



User guide for POS terminals:
Ingenico
Basic Edition



TRANSACTIONS
REPORT

1. Press the key “-” (1st key from the left, underneath the screen) and via the arrow keys (▲ ▼) navigate to “TRANSACTIONS REPORT” and press the green key.
2. Enter your terminal’s password and press the green key.

BATCH
TRANSMISSION

1. Press the key “-” (1st key from the left, underneath the screen) and via the arrow keys (▲ ▼) navigate to “CLOSE BATCH” and press the green key.
2. Enter your terminal’s password and press the green key.
3. Keep the batch printout for your records.

Note: It is strongly recommended that transactions are being left to automatically get transmitted at the preset time and not transmitted manually.

Scan the QR code for the extended edition of the user guide which includes additional functions



INSTALLATION / TURN-
ON THE TERMINAL

1. Plug in the power cable.
2. Press the green key to turn on the terminal.

SALE WITH CARD

1. Press the green key, enter the amount and press the green key again.
2. – 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 and then press the green key.
 - If the card is contactless, the customer needs to tap it on the contactless symbol, at the top of the terminal. If the terminal prompts for the PIN, pass the terminal over to the customer to enter it and then press the green key.
3. Keep the first printed receipt and press the green key to print your customer's receipt.

If during the transaction the terminal displays the message DUPLICATE TRANSACTION CONTINUE Y/N? it means that the particular card transacted on the specific terminal once before during the course of the particular day, for the same amount. To accept and proceed with this transaction press the green key=Y and to stop press the red key=N.

VOID TRANSACTION

1. Press the key “-” (1st key from the right, underneath the screen) and via the arrow keys (▲ ▼) navigate to “VOID” and press the green key.
2. Enter your terminal's password and press the green key.
3. Enter the transaction number you wish to cancel (can be located on the receipt, underneath JCClink, within brackets on the right) and press the green key.
4. Swipe the card through the slot on the side of the terminal or insert it into the slot on the front of the terminal or tap it on the contactless symbol, at the top of the terminal.

If the card is not present, press the green key, enter the card's details (number and expiration date) and press the green key. Repeat the entering of the card's number and expiration date followed by the pressing of green key.

RETURN OF AMOUNT

1. Press the key “-” (1st key from the right, underneath the screen) and via the arrow keys (▲ ▼) navigate to “RETURN” and press the green key.
2. Enter your terminal's password and press the green key.
3. Enter the amount and press the green key again.
4. – 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 card is contactless, the customer needs to tap it on the contactless symbol, at the top of the terminal.
 - If the card is not present, press the green key, enter its number and expiration date and press the green key again. Repeat the entering of the card's number and expiration date followed by the pressing of green key at the end.
5. Keep the first printed receipt and press the green key to print your customer's receipt.

Note for DCC transactions:

If the original transaction was performed in a foreign currency (DCC), then during the refund process the terminal will prompt the user to select the original currency used as well as the exact exchange rate used in that particular transaction. These details can be found on the original transaction receipt.

RE-PRINT RECEIPT

In case you wish to re-print the last transaction's receipt (eg when you run out of printing paper while printing the last transaction): Press the key “-” (1st key from the left, underneath the screen) and via the arrow keys (▲ ▼) navigate to “REPRINT” and press the green key.

Note: The receipt of the last transaction can only be re-printed once.