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1. Introduction

This guide will detail how you install and use your ICT250 terminal, including Safety Instructions and instructions on transaction processing, printing reports and general maintenance of the terminal.

2. Important Safety Instructions

Upon receipt of your terminal you should check for signs of tampering of the equipment. It is strongly advised that these checks are performed regularly after receipt. You should check, for example: that the keypad is firmly in place; that there is no evidence of unusual wires that have been connected to any ports on your terminal or associated equipment, the chip card reader, or any other part of your terminal. Such checks would provide warning of any unauthorised modifications to your terminal, and other suspicious behaviour of individuals that have access to your terminal.

Your terminal detects any ‘tampered state’. In this state the terminal will repeatedly flash the message ‘Alert Irruption!’ and further use of the terminal will not be possible. If you observe the Alert Irruption!’ message, you should contact the terminal helpdesk immediately.

You are strongly advised to ensure that privileged access to your terminal is only granted to staff that have been independently verified as being trustworthy.

CAUTION: Never ask the customer to divulge their PIN Code. Customers should be advised to ensure that they are not being overlooked when entering their PIN Code.

General Safety Information

This equipment has been designed and manufactured to meet international safety standards but, like any electrical apparatus, due care must still be taken.

- Do read and understand the instructions before using the equipment.
- Do Not expose this apparatus to rain or moisture. For indoor use only.
- Do Not remove any screws or non-operator accessible covers.
- Do Not insert any metallic objects.
- Do Not stack telephone splitters.
- Do Not allow liquid to spill into cabinet openings.
- Do Not allow anything to rest on the power or telecomm cords and ensure all cables are routed to prevent damage or accidental contact.
- Do Not continue to operate the equipment if you are in any doubt about it working normally, or if it is damaged in any way. Switch off then withdraw the mains plug and consult your service agent.

Service Requirements

Operator Access (ESD Precaution)

This is an Electrostatic (ESD) sensitive area. As a minimum, the operator should be ‘Electrostatically Discharged’ via his/her hand to a suitable metallic earthing point prior to opening this area.

There are no other user serviceable parts inside. In the event of equipment malfunction, unplug the power supply. It is the responsibility of users requiring service to report the need for service to the authorised Service Agent.
Maintenance

Cleaning the Case
• DO NOT allow any water to enter inside the case. Remove any dust from the case using a damp cloth. To clean off accumulated dirt and grime, use a damp cloth that has previously been dipped in mild soap and water. Wring out thoroughly to remove excess water before use.
• DO NOT use solvents, cleaning fluids or abrasives. These materials could damage the plastic housing and any exposed contacts.

External Power Supply
• This apparatus is intended for use when supplied with power from a low voltage external power supply.
• Only an Ingenico approved power supply (CE Marked) specified for use with this Terminal may be used.
• Since this product does not have a disconnect device (ON/OFF switch), the Terminal and Power Supply must be installed near a suitable power socket which is easily accessible.
• In the event of a hazard or malfunction, the Power Supply Unit should be switched off at the socket before being unplugged from the mains.
• The power supply output lead should only be plugged into the product power input socket.
• The power supply will provide adequate power for the Terminal. The user should ensure that all other auxiliary apparatus, drawing power from the host, does not overload the power supply.
• Operate only a from a power source as specified on the Power Supply Unit.

A damaged mains cord (if not a replaceable type) or low voltage secondary input lead cannot be replaced by the user, the unit must be returned to the authorised service agent for essential repairs and/or replacement.

Connections

Interconnection to other equipment via the externally accessible ports on the Terminal must only be made as follows:

**Power Supply Input:** Operates at Safety Extra Low Voltage (SELV). Connect only to an Ingenico approved Power Supply (CE Marked) specified for use with the Terminal.

**Port(s), 6 way:** The RS232 type port(s) operate at SELV and must only be connected to a module of the same type ie. SELV.

**Public Switched Telephone Network (PSTN) Line, 6 Way:** MUST only be connected to a PSTN socket e.g. Telephone wall socket, PBX etc.

Under no circumstances must the PSTN cable be inserted into the RS232 ports. Take due care when attaching cables.
External Cables

DO NOT use any other external cables and/or cable lengths (must be less than 3 metres long) other than those specified and/or supplied by the manufacturer. Ensure all cables are routed to prevent damage or accidental contact.

MODEM

General Description
The Terminal has an integral modem that allows the Terminal to transfer transaction data to card companies host computer systems.

The internal modem supports: CCITT V22bis/V22/V21/V32, V32bis, V34 data transfer protocols. It has an automatic dialling facility.

Disclaimer
This equipment has been designed for connection to the local Public Switched Telephone Network (PSTN). The apparatus must not be subjected to any modification, in any material way, unless authorised by Ingenico. Nor must it be used with:

Internal Modem Software that has not been formally accepted by the manufacturer. External control Software or external control equipment which causes operation of the modem or associated call set-up equipment to contravene the requirements of the PSTN Network.

Systems to which the Modem may be connected
This Modem is only approved for connection to the following telecommunications systems:

1. The Public Switched Telephone Network (PSTN).
3. Private Branch Exchange (PBX) extensions, being a Branch Telecommunications System operating under a license.
4. The Modem is not suitable for shared service or 1+1 carrier systems nor as an extension to a payphone.

PLEASE NOTE: It cannot be guaranteed that the Modem will operate correctly under all possible conditions of connection to PBX’s. Any cases of difficulty should be referred in the first instance to Ingenico.

Connection
The modem is connected to the PSTN via a standard plug and flexible cord, which requires a suitable compatible socket (and adaptor if required).

Terminals connected to phone lines where a broadband service is present must be connected through an ADSL microfilter.

Dialling
This modem is suitable only for connection to direct exchange and/or PBX lines which provide Dual Tone Multi Frequency (DTMF) dialling facilities.

Ringer Equivalence Number (REN)
To determine the total number of items of apparatus that should be connected simultaneously to an exclusive PSTN line, the total REN values of each of the items of apparatus connected to the line should not exceed the maximum REN value 4.0. This value includes any Network operator provided instrument, each of which is assumed to have a REN value of 1.0 unless otherwise marked.
3. Declaration of Conformity

The CE marking indicates that the EFT930G complies with the requirements of European Directive 1999/5/EC of 9th March 1999. on Radio and Telecommunications Terminal equipment for:

- The protection of the health and safety of the user and any other person.
- The protection requirements with respect to electromagnetic compatibility.

and complies with the following harmonised standards:

<table>
<thead>
<tr>
<th>Standard Number</th>
<th>According to</th>
<th>Directive</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 60950-1 /12-2001</td>
<td>73/23/EEC</td>
<td>(Low Voltage Directive)</td>
</tr>
<tr>
<td>EN301489-1/7 / 08-2000</td>
<td>89/336/EEC</td>
<td>(EMV Directive)</td>
</tr>
</tbody>
</table>

And, for the whole range, complies with the European approval specification on connecting terminals with DTMF dialling to the public switched telephone network (Council Decision 1998/482/EC, Council Decision 1999/303/EC)

- TS 103021-1/2/3 /09-2003
- TR 103000-1/2/3/4 /06-2003
- ES 201187 /03-1999

WEEE Directive

The product belongs to the family of electrical and electronic equipment. Therefore it is subjected to the WEEE Directive which requires the collection and recycling at the end of the life of the product.

Ingenico products present the symbol for the marking of electrical and electronic equipment as required by the WEEE Directive.

The crossed through wheeled bin printed on the product gives information about the requirement not to dispose of WEEE as unsorted municipal waste and to collect such WEEE separately.

To ensure that the product is collected and recycled with respect to the environment, you must contact your supplier (contact the Ingenico local office or the commercial head office in charge of your country on www.ingenico.com <<contact us>> page).

The abandonment or uncontrolled disposal of waste can harm the environment and human health. So, by recycling your product in a responsible manner you contribute to the preservation of natural resources and the protection of human health.

Batteries
If your product contains batteries they must be disposed of at the appropriate collection points.
4. **Installing the Terminal**

**Installing the Terminal via PSTN**

Before switching the power on at the mains socket, ensure the mains supply is connected to the circular power port on the terminal’s connector box.

Ensure the supplied telephone cable is connected to the telephone IN port on the terminal's connector box, and into your telephone socket.

Position the terminal in a clear area where the display can be read and the keypad and card reader are easily accessible. Ensure that you have a Merchant Number to hand. This can be found on your Welcome Letter.

Now switch the power on at the mains supply.

**Dual Comms Mode**

You should use the \[\downarrow/\uparrow\] keys to highlight the required option and then press the GREEN button. For PSTN installation select Telephone (PPP).

1. Ensure the telephone line is connected to the terminal and to the wall socket and then press the GREEN button.

If your terminal is connected via a direct line select NO by pressing the YELLOW button.

2. If it is connected to a Switchboard/PABX select YES by pressing the GREEN button.

3. If you selected the Switchboard/PABX option, key in the number used to get an outside line (often 9) and then press the GREEN button.

4. If your telephone line has Call Waiting or 1571 press the GREEN button.

**PLEASE NOTE:** If you have Call Waiting and select NO when prompted, the terminal will be unable to dial for authorisation when a call message is waiting.

5. Key in your Merchant Number and press the GREEN button.

The terminal will start to dial the Host computer and a number of communication messages will be displayed.

6. The terminal may then contact any card acquirers it is configured to accept. Further communication messages will be displayed.
7. An installation report will then be printed displaying the card types that your terminal will accept.

8. Finally, the terminal will dial the Host computer to report the successful installation.

Installation is now complete and the terminal will display the READY prompt. Your terminal is now ready for use.

Check the date and time on your terminal. If this needs to be corrected refer to Section 29 of this guide for further details.

**Installing the Terminal via Ethernet (IP)**

Ensure the mains supply is connected to the circular power port on the terminal’s connector box.

Ensure that the Ethernet cable is connected to the ETH port on the terminal’s connector box, and to your router or network point.

Position the terminal in a clear area where the display can be read and the keypad and card reader are easily accessible.

Ensure that you have your Merchant Number to hand. This can be found on your Welcome Letter.

**Dual Comms Mode**

You should use the keys to highlight the required option and then press the GREEN button to select.

For installation over IP select Local Network.

1. Ensure the Ethernet cable is connected to the terminal and press the GREEN button.

2. Key in your Merchant Number and press the GREEN button.

The terminal will attempt to connect to the Host computer and a number of communication messages will be displayed.

The terminal may then contact any acquirers it is configured to accept. Further communications messages will be displayed.

3. An installation report will then be printed displaying the card types that your terminal will accept.

Finally, the terminal contact the Host computer to report the successful installation.
4. Installation is now complete and the terminal will display the READY prompt. Your terminal is now ready for use.

Check the date and time on your terminal, if this needs to be corrected refer to Section 29 of this guide for details on how to do this.

5. **Using the Terminal**

**Inserting a Chip Card into the Terminal**

The card should be inserted into the terminal with the chip facing uppermost. The terminal can detect if a chip card has been swiped as a magnetic card.

If the card has not been inserted previously, it will prompt you to insert the card.

If the card is inserted the wrong way or there is a problem with the chip, the terminal will prompt for the card to be removed and inserted again.

The terminal will prompt you when the card is to be removed.

**Swiping a Card**

The card should be swiped with the black magnetic stripe facing the terminal and running along the bottom of the card.

Make sure that the bottom of the card runs firmly along the bottom of the card swipe and that the card is swiped at even speed.

The speed of the card swipe should not be too slow as this can sometimes cause problems when the terminal is reading the card.

**PLEASE NOTE:** It is important to swipe cards correctly through the terminal so that they can be read by the card reader.
Application Selection

Some cards support multiple card schemes and during the transaction flow the cardholder may be required to choose which card scheme to use. At this time you should hand the terminal to the Cardholder.

The cardholder should press the YELLOW button to scroll through the options and then press the GREEN button to select the appropriate one.

(Please refer to Section 6 of this guide for instructions on how to complete a Sale.)

Using the Menus

The Transaction Menu enables you to perform a transaction on the terminal.

At the READY prompt press the MENU button.

The first option on the list will be highlighted.

The actual options shown may differ from those shown here.

PLEASE NOTE: Only three options can be displayed on the terminal screen at any one time.

Use the keys to view the available options.

Press the GREEN button to select a highlighted option. The terminal will return to the READY display if no option is selected within 30 seconds.

The System Menu enables you to perform an administration function on the terminal.

Select the System Menu by following the instructions below.

At the READY prompt press the MENU button until the System Menu is displayed. Other menu options may appear before/after depending on your configuration.

Use the keys to view the available options and press the GREEN button when the required option is highlighted.

Throughout the transaction flows in this guide, all your instructions are denoted by this unshaded display.

All instructions to be carried out by the customer are denoted by this shaded display. At this time you should return the terminal to the customer and ask them to follow the instructions displayed.
6. **Sale (Inserting a Card)**

1. Depending on your terminal’s configuration you will initiate a sale transaction either by keying in the transaction amount, or else inserting or swiping the customer’s card. If your terminal is set up for amount entry first, and you insert the customer’s card from the READY prompt, the message ‘REMOVE CARD PLEASE’ will be displayed on the terminal.

   If the customer’s card has been swiped, please see Section 7 - Sale (Swiping a Card).

2. The terminal will check the card. If the customer presents a card which supports multiple card schemes they may be required to choose which card scheme to use.

3. Enter the amount of the transaction and then press the GREEN button.

   If you make a mistake, press the YELLOW button and re-enter the correct amount.

   Your terminal may be configured to allow Cashback, if required press the GREEN button. If Cashback is not required press the YELLOW button and continue from step 4 below.

   If Cashback was required, enter the Cashback amount and press the GREEN button.

   If Cashback is not configured, continue from step 4 below.

---

### Entering Letters

You may need to enter letters using your terminal. Most numeric buttons have alphabetical characters allocated to them.

- **2**: e.g. the number 2 button has A, B and C allocated to it
- **5**: e.g. the number 5 button has J, K and L allocated to it

To enter a letter press the relevant number button and then the MENU button to scroll through the letters until you select the character required. To enter the next letter you must select the relevant number button again. To enter a space press the 0 button followed by the MENU key.

If a mistake is made when entering numbers or letters, press the YELLOW button until the incorrect numbers or letters have been removed. Then re-key the correct entry.

Once all the numbers or letters have been entered press the GREEN button to accept the entry.

---
4. The customer should enter their PIN. As they do so asterisks will appear on the screen.

If numbers are entered incorrectly during this process use the YELLOW button to delete and then re-key the correct PIN.

5. The terminal will now dial for authorisation and a number of messages will appear on the screen.

6. The terminal will now print a receipt which the CUSTOMER must retain for their records.

7. Tear off the receipt and press the GREEN button to continue. Should you require a reprint of the receipt press the MENU button.

8. You will now be prompted to remove the customer’s card. The terminal will then print a MERCHANT receipt which must be kept for your records.

9. Press the GREEN button and the terminal will return to the READY prompt. If a re-print is required press the MENU button.

**PLEASE NOTE:** Depending on the terminal configuration the full card number may not be printed on the receipts.

### 7. Sale (Swiping a Card)

1. The customer should hand their card to you to swipe through the terminal.

2. Once the card has been swiped the terminal will check the card. You may be prompted to confirm the last four digits of the card number. Key in the last four numbers from the customer’s card and then press the GREEN button.
8. Voice Referrals

Sometimes transactions will require you to obtain a voice referral from the Authorisation Centre. As a security measure your terminal may have been set up to request either the swipe of the Supervisor Card or the input of a Referral Password when this situation arises.

Please follow the process below if your terminal has been set up to ask for a Referral Password.

The following screens will be displayed if the transaction gets a referral message from the acquiring host:

The card should be removed from the terminal and handed to the operator who will be contacting the Authorisation Centre. The Authorisation Centre telephone number will be displayed.
You may be asked to swipe your Supervisor card or enter your Referral Password and then press the GREEN button to continue. If you have not set up your Referral Password please see Section 9.

Once you have spoken to the Authorisation Centre if the transaction is authorised press the GREEN button to continue with the transaction or, if authorisation is declined, press the YELLOW button.

If the YELLOW button is pressed, the terminal will display ‘Not Authorised’ and print a ‘Not Authorised’ receipt. If the GREEN button is pressed, enter the authorisation code provided by the Authorisation Centre and press the GREEN button.

The terminal will now print the receipts and then return to the READY prompt.

**Incorrect Code/Password**

If you enter an incorrect Password this screen will be displayed, press the YELLOW button to retry.

If an incorrect Password is entered at the second attempt this screen will be displayed, press the GREEN button for a final retry.

Once the number of tries has been exceeded the terminal will cancel the transaction, print ‘Cancelled’ receipts and return to the READY prompt.

### 9. Setting the Referral Password

At the READY prompt, press the MENU button twice. Use the arrow keys to view the available options and press the GREEN button when the SELECT FUNCTION option is highlighted.

Enter the number 23 and then press the GREEN button, the terminal will ask you to swipe the Supervisor card or enter your Supervisor code.

Now press the GREEN button to select the option to Set the Referral Password.

Selecting the YELLOW button will return the terminal to the READY prompt.
If this is the first time the Password has been set please enter 0000 and then press the GREEN button.

If the code is to be reset key the current code and then press the GREEN button.

Enter a new Referral Password and then press the GREEN button.

Re-key the new Referral Password to confirm and then press the GREEN button.

The terminal will print a receipt to confirm the Password has been changed and will return to the READY prompt.

10. Refund

1. At the READY prompt, press the MENU button.

2. Using the key highlight REFUND and then press the GREEN button.

3. Either key in the amount of refund transaction and then press GREEN button or swipe/insert card in the terminal and then key in the refund amount.

If performing a swiped transaction, your terminal may prompt you to enter the last four digits of the card number. If so, key in the last four digits of the customer’s card number and press the GREEN button.

The terminal will check the card. If a customer presents a card that supports multiple card schemes, they may be required to choose which card scheme to use.

You may be prompted to either swipe your Supervisor Card or key in your Supervisor code. PIN entry is not required on refunds. The transaction will proceed as a signature verified sale.

(Please refer to Section 6 of this guide for instructions on how to complete a Sale.)
11. **Purchase with Cashback**

This menu option only needs to be used to provide Cashback when normal Sale transactions are performed with a gratuity. Selecting this option allows a transaction to be carried out with Cashback instead of with gratuity.

**PLEASE NOTE:** Only certain types of debit cards allow Purchase with Cashback.

1. At the READY prompt, press the MENU button.

   READY  
   Merchant Number  
   12345678

2. Using the key highlight PURCHASE WITH CASHBACK and then press the GREEN button.

   TRANSACTION MENU  
   Refund  
   Sale  
   Purch. with Cashback

3. Either key in the sale amount and then press the GREEN button, or swipe/insert card in the terminal and then key in the sale amount.

   PWCB  
   Key in Sale Amount: 0.00  
   and then press ENTER

4. Key in the amount of cashback required and then press the GREEN button.

   PWCB  
   Key in Cash Amount: 0.00  
   and then press ENTER

The transaction will now continue as a normal sale transaction. Please refer to Section 6 of this guide for how to complete a Sale transaction.

**PLEASE NOTE:** The full card number may not be printed on the merchant’s receipt depending on the terminal configuration.

12. **Cash Advance**

This option is only available for certain types of business. Please contact Customer Services for further information.

**PLEASE NOTE:** Only certain types of credit cards allow Cash Advance.

1. At the READY prompt, press the MENU button.

   READY  
   Merchant Number  
   12345678

2. Using the key highlight CASH ADVANCE and then press the GREEN button.

   TRANSACTION MENU  
   Refund  
   Cash Advance  
   Force Refund
3. Either key in the transaction amount and then press the GREEN button, or swipe/insert card in the terminal and then key in the transaction amount.

If performing a swiped transaction, your terminal may prompt you to enter the last four digits of the card number. If so, key in the last four digits of the customer’s card number and press the GREEN button.

The transaction will now continue as a normal sale transaction. Please refer to Section 6 of this guide for how to complete a Sale transaction.

13. **Add Gratuity as a Percentage**

If the terminal is configured for gratuity this can be added as a percentage of the total or as an actual value.

Press the GREEN button if a gratuity is to be added.

If gratuity with percentage is enabled the following screen will be displayed:

<table>
<thead>
<tr>
<th>Amount</th>
<th>£10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer to</td>
<td></td>
</tr>
<tr>
<td>Enter a Gratuity</td>
<td></td>
</tr>
<tr>
<td>Press ENTER</td>
<td></td>
</tr>
</tbody>
</table>

| Gratuity Percentage | |
|--------------------||
| 1- 5 %             | |
| 2- 10 %            | |
| 3- 15 %            | |
| 4- 20 %            | |
| 5- Other           | |

Select a “Fixed Percentage” from the available options or select “OTHER” to key in the an amount.

<table>
<thead>
<tr>
<th>Total</th>
<th>£10.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer to</td>
<td></td>
</tr>
<tr>
<td>Confirm Total</td>
<td></td>
</tr>
<tr>
<td>Press Total</td>
<td></td>
</tr>
</tbody>
</table>

14. **Purchase with Gratuity (Restaurants)**

**PLEASE NOTE:** This option is only available for certain types of business. Please contact Customer Services for further information.

1. At the READY prompt either key in the transaction amount and then press the GREEN button, or swipe/insert card in the terminal and then key in the transaction amount.

If performing a swiped transaction, your terminal may prompt you to enter the last four digits of the card number. If so, key in the last four digits of the customer’s card number and press the GREEN button.

2. The terminal will check the card.
3. Your terminal may prompt you to enter the Waiter ID. If so, enter the relevant Waiter ID and press the GREEN button. You may also be prompted to enter the table number.

(Please see Section 28 for more information on Waiter ID's)

4. The customer will be asked to confirm the amount. They should press the GREEN button to accept or the YELLOW button to reject.

If the customer rejects the amount, the customer should return the terminal. You will then be prompted to swipe the Supervisor card or key in your Supervisor code and then re-enter the amount.

5. If the customer does not want to add a gratuity, they should press the YELLOW button and the transaction will then proceed from step 8. If the customer wishes to add a gratuity, they should press the GREEN button.

6. The customer will now be prompted to key in the gratuity amount and then press the GREEN button or if the gratuity percentage is available refer to Section 13.

7. The customer will be prompted to enter their PIN. Once the PIN has been entered, the customer should press the GREEN button to confirm.

**PLEASE NOTE:** Removing the card will VOID the transaction.

8. The terminal will dial the authorisation centre, displaying various messages. The terminal will then confirm if authorisation has been obtained.

9. The terminal will now print the customer’s receipt. Press the GREEN button if the receipt has been printed correctly. If the receipt is not correct, PRESS the MENU key to re-print receipt.

10. Press the GREEN button and the customer will be prompted to remove the card.

11. The terminal will then print a MERCHANT receipt which should be retained for your records. If the receipt has not printed correctly, press the MENU key to re-print the receipt.

12. Press the GREEN button and the terminal will return to the READY prompt.
15. **Refund with Gratuity**

1. At the READY prompt, press the MENU button. Using the key highlight REFUND and then press the GREEN button.

2. Key in the total amount including any gratuity and press the GREEN button, or insert/swipe the customer’s card and then key in the total amount.

If performing a swiped transaction, your terminal may prompt you to enter the last four digits of the card number. If so, key in the last four digits of the customer’s card number and press the GREEN button.

The terminal will check the card. If the customer presents a card that supports multiple card schemes, you may be required to choose which card scheme to use. You may also be prompted to swipe the Supervisor Card or key in your supervisor code.

3. If a gratuity has been added, press the GREEN button. If no gratuity has been added, press the YELLOW button.

4. If a gratuity has been added, enter the amount of the gratuity and press the GREEN button.

5. You may be asked to key in the Waiter ID from the original transaction and press the GREEN button.

The transaction will now proceed as a normal sale transaction. Please see Section 6 for information on how to complete a sale transaction.

16. **Pre-Authorisation**

Please note: this option is only available for certain types of business. Please contact Customer Services for further information.

Where there is the likelihood of a large value transaction, such as a hotel or car hire bill, a
A pre-authorisation transaction for the expected value can be made. If, following a pre-authorisation transaction, the value of the transaction increases (e.g. as a result of an extended stay at an hotel) a further pre-authorisation may be required.

1. At the READY prompt, press the MENU button. Using the key highlight PRE-AUTH and then press the GREEN button.

2. Key in the amount of the transaction and press the GREEN button, or insert/swipe the customer’s card and then key in the transaction amount.

If performing a swiped transaction, your terminal may prompt you to enter the last four digits of the card number. If so, key in the last four digits of the customer’s card number and press the GREEN button.

3. Key in the amount of the transaction and press the GREEN button.

The transaction will now continue as a normal sale transaction. Please refer to Section 6 for information on how to complete a sale transaction.

17. Completion

Please Note: If the final bill is more than the total pre-authorised amount, a further pre-authorisation may be required for the difference which must be obtained prior to carrying out the completion transaction. This will be completed automatically by the terminal.

The following procedure will complete a pre-authorised transaction when the final amount is confirmed with the customer.

1. At the READY prompt, press the MENU button. Using the key highlight COMPLETION and then press the GREEN button.

2. Key in the amount of the transaction and press the GREEN button, or insert/swipe the customer’s card and then key in the transaction amount.

3. You will then be prompted to enter the last pre-Authorised code and press the GREEN button.

The transaction will now continue as a normal sale transaction. Please refer to Section 6 for information on how to complete a sale transaction.
18. Key Entering Card Details and Mail Order Transactions

You may need to key enter a customers card details if their card is faulty or if you are entering a mail order transaction where the customer is not present.

A. Mail Order Transactions:
Begin at Step 1: if you are performing a Mail Order Transaction

B. Card Read Failure or Key Card Number:
Begin at Step 2 if: You have swiped a customer’s card at the READY prompt and the terminal displays ‘CARD READ FAILURE’

OR

If you have selected the Sale option from the Transaction menu and unsuccessfully swiped the card three times, and the terminal displays ‘Key in Card Number.’

1. At the READY prompt press the MENU button.
   Use the key to view the available options and press the GREEN button when the required option is highlighted.

2. Key in the amount of the transaction and then press the GREEN button, or key enter the customer’s card number when you see this prompt. The card number will be displayed as it is keyed in.

3. The terminal will check the card number. Key in the card expiry date and press the GREEN button.

4. You may be asked to enter the start date or issue number from the card. Enter them as they appear on the card and press the GREEN button.

5. If the customer is present, press the GREEN button. If this is a mail order transaction, press the YELLOW button and proceed from step 9 below.
6. If not entered earlier in the process, key in the amount of the transaction and press the GREEN button.

The terminal will now dial for authorisation. The authorisation code will be displayed. Press the GREEN button.

7. A receipt will now be printed. Obtain the customer’s signature. If the signature is OK, press the GREEN button. If it is not, press the YELLOW button and the transaction will be voided.

8. The signed receipt should be kept for your records. The terminal will now print a receipt for the customer. Pass the receipt to the customer and the transaction is complete.

9. If this is a mail order transaction, the YELLOW button will be pressed when asked if the customer is present.

If not entered earlier in the process, key in the amount of the transaction and press the GREEN button.

IF YOUR TERMINAL IS CONFIGURED FOR CSC/AVS (A CARDHOLDER VERIFICATION SERVICE) PROCEED AS FOLLOWS.

If you see this prompt, key in the 3 digit security code, which can be found on the signature strip on the back of the customer’s card. Now press the GREEN button.

NOTE: The security code for American Express cards is a four digit code and can be found on the front of the card.

Your terminal may then prompt you to do the following:

Enter the numeric digits from the customer’s Post Code, (i.e EH11 9YE would be entered 119) and then press the GREEN button.

Enter the customer’s house number, (i.e Flat 5, 29 High Street would be entered 529) and then press the GREEN button.

10. The terminal will now dial out for authorisation and the authorisation code will be displayed. Press the GREEN button.
The terminal will display the results of the address check and the result will be printed on the merchant receipt.

The ‘security message’ will advise the response for any information entered at the Security Code, Address and Post Code prompts.

<table>
<thead>
<tr>
<th>Message Text</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL MATCH</td>
<td>All data entered is correct</td>
</tr>
<tr>
<td>SEC CODE MATCH ONLY</td>
<td>Only the Security Code is correct</td>
</tr>
<tr>
<td>ADDRESS MATCH ONLY</td>
<td>Only the Address is Correct</td>
</tr>
<tr>
<td>NO DATA MATCHES</td>
<td>None of the data entered is Correct</td>
</tr>
<tr>
<td>DATA NOT CHECKED</td>
<td>The data has not been checked</td>
</tr>
</tbody>
</table>

11. To accept the transaction press the GREEN button and a customer receipt will be printed. Press the GREEN button again and this will print a copy of the receipt for your records.

To decline the transaction press the YELLOW button and a void receipt will be printed for the customer. Press the GREEN button again and a void receipt will be printed for your records.

19. **Reversal**

You can reverse the last previously authorised Sale or Refund transaction provided the reversal is carried out within 30 seconds of completing the original transaction.

1. At the READY prompt, press the MENU button.

Using the ↓ key highlight REVERSAL and then press the GREEN button.

2. The terminal will dial the authorisation centre and display the message CONNECTION MADE. The terminal will now confirm the reversal is successful and print a receipt.

3. Tear off the receipt and give this to the customer as a copy of the transaction. Press the GREEN button. The terminal will now print a copy of the receipt for you to retain for your records.

Press the GREEN button and the terminal will return to the READY prompt.
If a reprint is required press the MENU button.

20. **PIN Entry Failure**

If an incorrect PIN has been entered the terminal will display INCORRECT, RE-ENTER PIN.

The cardholder should enter their PIN again and press the GREEN button.
The cardholder has three attempts to enter their PIN after which the terminal will display the message: PIN TRIES EXCEEDED.

If this message is displayed the customer will need to contact their card issuer.

The transaction will continue and seek authorisation with a signature verification. Press the GREEN button to continue the transaction.

21. Cancelling Transactions

1. CANCELLING BEFORE AUTHORISATION
A transaction can be cancelled at any time before authorisation has been obtained.

Press the RED button. The terminal will display CANCELLED and print a receipt for the customer which will be marked as cancelled.

Then press the GREEN button and the terminal will print a merchant receipt for your records.

Press the GREEN button again and the terminal will then return to the READY prompt.

2. CANCELLING AFTER AUTHORISATION BUT BEFORE COMPLETION
When carrying out a swiped transaction and the transaction requires cancelling after authorisation has been obtained, but before the transaction has been completed, press the YELLOW button at the ‘SIGNATURE OK’ prompt to select ‘NO’ and reject the signature.

The transaction will be cancelled and a void receipt will be printed.

3. CANCELLING AFTER COMPLETION OF A TRANSACTION
If the transaction requires cancelling after the transaction has been completed a REVERSAL or a REFUND will need to be performed. (Please refer to Section 30 for Reversal or Section 10 for Refund)

PLEASE NOTE: Reversal transactions can only be carried out within 30 seconds of the transaction taking place.

4. CANCELLING THE TRANSACTION BY THE CUSTOMER
If the customer selects to cancel a transaction, they will be asked to confirm if they wish to do so and return the terminal. You should then remove their card and press the GREEN button and the terminal will print out a receipt for the customer and one for your records.

22. Clearing Mistakes

If a mistake is made when entering numbers or letters, press the YELLOW button until the incorrect numbers or letters have been removed or press the RED button to erase all input. Now re-key the correct entry.
23. **Printing Duplicate Receipts**

At the READY prompt press the MENU button. Use the key to view the available options and press the GREEN button when the Duplicate Receipt option is highlighted.

2. Press the GREEN button to print a duplicate receipt. It is not an exact copy of either a customer or merchant receipt and has Duplicate Receipt printed on it.

24. **X and Z Totals**

X - Totals can be printed at any time throughout the day and give a sub-total of all transactions performed. X - totals do not reset the totals within the terminal.

Z - Totals show the total of all transactions processed through the terminal for each card company since the last Z-Totals were performed. Once Z-Totals have been completed the totals within the terminal are reset to zero.

X-Totals will also be reset. Z-Totals are not connected to your Banking totals.

1. At the READY prompt, press the MENU button twice. The TOTALS option will be highlighted. Press the GREEN button and the TOTALS menu will be displayed.

2. Use the key to view the available options and press the GREEN button when the required option is highlighted.

3. You will then be asked to swipe the Supervisor Card or enter your Supervisor code.

4. Press the GREEN ENTER button to proceed or the YELLOW button to cancel.

5. The terminal will print the report. Press the MENU button if you wish to reprint the report. If not, press the GREEN button and the terminal will return to the READY prompt.
25. **Waiter Totals**

1. At the READY prompt, press the MENU button twice. The TOTALS option will be highlighted. Press the GREEN button and the TOTALS menu will be displayed.

2. Use the arrow buttons to view the available options and press the GREEN button when the Waiter Totals option is highlighted.

You will then be asked to swipe the Supervisor Card or enter your Supervisor code.

3. Press the GREEN button to print the totals.

4. To reset the Waiter Totals press the GREEN button and the totals will be reset. The terminal will now return to the READY prompt.

26. **End-of-Day Banking**

Banking should be carried out at the end of each business day once the last customer has left the premises. This is to make checking credits and reconciliation with your bank statements easier.

**Please note:** If your acquirer has set a cut-off time for end-of-day banking, please note the following: To ensure that your statement totals balance, it is important that you carry out your End-of-Day Banking before the cut-off time set by your acquirer. For information regarding these times please contact Customer Services.

1. At the READY prompt, press the MENU button twice. The TOTALS option will be highlighted. Press the GREEN button and the TOTALS menu will be displayed.

2. Use the arrow buttons to view the available options and press the GREEN button when the End of Day option is highlighted.

You will then be asked to swipe the Supervisor Card or enter your Supervisor code.

3. Press the GREEN button to proceed.
4. You will now have the choice of selecting totals for ALL card types or selecting those card types you wish to bank.

5. Press the GREEN button to reconcile ALL card types and the terminal will contact each acquirer before printing the report or press the YELLOW button to select the acquirers you wish to reconcile.

Please Note: This screen will only be displayed if your terminal is set up with more than one acquirer.

6. You will now be shown a list of the individual acquirers. Press the GREEN button to reconcile an acquirer or press the YELLOW button if you do not want to reconcile a particular acquirer.

7. Once the desired acquirers have been selected, the terminal will dial the selected acquirers. You will be prompted to wait while the terminal prints a banking report.

8. After all acquirers have been banked, tear off the receipt and press the GREEN button. The terminal will return to the READY prompt.

Please note: If ‘Stored’ or ‘Session Totals Not Agreed’ is printed on your End-of-Day receipt, please contact Customer Services.

27. Entering Function Codes

There may be occasions when you have further requirements of your terminal. These can be met through the use of Function Codes.

1. At the READY prompt, press the MENU button twice. Use the arrow buttons to view the available options and press the GREEN button when the Select Function option is highlighted.

2. Key enter the function code required and then press the GREEN button.

Once the function code has been entered, follow the prompts displayed by the terminal. You may be prompted to swipe your Supervisor Card or enter the Supervisor code.

The following codes are available for you to use:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Print Transaction Log</td>
<td>Refer to Section 30</td>
</tr>
<tr>
<td>30</td>
<td>Set Date/Time</td>
<td>Refer to Section 29</td>
</tr>
<tr>
<td>40</td>
<td>Waiter Setup</td>
<td>Refer to Section 28</td>
</tr>
</tbody>
</table>
28. **Waiter ID’s (Restaurants)**

**Default Waiter 0**

A default waiter, Waiter 0: SHARED will be created automatically by the terminal. This can be used if you do not want to create individual Waiter ID’s.

All Sale transactions with gratuity will add tips/gratuities to this waiter without the need for a waiter ID to be entered during transaction processing.

The total of all ’Waiter 0’ tips/gratuities will be printed as part of the Waiter Totals Report showing the total value of tips/gratuities performed.

**Adding an Individual Waiter ID**

Your terminal can be configured to recognise individual Waiter ID’s. These make it possible to identify which staff member has dealt with the transaction. The Waiter ID will be printed on the receipt.

1. At the READY prompt press the MENU button twice.
2. Using the \(\n\) key to highlight the Select Function option and then press the GREEN button.
3. Enter the number 40 and then press the GREEN button.
4. Swipe the Supervisor Card or enter your Supervisor code.
5. If you want to proceed to the Waiter Setup menu, press the GREEN button. If not, press the YELLOW button to return to the READY prompt.
6. Using the \(\n\) key, highlight Add and then press the GREEN button.
7. Your terminal will automatically allocate the next available Waiter ID. Key in the text/name description and press the GREEN button (this field is limited to 10 characters).

(Please refer to Section 5, ‘Entering Letters’ of this guide for instructions on how to enter letters).

A total of 99 waiters can be added.
Deleting a Waiter ID
Follow steps 1 to 5 above and select Delete from the WAITER SETUP menu, now proceed as follows:

1. Key in the Waiter ID code that is to be deleted and then press the GREEN button.

2. If you want to proceed to delete the Waiter, press the GREEN button.
   
   If not, press the YELLOW button.

Changing a Waiter ID
Follow steps 1 to 5 of Section 28 (Adding an Individual Waiter ID) and select Change Name from the WAITER SETUP menu. Now proceed as follows:

1. To change a Waiter Name, key in the Code of the Waiter that requires change and then press the GREEN button.

2. Amend the Waiter Name by using the RED and YELLOW buttons to erase letters. (Please refer to Section 5 of this guide for instructions on how to enter letters). Press the GREEN button and the terminal will return to the Waiter Setup Menu.

Creating Default ID’s

When using the Create Defaults option, the terminal automatically creates numbered Waiters from 1 to 99 instead of named Waiters.

Follow steps 1 to 6 of Section 28 (Adding an Individual Waiter ID) and select Create Defaults from the WAITER SETUP menu.

If Waiters do not yet exist
When asked whether you would like to create defaults on your terminal, press the GREEN button to accept. To decline, press the YELLOW button.

If Waiters already exist
If Default Waiters exist on your terminal and you wish to add a named waiter, this screen will be displayed. You MUST delete a Default Waiter before a named waiter can be added. Press the GREEN ENTER button.
29. How to Change the Date and Time

The terminal has a built-in clock which maintains the current date and time. If necessary you can also change the date and time manually.

1. At the READY prompt, press the MENU button twice. Use the ▼ key to view the available options and press the GREEN button when the Select Function option is highlighted.

2. Key enter the number 30 and press the GREEN button. You will then be asked to swipe the Supervisor Card or key in your Supervisor code.

3. The current date will be displayed. Re-key the correct date and press the GREEN button.

4. The current time will be displayed. Re-key the correct time and press the GREEN button.

The terminal will return to the READY prompt.

30. How to Print a Transaction Log

This function allows you to print a log of your last 100 transactions, should the need arise for example to check any financial discrepancies.

1. At the READY prompt, press the MENU button twice. Use the ▼ key to view the available options and press the GREEN button when the Select Function option is highlighted.

2. Key enter the number 16 and press the GREEN button. You will then be asked to swipe the Supervisor Card or key in your Supervisor code.

3. To print a transaction log for the selected acquirer, press the GREEN button.

If not press the YELLOW button.
4. Press the GREEN button again and the transaction log for that acquirer will be printed. It will show the previous 20 transactions for that acquirer. Step 3 and 4 will repeat for each acquirer.

Once all have been printed, press the GREEN button and the terminal will return to the READY prompt.

31. **How to Change a Paper Roll**

1. Hold the terminal securely in one hand. With the other hand, and by using two fingers, lift the printer cover release as shown. Fully open the printer cover and remove the old roll of paper.

2. Unstick the end of the new roll. Leaving the end free, hold the paper roll and carefully place into the printer compartment.

3. Holding the free end of the paper and your terminal, close the printer cover carefully and push firmly until it locks.

4. While your terminal is displaying the idle screen, press and hold the YELLOW button to ensure that the paper feeds correctly. Only paper rolls that are 57mm wide and 40mm in diameter can be used in your terminal. Attempting to fit rolls of a different size may damage your terminal.

Insurance the Terminal

Although you rent your terminal for a monthly charge it is strongly recommended that you insure the terminal against loss or damage to a value as recommended by your acquirer.

32. **Security Warning Notice**

This terminal is used for the secure transfer of funds using credit and debit cards. As such it is designed as a high security device.
Should you suspect that the terminal might have been removed, stolen or apparently modified or replaced then you should advise your Bank immediately and stop using the terminal until advised by the Bank accordingly. This is to protect both your business and also the persons who have or will continue to use your terminal.

Please be vigilant at all times and check your terminal regularly.

33. Helpful Hints

Terminal Tips

• Your terminal unit should be left in your retail premises and plugged into a 24 hour power supply and telephone line at all times.

• If the terminal display is blank, ensure the terminal is plugged into the power supply.

• If you have poor quality printing, change the paper roll.

• Keep your Supervisor card in a secure place. Anyone with access to this card may perform un-authorised refunds. If your terminal is configured for Supervisor code do NOT write this down or give this to anyone.

Financial Tips

• Always check you have keyed in the correct amount before going ahead with the transaction.

• If you are referred for an authorisation code, read the amount from the slip to ensure you have the correct amount (It has been known for the amount of 2,000.00 to be keyed instead of 200.00. A code is then obtained for the 200.00 but the cardholder is debited for the keyed amount of 2,000.00)

• Always check your bank statement on a regular basis to ensure you are receiving your credits and that the amounts are correct.

• Remember to reconcile the terminal each day as this will generate all the funds to your bank account.

• You will not be credited with ‘Z Totals’ as these are running totals for your records and do not generate funds to your account.

• Keep your copy transaction slips in a safe place. There may be occasions when you are asked to provide copies of these.

• Please ensure that Refund transactions show as REFUND ACCEPTED.

• If the terminal prints the message ‘Totals not Agreed’ when you carry out your End of Day Banking, please contact the Helpdesk.

• If ‘Stored’ is printed on your End Of Day report please contact the Helpdesk.
## 34. Miscellaneous Prompts

Below are explanations for some of the common prompts displayed by the terminal.

<table>
<thead>
<tr>
<th>PROMPTS</th>
<th>CAUSE/REASON</th>
<th>REMEDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Auth centre</td>
<td>Assistance required.</td>
<td>Call the Authorisation Centre on the number displayed by the terminal. Once you have spoken to the Authorisation Centre press the GREEN button and follow the prompts displayed by the terminal.</td>
</tr>
<tr>
<td>Call Helpdesk</td>
<td>Assistance required.</td>
<td>Please contact your Helpdesk.</td>
</tr>
<tr>
<td>Not Authorised</td>
<td>The card issuer has declined to authorise the transaction.</td>
<td>Ask the customer to pay by some other means and press the YELLOW button.</td>
</tr>
<tr>
<td>Referral</td>
<td>Assistance required.</td>
<td>Call the Authorisation Centre on the number displayed by the terminal. When the call is answered quote the referral message and your Merchant Number.</td>
</tr>
<tr>
<td>Unable to Authorise</td>
<td>Transaction declined by the card.</td>
<td>Ask the customer to pay by some other means and press the YELLOW button.</td>
</tr>
<tr>
<td>Unable to Connect</td>
<td>Terminal not connecting to host via a telephone line.</td>
<td>Check the telephone line is connected properly. Call the Helpdesk for guidance.</td>
</tr>
</tbody>
</table>