

User guide for POS terminals:
Castle MP200
Basic Edition



INSTALLATION / TURN- ON THE TERMINAL	<ol style="list-style-type: none"> 1. Plug in the power cable. 2. Press the power button to turn on the terminal.
SALE WITH CARD	<ol style="list-style-type: none"> 1. Press any key followed by the green key "Enter", to exit sleep mode. 2. Enter the amount followed by the green key "Enter". <ul style="list-style-type: none"> - If the card only has a magnetic stripe, swipe it through the slot on the side of the terminal. - If the card has a chip, insert it into the slot on the front of the terminal. If the terminal prompts for the PIN, pass the terminal over to the customer to enter it. - If the card is contactless, then TAP the card on the screen of the terminal and wait until a beep is heard. If the terminal prompts for the PIN, pass the terminal over to the customer to enter it. 3. Approval "XXXXXX" <ul style="list-style-type: none"> - Enter cardholder's mobile number for a receipt via sms by choosing "YES", or "NO" if no sms receipt is required. - If "YES" is selected, the JCC sms receipt will be sent to the cardholder.
VOID TRANSACTION	<ol style="list-style-type: none"> 1. Press any key followed by the green key "Enter", to exit sleep mode. 2. - Use the up & down arrow keys (▲ ▼) to locate "BATCH" and press the green key "Enter". <ul style="list-style-type: none"> - Use the up & down arrow keys (▲ ▼) to locate "REVIEW" and press the green key "Enter". 3. - You may select the invoice you wish to VOID through a search -INV (4-digit number). <ul style="list-style-type: none"> - Press the red key "X" to go back and use up & down arrow keys (▲ ▼) to locate "TRANS" and press the green key "Enter". 4. - Use the up & down arrow keys (▲ ▼) to locate "VOID" and press the green key "Enter". <ul style="list-style-type: none"> - Insert the merchant's password (four digits number provided by JCC) and then press the green key "Enter". - Enter the invoice number found under <> from review menu and press the green key "Enter". 5. TAP/Insert/Swipe card or press "Enter" for manual entry (If you want to manually enter the card number). Re-enter the card number and the expiration date (If you have selected to manually enter the card number). 6. Approval "XXXXXX" <ul style="list-style-type: none"> - Enter cardholder's mobile number for a receipt via sms by selecting "YES", or "NO" if no sms receipt is required. - If "YES" is selected, the JCC sms receipt will be sent to the cardholder.
RETURN OF AMOUNT	<ol style="list-style-type: none"> 1. Press any key followed by the green key "Enter", to exit sleep mode. 2. Use the up & down arrow keys (▲ ▼) to locate "TRANS" and press the green key "Enter". 3. Use the up & down arrow keys (▲ ▼) to locate "RETURN" and press the green key "Enter". 4. Enter the 4-digit merchant's password, as given to you by JCC, and press the green key "Enter". 5. Type the amount and press and press the green key "Enter". 6. TAP/Insert/Swipe card or press "Enter" for manual entry (If you want to manually enter the card number). Re-enter the card number and the expiration date (If you have selected to manually enter the card number). 7. Approval "XXXXXX" <ul style="list-style-type: none"> - Enter cardholder's mobile number for a receipt via sms by choosing "YES", or "NO" if no sms receipt is required. - If "YES" is selected, the JCC sms receipt will be sent to the cardholder.
BATCH TRANSMISSION	<ol style="list-style-type: none"> 1. Use the up & down arrow keys(▲ ▼) to locate "BATCH" and press the green key "Enter". 2. Use the up & down arrow keys (▲ ▼) to locate "SETTLE" and press the green key "Enter". 3. Enter the 4-digit merchant's password, as given to you by JCC, and press the green key "Enter". 4. Printing out the current day's transaction report can be performed through the "SUMMARY REPORT" and can be delivered via e-mail to the merchant's registered e-mail address.