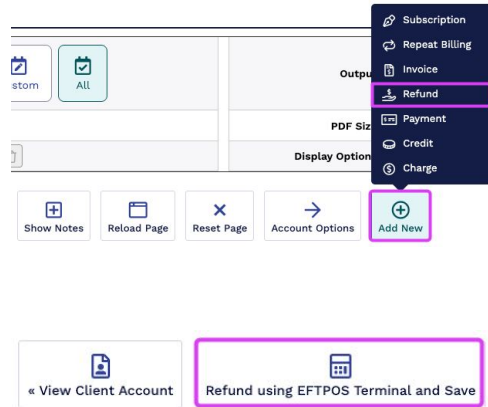
Perform a Test Refund Transaction

Steps

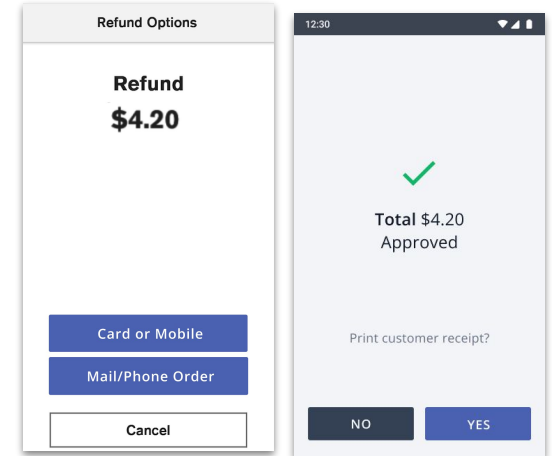
To perform a [Refund](#):

1. Open the client account.
2. Click [Add New](#)
3. Select [Refund](#)
4. Enter the [Amount](#)
5. Click [Integrated EFTPOS Terminals](#)
6. Select an integrated EFTPOS terminal (based on the EFTPOS terminal name you setup during pairing).
7. Click [Refund using EFTPOS Terminal and Save](#).

Example Screens



POS Screen



EFTPOS Terminal screens