

### Reversal (Void)

Terminal Display	Action
WELCOME	Press green ENTER key.
MAIN MENU	Press the 3 key for Reversal
SEARCH MENU	Choose a search option and press ENTER
SEARCH MENU	Choose retrieval information and press SELECT
CONFIRM REVERSAL	Press 1 to Accept

### Clerk / Server Sign-On (if enabled)

Terminal Display	Action
WELCOME	Press the (.,#*) key.
ADMIN MENU	Press the 1 key for Server Menu
SERVER MENU	Press: 1 – Add ID 2 – Delete ID 3 – Print ID list 4 – Auto add clerk 5 – Server/Clerk prompt 6 – Server/Clerk wording

### Settlement

Terminal Display	Action
WELCOME	Press green ENTER key
MAIN MENU	Press the 7 key
CLOSE BATCH AND DEPOSIT FUNDS	Press the Yes key.
PROCESSING NOW	Report prints when settlement is complete

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### Ingenico ICT 250/220 Retail INGEMV3 Application

#### Sale Credit / Debit / EBT - Swipe Card

Terminal Display	Action
WELCOME	Swipe Card
SALE	Enter 1 – Credit Enter 2 – Debit Enter 3 – EBT
ENTER CASHIER ID (if enabled)	Enter Cashier ID and ENTER
ENTER SALE AMOUNT	Enter Sale Amount and ENTER
CHOOSE TIP AMOUNT (if enabled)	Key in Tip amount and ENTER
KEY LAST 4 OF CUSTOMERS CARD (if enabled)	Key in last 4 digits of card and ENTER
ENTER SALE AMOUNT	Enter Sale Amount and ENTER
SALE TOTAL	Press the 1 key to accept

#### Sale Credit / Debit / EBT – EMV Chip Card (Inserted)

Terminal Display	Action
WELCOME	Press green ENTER key.
SALE	Enter 1 – Credit Enter 2 – Debit Enter 3 – EBT
ENTER CASHIER ID (if enabled)	Enter Cashier ID and ENTER
ENTER SALE AMOUNT	Key in sale amount and ENTER
CHOOSE TIP AMOUNT (if enabled)	Key in Tip amount and ENTER
INSERT CARD	Insert card and press 1 to accept
CREDIT SALE	Confirm Sale amount and press ENTER

Make sure that card is inserted Chip side up and card is inserted all the way into the slot.  
Do not remove the card until the transaction is complete.

### Tip Adjustment (if enabled)

Terminal Display	Action
WELCOME	Press green ENTER key.
MAIN MENU	Press the 5 key for Tip Adjustment
SEARCH MENU / TIP ADD	Choose a search option and press ENTER
SEARCH MENU	Choose retrieval information and press SELECT
ENTER TIP AMOUNT	Key in Tip Amount and press ENTER
TIP ADJUSTMENT	Press Accept
<b>Tip Entry is not allowed on PIN based Debit transactions.</b>	

### Card Validation

Terminal Display	Action
WELCOME	Press green ENTER key.
MAIN MENU	Press the 8 key for Other
OTHER	Press the 2 key for Auth Only
AUTH ONLY	Press the 2 key for Card Validation
ENTER CASHIER ID (if enabled)	Enter Cashier ID and ENTER
SWIPE, INSERT, TAP, OR KEY CARD	Swipe, Insert, Tap, or Key card
KEY LAST 4 OF CUSTOMERS CARD (if enabled)	Key in last 4 digits of card and ENTER
CARD VALIDATION	Enter CVV
ENTER ADDRESS (if enabled)	Key in address numbers and ENTER
ENTER ZIP CODE (required)	Key in 5 or 9 digit zip code and ENTER

### Sale – Mail Order / Telephone Order (MOTO)

Terminal Display	Action
WELCOME	Press green ENTER key.
MAIN MENU	Press the 1 key for Sale
SALE	Press the 1 key for Credit
ENTER CASHIER ID (if enabled)	Enter Cashier ID and ENTER
ENTER SALE AMOUNT	Key in Sale amount and ENTER
CHOOSE TIP AMOUNT (if enabled)	Key in Tip amount and ENTER
SWIPE, INSERT, TAP, OR KEY CARD	Key in Card Number and ENTER
EXPIRATION DATE MMY	Key in card exp date and ENTER
CREDIT SALE	Confirm amount and press ENTER
CARD PRESENT	Press NO
ENTER CARD CVV NUMBER	If Present was selected, key in 3 or 4 digit # from card and ENTER
1 MAIL ORDER 2 PHONE ORDER	Press 1 for mail order or 2 for phone order.
ENTER PO#	Key in PO or Invoice #.
ENTER ADDRESS (if enabled)	Key in address numbers and ENTER
ENTER ZIP CODE (required)	Key in 5 or 9 digit zip code and ENTER

### Credit / Refund

Terminal Display	Action
WELCOME	Press green ENTER key.
MAIN MENU	Press the 2 key for Return
Return	Enter 1 – Credit
ENTER CASHIER ID (if enabled)	Enter Cashier ID and ENTER
ENTER RETURN AMOUNT	Key in Return amount and ENTER
SWIPE, INSERT, TAP, OR KEY CARD	Swipe, Insert, Tap, or Key card
KEY LAST 4 OF CUSTOMERS CARD (if enabled)	Key in last 4 digits of card and ENTER
<b>Refunds for PIN based debit transactions should be issued as credits.</b>	

### Sale Key-Entered

Terminal Display	Action
WELCOME	Press green ENTER key.
MAIN MENU	Press the 1 key for Sale
SALE	Press the 1 key for Credit
ENTER CASHIER ID (if enabled)	Enter Cashier ID and ENTER
ENTER SALE AMOUNT	Key in Sale amount and ENTER
CHOOSE TIP AMOUNT (if enabled)	Key in Tip amount and ENTER
SWIPE, INSERT, TAP, OR KEY CARD	Key in Card Number and ENTER
EXPIRATION DATE MMY	Key in card exp date and ENTER
CREDIT SALE	Confirm amount and press ENTER
CARD PRESENT	Press Yes
ENTER ADDRESS (if enabled)	Key in address numbers and ENTER
ENTER ZIP CODE (required)	Key in 5 or 9 digit zip code and ENTER

### Reports

Terminal Display	Action
WELCOME	Press the (.,#*) key.
ADMIN MENU	Press 0 Reports Menu
REPORTS MENU 1 DETAIL 2 SUMMARY 3 SERVER (if enabled) 4 UNADJUSTED TIP (if enabled)	Select the button that corresponds with the host report you would like printed.

### Batch Menu

Terminal Display	Action
WELCOME	Press the (.,#*) key.
ADMIN MENU	Press 2 Batch Menu
BATCH MENU 1 TOTALS 2 VIEW HISTORY 3 CHANGE BATCH NUMBER 4 DELETE BATCH	Select the button that corresponds with the host report you would like printed. Admin password required to delete batch.

### Delete Transaction

Terminal Display	Action
WELCOME	Press green ENTER key.
MAIN MENU	Press the 8 key for Other
OTHER	Press the 4 key for Delete Trans.
SEARCH TRANSACTIONS	Choose a search option and press ENTER
SEARCH MENU	Choose retrieval information and press SELECT
DELETE TRANSACTION	Press 1 to Accept
<b>Delete is not allowed on PIN based Debit transactions.</b>	

### Offline / Force Sale

Terminal Display	Action
WELCOME	Press green ENTER key.
MAIN MENU	Press the 4 for Force
1 CREDIT 2 REENTER	Press 1 for Credit
ENTER CASHIER ID (if enabled)	Enter Cashier ID and ENTER
ENTER SALE AMOUNT	Key in Sale amount and ENTER
CHOOSE TIP AMOUNT (if enabled)	Key in Tip amount and ENTER
CREDIT FORCE	Swipe, Insert, Tap, or Key card
KEY LAST 4 OF CUSTOMERS CARD (if enabled)	Key in last 4 digits of card and ENTER
ENTER APPROVAL CODE	Enter Approval Code and ENTER
ENTER TRANSACTION ID	Enter Transaction ID and ENTER