

POS OPERATING MANUAL

INGENICO ICT-220; ICT-250; IWL-220



PURCHASE - VÁSÁRLÁS			VOID - SZTORNÓ	RETURN - VISSZAVÉT	LOGIN - BELÉPÉS	OPERATOR CLOSING - KEZELŐI ZÁRÁS	
CHIP OR MAGNETIC STRIPE-BASED	CONTACTLESS PAYMENT		BUTTON 0	BUTTON 2	F → 4 → 1	WITH LOGOUT	WITHOUT LOGOUT
	BELOW LIMIT	OVER LIMIT				F → 4 → 2	F → 4 → 5
Press the green button , enter the amount and then confirm with the green button .			Reversal of the last transaction: A void is authorized by swiping the store manager's card .	Insert the card with the chip facing up all the way in, or swipe the magnetic card (top to bottom, with the magnetic stripe at the bottom and on the left). Return is authorized by swiping the store manager's card .	Enter the cashier ID (2222), then press the green button . Enter the cashier password (2222), then press the green button . The terminal logs in and is ready for transaction when "Purchase" ("Vásárlás") is displayed.	The terminal executes a closing transaction.	
Insert the card with the chip facing up all the way in, or swipe the magnetic card . The customer taps the card on the contactless card reader!		The last successful transaction is reversed. The POS prints a void receipt (No other transaction may be initiated between the original payment and the void transaction.)				Enter the amount and confirm with the green button . The customer approves the amount with the green button on the terminal or the PIN PAD , depending on the POS model.	Green button: entry, confirmation. Red button: back one step or abort an ongoing operation. Yellow button: correct any incorrect entry (amount or PIN code) (before approval). F button: function, menu.
The customer approves the amount by entering the PIN code on the terminal or the PIN PAD , depending on the POS model.			The customer enters the PIN and presses the green button to approve.	OTHER	Terminal reset: yellow button + • „dot” (press and hold for 2 sec). Turnover query: F → 4 → 6. Test call: F → 1 → 1. Central download: F → 1 → 2. Checking the last transaction: F → 2 → 3.		
If the answer is "Approved" („Elfogadva") , the POS prints the receipt; otherwise it prints a "Rejected" („Elutasítva") message (with an error code).		1 or 2 receipts are printed if "approved" („Elfogadva") and a response message (and an error code) if "rejected" („Elutasítva").			2 receipts are printed if "approved" („Elfogadva") and a response message (and an error code) if "rejected" („Elutasítva").	If the response is "approved" („Elfogadva"), a return receipt is printed, if "rejected" („Elutasítva"), an error message is printed.	Temporary logout: F → 4 → 9 → 5 (to prevent unauthorized use of the terminal). To return from a temporary logout: enter the password of the current operator
Only remove the card from the terminal when "Remove card" („Távolítsa el a kártyát") appears on the display. If prompted by the terminal, have the cardholder sign the receipt and then check the signature. (If no PIN is entered, the customer's signature is required).			First copy of the receipt: Cardholder. Signed by the terminal operator or the competent manager if instructed so by the receipt.	First copy of the receipt: Cardholder. Signed by the terminal operator or the competent manager if instructed so by the receipt.			RE-PRINT
Only remove the card from the terminal when "Remove card" („Távolítsa el a kártyát") appears on the display.		Second copy of the receipt: Terminal operator.			Second copy of the receipt: Terminal operator.	REPRINT IS ONLY AVAILABLE IN LOGGED IN STATE!	
The first copy of the receipt belongs to the merchant. The second copy of the receipt belongs to the cardholder.			Paper roll size: 57.5/37/12 mm thermal paper.			Paper feed: Press and hold the yellow button .	

ERROR REPORTING: OTP CARD HELPDESK: 06-1-366-6100

PRE-AUTHORISATION (ELŐENGEDELYEZÉS)	SALE AFTER PRE-AUTHORISATION (ELADÁS ELŐENGEDELYEZÉS UTÁN)	MAIL ORDER / TELEPHONE ORDER (POSTAI / TELEFONOS RENDELÉS)	PURCHASE - VÁSÁRLÁS		
BUTTON 7	BUTTON 8	BUTTON 9	DCC	INSTALMENT	CAFETERIA
Insert the customer's card with the chip facing up all the way in, or swipe the magnetic card.	Enter the authorization number received during pre-authorization and confirm using the green button . Only the authorization number received during pre-authorization can be used (enter twice, in the same way)! Only the very same card used during pre-authorization can be used!	Depending on the terminal model, press the F1 button or the upper left button .	Only for purchases with a foreign card , the terminal can offer the option to pay in the card's own currency.	After initiating a normal card purchase, the card issuing bank may offer its contracted customers the option of paying in instalments.	Swipe the magnetic card (from top to bottom, with the magnetic stripe at the bottom and on the left side).
Enter the amount and confirm with the green button .	Enter the authorization number again and press the green button .	Enter the card number, then press the green button .	Press the green button and enter the amount in HUF.	Press the green button, enter the amount and then confirm with the green button .	Use the arrow keys to select the service you want, then press the green button to confirm.
The customer approves the amount with the green button either on the terminal or the PIN PAD , depending on the model. If prompted by the terminal, the customer enters the PIN and then confirms with the green button .	If prompted by the terminal, the customer approves the amount with the green button either on the terminal or on the PIN PAD , depending on the POS model. The amount may not exceed the pre-authorized amount!	Enter the expiration date in YYMM format, then press the green button .	After inserting/swiping/tapping the card, the terminal offers the option of DCC.	Insert/swipe/tap the card on the terminal.	Enter the amount and confirm green button .
If the answer is "Approved" („Elfogadva”), the POS prints a Sale receipt with the authorization code; if the answer is "Rejected" („Elutasítva”) an error message (with an error code) is printed.	If the two authorization codes entered match, the POS prints the receipt ; otherwise, it asks for the authorization code again or prints a message (and error code).	Enter the card verification number (3 digits on the back of the card), and press the green button to confirm. If the card does not have a verification number , press the green button , select the appropriate menu item and press the green button again. Confirm your selection (using the green button , or reject the transaction using the red button).	The display shows the amount in the card's currency and the exchange rate.	If prompted by the terminal, the cardholder enters the PIN on the terminal or on the PIN PAD. If the issuing bank offers the option of instalment payment, "full amount" and "instalment payment" options appear on the display.	The customer approves the amount with the green button either on the terminal or the PIN PAD , depending on the model. If prompted by the terminal, the customer enters the PIN and then confirms with the green button .
Only remove the card from the terminal when "Remove card" („Távolítsa el a kártyát”) appears on the display.	If the answer is "Approved" („Elfogadva”), the POS prints the receipt; otherwise it prints a "Rejected" („Elutasítva”) message (and an error code).	Enter the amount and confirm with the green button .	For a terminal without a PIN PAD: The cardholder selects by pressing the corresponding key whether he wants to pay in HUF or in the currency of the card.	The cardholder selects either "full amount" or "instalment payment" using the up and down button , then confirms using the green button or rejects using the red button . If rejected, the transaction will run as a full amount purchase!	If necessary, have the customer sign the merchant's copy and check the signature (if no PIN was entered, the customer's signature is required).
If necessary, have the customer sign the merchant's copy and check the signature (if no PIN was entered, the customer's signature is required).			For a PIN PAD terminal: Pressing the F button displays the details of the DCC transaction. Pressing the green button accepts payment in foreign currency. Press the F button again to return to HUF acceptance and press the green button to start the transaction.	If the cardholder selects the instalment payment option, the cardholder selects the number of instalment payments (months) either from a list using the up and down key (e.g. 3, 6, 9 months) or by entering the number of months by selecting a time interval (e.g. for a 6-18 month interval, any number between 6 and 18 can be entered). Press the green button to approve the instalment payment and then a summary screen is displayed (amount to be repaid, number of months), which can be approved using the green button . Press the red button to run a normal purchase with the full amount.	First copy of the receipt: Terminal operator .
First copy of the receipt: Terminal operator. Second copy of the receipt: Cardholder.					Second copy of the receipt: Cardholder .
DURING CHIP-BASED ACCEPTANCE, REMOVE THE CARD FROM THE READER ONLY AT THE END OF THE TRANSACTION, AFTER PRINTING THE RECEIPT, otherwise the transaction may abort (a void operation may start) and the card may be damaged!		Car charger: At least a 0.75A 5V power supply with the same power connector as the factory charger.	If you swipe the magnetic stripe of a card with a chip, the terminal will prompt to use the chip: "HASZNÁLJA A CHIP-KÁRTYÁT". Press the green button and insert the card into the chip reader with the chip facing up all the way in. If the chip on the card malfunctions, the terminal displays „Swipe the magnetic stripe" "HASZNÁLJA A MÁGNESCSÍKOT". In this case, accept the card by swiping the magnetic stripe! If the POS offers the CONTINUE (Z) EXIT (P) options, you can continue the transaction by pressing the green button. If a transaction is not on the list, press F → 7 → 1 or F → 6 → 1 for a chip card , or F → 5 → 1 for a magnetic stripe card to use the arrow keys to find the transaction, and then press the green key to select is (or enter the number of the menu item). Only those functions can be started, and thus only those functions are displayed in the menu that the bank has enabled for the given terminal.		
			Depending on the terminal, the manual input function can be initiated using the F1 button or the upper left key of the terminal, if enabled!		