










The most important Ingenico iCT220, iCT250 and iWL250 functions

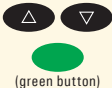



Prerequisites

All operations described in this guide are related to the payment application (ep2). It is activated automatically in case of terminal restart or usage of the card. If it is inactive, it can be activated this way:






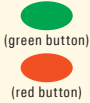
1.	Push the <F> button. "Functions" option is activated.	
2.	Push <1> or the <green> button. "EP2" option is activated.	1 EP2 or  (green button)

Purchase/Payment

1.	Push the <green> or <F> button. "Transactions" option is activated.	 or  (green button)
2.	Push <1> or the <green> button. "Payment" option is activated.	1 Payment or  (green button)
3.	Enter the amount and confirm with the <green> button. The amount is separated (e.g. euros/cents) with a comma.	Amount  (green button)
4.	Depending on the type of card, the card must be slipped through the magnetic swipe reader, inserted into the chip card reader or tapped to the contactless reader. If the customer uses the wrong reader for his or her card, that person is instructed to use the proper reader.	
5.	The amount is displayed for the customer to read. When using a card with an associated PIN, the customer is instructed to enter the PIN code (4 to 12 digits) and confirm with the <green> button. When using a card without a PIN, only the amount must be confirmed. The transaction can be interrupted by pressing the <red> button.	PIN  (green button)
6.	OPTIONAL: if CashBack is enabled and supported by card, cashback amount would be prompted. Amount can be entered (not greater than 200 PLN) or left empty and confirmed with the <green> button.	CashBack amount  (green button)











7.	OPTIONAL: if DCC is enabled and the card is foreign, the cardholder would be prompted if he/she wants to pay in his/hers or local currency. The cardholder chooses the right option with <up/down> button and confirm with the <green> button.	 (green button)
8.	Payments are processed and, when appropriate, authorized online. Chip cards: The card must remain inserted in the chip reader during the transaction until the instructions appear to remove the card.	
9.	Receipt is printed out. Please follow the terminal's instructions: If the customer's signature is necessary, request that he or she provide one. If the transaction is contactless and the amount is below the defined limit, receipt is optional.	
10.	To print a copy of the receipt: Push the <green> button. To not print a copy of the receipt: Push the <red> button. If no button is pushed, a copy is automatically printed after 10 seconds.	 (green button) (red button)

Reversal/Cancelation

1.	Push the <green> or <F> button. "Transactions" option is activated.	 (green button)
2.	Push <2>. "Reversal" is activated.	2 Reversal
3.	Enter the terminal's password and confirm with the <green> button. (Password is provided during the installation by the person installing terminal.)	Password  (green button)
4.	The amount of the previous transaction is displayed, and confirm it with the <green> button.	 (green button)
5.	Cancelation is processed and, when appropriate, authorized online.	
6.	Receipt is printed.	
7.	To print a copy of the receipt: Push the <green> button. To not print a copy of the receipt: Push the <red> button. If no button is pushed, a copy is automatically printed after 10 seconds.	 (green button) (red button)




Credit (Refund)

If a transaction can no longer be cancelled (see “Reversal” on previous page), a credit can be issued.

1.	Push the <green> or <F> button. “Transactions” option is activated.	 or  (green button)
2.	Push <3>. “Credit” is activated.	3 Credit
3.	Enter the terminal’s password and confirm with the <green> button. (Password is provided during the installation by the person installing terminal.)	Password  (green button)
4.	Enter the amount and confirm with the <green> button. The amount is separated (e.g. euros/cents) with a period.	Amount  (green button)
5.	OPTIONAL: if the DCC function is activated: Enter the date of the original transaction and confirm with the <green> button.	Date  (green button)
6.	Depending on the type of card, the card must be slipped through the magnetic swipe reader, inserted into the chip card reader or tapped to the contactless reader. If the customer uses the wrong reader for his or her card, she/he is instructed to use the proper reader.	
7.	Credits are processed. Chip cards: The card must remain inserted in the chip reader during the transaction until the instructions appear to remove the card.	
8.	Receipt is printed.	
9.	To print a copy of the receipt: Push the <green> button. To not print a copy of the receipt: Push the <red> button. If no button is pushed, a copy is automatically printed after 10 seconds.	 (green button)  (red button)

Daily settlement (close-out)

During the daily settlement, all processed transactions are delivered and closed out. During the daily settlement, all amounts are credited. A daily settlement should be performed at least once a day – the best time is after the store has closed.






1.	Push the <yellow> button. "Administration" option is activated.	 (yellow button)
2.	Enter the terminal's admin password and confirm with the <green> button. (For the password, see the configuration sheet.)	Admin Password  (green button)
3.	Push <1>. "Day Close" is activated.	1 Day Close
4.	Push <1>. "All Acquirers" is activated.	1 All Acquirers
5.	Daily settlement is processed. All transactions are submitted to the host and confirmation is printed.	

Enquiries and settings

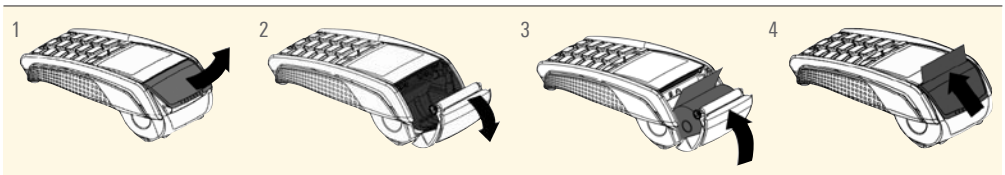
Enquiries (journal)	Settings
Use the <yellow> button to get to the terminal's administrative menu. After entering admin password, the following options are available: <ul style="list-style-type: none"> – Day Report – Receipt copy – DCC Rates 	Use the <yellow> button to get to the terminal's administrative menu. After entering admin password, the following options are available: <ul style="list-style-type: none"> – Language (change the language)
After choosing <6> (for parameters), following options are available: <ul style="list-style-type: none"> – Software Version – Print incorrect transactions 	After choosing <6> (for parameters), following options are available: <ul style="list-style-type: none"> – Date/time – Comm. Device – Adres TMS

Notes about the unit

Note! If no transactions have been processed after a certain period of time, the payment terminal automatically switches to Standby mode. Please always keep the unit turned on so that the latest configuration parameters can be loaded.

Function	Description	Buttons
Administration > Admin password is requested	Call up the main menu with the <yellow> button. The following terminal-specific functions can be carried out. It is possible to reach this menu item only with the terminal password.	 (yellow button) Admin Password <green>
Activation/Deactivation	The terminal is deactivated/activated. It cannot perform transactions when is deactivated.	 (yellow button) Admin Password <green> <2>
Configuration	The terminal retrieves the latest configuration parameters.	 (yellow button) Admin Password <green> <3>
Initialization	Individual or all card issuers are reinitialized.	 (yellow button) Admin Password <green> <4>
Application update	The terminal loads the latest version of the software. Caution! Downloading the software can take several minutes. Never pull out the plug.	 (yellow button) Admin Password <green> <5>

Changing paper roll



Your personal contact: www.six-payment-services.com/contact

SIX Payment Services Ltd
Hardturmstrasse 201
8005 Zurich
Switzerland

SIX Payment Services (Europe) S.A.
10, rue Gabriel Lippmann
5365 Munsbach
Luxembourg