Key Reference

1 - SALE

2 - RETURN

3 - VOID

4 - PRE-AUTH

5 - PRE-AUTH COMPLETION

6 - SETTLEMENT

7 - REPRINT

8 - REPORTS

9 - THIRD PARTY / DATACANDY

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Ingenico iCT250 Countertop Terminal Quick Start Guide

This guide will help you understand how to use your Ingenico iCT250 terminal.

Debit Sale

1. Select **1** for Sale
2. Enter **Sale Amount $**
3. Pass terminal to customer. Customer can:
   a. Insert card
   b. Place card on screen for tap payment
4. Customer is prompted to confirm sale amount
5. Customer is prompted to select account and PIN
6. Terminal will display APPROVED or DECLINED

Credit Sale

1. Select **1** for Sale
2. Enter **Sale Amount $**
3. Pass terminal to customer. Customer can:
   a. Insert card
   b. Place card on screen for tap payment
   c. Swipe card
   Note: Merchant will be prompted to confirm the last 4 digits of the card.
   d. Manually enter card number
   Note: Customer will be prompted to enter card expiry date. After confirming sale amount, the customer will be prompted to hand the terminal back to the merchant. The terminal will then prompt to enter the card CVC code and address verification. Press Okay.
4. Terminal will display APPROVED or DECLINED
   Note: For manually entered transactions, the terminal will prompt to imprint the card and press **Enter.**

Void

1. Select **3** for Void
2. Enter **Manager Password**
3. Select one from search menu
   1 - ALL
   2 - Reference #
   3 - Server #
   4 - Invoice #
   5 - Account #
   6 - Cust PO #
   7 - Approval Code
   Example: Select 1. Press arrow down until at transaction.
   Example 2 – Select 2. Enter Reference #
   Example 3 – Select 7. Enter Approval #
   Example 4 – Select 4. Enter Invoice #
4. Press Select(F4) if transaction is correct
5. Pass terminal to customer. Customer can:
   a. Insert card
   b. Swipe card
6. Customer is prompted to confirm sale amount
7. Customer is prompted to select account and PIN
8. Terminal will display APPROVED or DECLINED

Return/Refund

1. Select **2** for Return
2. Enter **Manager Password**
3. Enter **Return Amount $**
4. Pass Terminal to customer
5. Customer is prompted to insert card and confirm amount
6. Customer is prompted to select account, and enter PIN
7. Terminal will prompt APPROVED or DECLINED

Settlement/Batch Close

1. Press **6** for Settlement
2. Enter **Manager Password**
3. Terminal will Display "Close Batch and Deposit Funds
   a. Press **Yes(F1)**
4. Batch will close and print the settlement report
   Note: If your terminal shows BATCH OUT OF BALANCE, please contact us at 1-888-900-9192 for assistance.
5. Terminal will prompt Print Reports?" Select the report you wish to print.
   Note: Selecting Yes will print Summary Report or Detailed Report

Reports

1. Press **8** for the Reports menu
2. Select the type of Report
   1 - Detail
   2 - Summary
   3 - Server
   4 - Open Pre-Auth
3. Terminal will Print Selected Report

Reprint Receipt

1. Press **7** for Reprint
2. Use the keypad to select one of the following options:
   1 – Last Receipt
   2 – Search
3. Use the keypad to select which copy of the receipt you would like to print:
   1 – Merchant Copy
   2 – Customer Copy
   3 – Both
4. Your receipt(s) will now print