User guide iCT2xx Terminals







Content

Content		2
Introduction	on	4
Content		5
Conten	t of the box	5
iCT2xx	Terminal	6
Conn	nections	6
Keyb	oard	7
Installatio	n	8
Paper r	oll	8
Instal	lling paper roll	8
Orde	ring	8
Using the	terminal	9
Switchi	ng off/on the terminal	9
Card re	aders	10
Magr	netic stripe cards	10
Chip	card	10
Using the	iCT2xx Terminal	11
Menu s	election in display	11
Passwo	ord protected menu selections	11
Menu		11
Mynt	application menu	12
Sta	art transaction	12
2	Receipt copy	25
3	Offline report	25
4	Send offline trx	25
5	Reports	25
6	Cashier management	27
7	System	28
8	Advanced settings	29
9	Support	31
Special so	cenarios	32
Fallba	ack to magnetic stripe	32
Offlin	e transactions	32



Receipt examples	33
Purchase receipt	33
Cancellation receipt	34
Report examples	35
Transaction list	35
Cashiers report – all cashiers	35
Sales report	37
Notes	38



Introduction

Thank you for choosing PayEx as vendor for your payment solution. We hope that you will be fully satisfied with your new terminal iCT2xx and that the terminal will provide great value for your company.

Read this guide to understand and make the best use of your terminal.

It presents you the necessary information about use, installation, maintenance, safety and security recommendations.

Technical support is available Monday – Friday 08:00-19:00 and Saturdays 10:00-16:00 by telephone **+46 498207878** or by E-mail **support.pos@payex.com**

Best regards,

PayEx POS-team



Warning! This symbol indicates an important Warning



Advice! This symbol indicates a piece of advice.



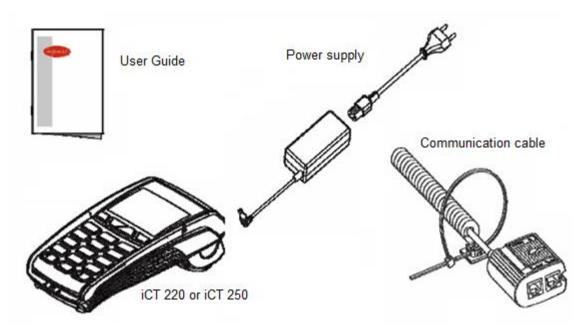




Content

Content of the box

Verify that the delivery from PayEx contain the following:



- Terminal iCT2xx
- Power supply
- Communication cable («Magic Box»)
- 2 extra receipt rolls
- User guide



Warning! The power supply included in the delivery is specially designed for PayEx terminals. Do not use any other power supply with apparently same specifications, it can damage your terminal.



Advice! Keep the packaging. It must be re-used whenever the terminal is shipped.

User guide iCT2xx



iCT2xx Terminal

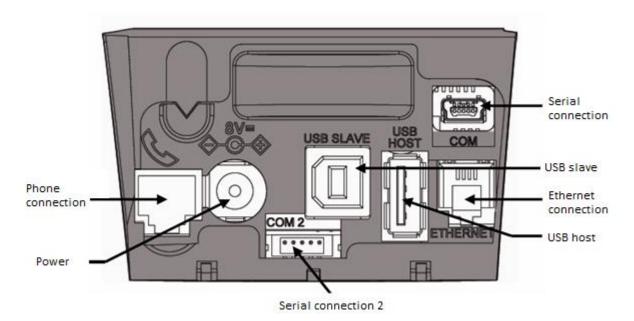
Specifications

Weight (without paper roll)
Dimensions (L x B x H)
Network

325 to 350 gram 185 x 83 x 63 mm 120-240 VAC/50-60 Hz – Class II equipment

Connections

On the rear side of the terminal on the top compartment is the following connections:





Keyboard



- 1) Navigation buttons for navigation in menus
- 2) Function key (F)
- 3) Stop key (X)
- 4) Correction key (<)
- 5) OK key (O) is used to confirm input
- 6) Dot key

Some terminals have MENU instead of F and text on the color buttons: OK (Green key), CLEAR (yellow key), STOP (red key). All instructions described in this document is based on those terminals that have the F key as menu button.

User guide iCT2xx Page 7 of 40



Installation

Paper roll

Installing paper roll

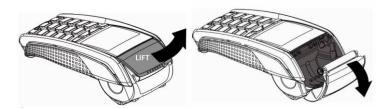
Follow the instructions in this chapter to replace a paper roll in the terminal.



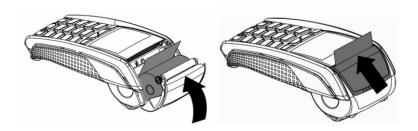
Warning! Switch off the terminal before replacing the paper roll. Only use original paper rolls from PayEx. If other types of paper rolls are used it can damage the printer. This is

not covered by the manufacturer's warranty.

Open the paper compartment by lifting the catch located at the rear of the terminal and pull the cover forward as shown on the picture.



Insert the new paper roll in the compartment following the directions shown on the picture. Pull the paper up to the top of the terminal, close the cover and maintain the paper.



Ordering

Paper rolls that fulfills the requirements can be ordered from PayEx.

Telephone: +46 498207878 **E-mail:** support.pos@payex.com

User guide iCT2xx



Using the terminal



Advice! Before using the terminal, always check if the paper roll is present.

Switching off/on the terminal

iCT2xx terminals can be switched off by removing/disconnecting the power supply. When reconnecting the power supply, the terminal will automatically start. The terminal can be restarted with the following key combination:

Comma key and yellow key (<) → Reboot the terminal



User guide iCT2xx



Card readers

The terminal iCT2xx can handle both magnetic stripe cards and chip cards.

Magnetic stripe cards

A magnetic stripe card is read by swiping the card on the terminal's right side. The magnetic stripe shall face the terminal and can be swiped either up-down or down-up. The magnetic stripe card is best read by swiping it with a constant speed, not too slow.



Chip card

The chip card (smart card) reader is located at the front of the terminal. Insert the chip card horizontal with the chip faced up.



If a card has chip, it shall always be read by the chip card reader first. If the terminal fails to read the chip three (3) times in a row, the terminal requests "fallback". This means that the card must be swiped. The terminal will display "Use magstripe" in the display.



Warning! When performing a transaction with a chip card, the card must be left in the reader during the whole transaction cycle. A message will be displayed when the card can be removed.



Using the iCT2xx Terminal

The iCT2xx Terminal is delivered with preinstalled software ready to use. This chapter describes the functions and operations that is possible to perform on the terminal.

Menu selection in display

When multiple selections are displayed, navigate to the preferred selection with the navigation keys followed by green key, or by pressing the number on the left side of the selection.

Password protected menu selections

The terminal is delivered with standard safety codes that are necessary for performing certain routines. These codes should be changed as soon as the terminal is deployed to prevent unauthorized access. The Support (operator) code is default 1234 and the Administrator code is default 1111.



Warning! If one or both safety codes are forgotten, Technical Support must be contacted by telephone **994 01 150** or E-mail **support.pos@payex.com**.

Menu

The Terminal has two keys that accesses the menu from idle screen, F and F3 (Arrow up, followed by operator code).

F: This key presents the Mynt application menu for the user.

F3: This key accesses the menu of the terminal where the manager, key injection and Mynt application are available. By using this key to access the menu, operator code is required.

This menu displays::

- 0 TELIUM MANAGER (Only support/administrator)
- 1 RKI (Only support/administrator)
- 2 MYNT



Mynt application menu

Below is the idle screen of the terminal before a transaction is initialized or menu is entered:



Start transaction

In this menu it is possible to perform transactions, i.e. purchase, purchase with cash back and refund. This chapter shows the normal transaction flow for the most used transactions.

1.1 Purchase

Initiate a sale by pressing +1



A sale can also be initiated by:

- Inputting a purchase amount followed by
- Inserting a chip card, inputting purchase amount followed by
- Swiping a magnetic stripe card, inputting purchase amount followed by

Purchase			
Sale amount:			
NOK 10.00			

Input purchase amount. Based on cent configuration, amount is inputted by either KR (or EUR) or KR + cents. Input is confirmed by pressing

Purchase			
Insert card			
NOK 10.00			

The customer shall insert the card, alternatively swipe magstripe card. If the card has chip, chip shall be used.



VISA

NOK 10.00

PIN:****

Enter PIN/Enter

The card name is displayed in the header and the customer shall now enter PIN and confirm with green button. Use yellow key to correct PIN input.

VISA NOK 10.00 PIN: Enter PIN SIGN.

For terminals configured with PIN bypass, the customer can bypass the PIN by pressing F4 on the terminal. The customer must sign the receipt.



Tips! Look away from the terminal when the customer is requested to enter PIN, the customer might get an impression that the PIN code input is being observed.

Purchase
Please wait

The terminal is now connecting to host for authorization.

Purchase
Approved
Remove card

Purchase
Declined
Remove card

One of the displays above will be displayed, depending if the purchase was approved or declined by the bank. Remove card is displayed if the customer has used a chip card.





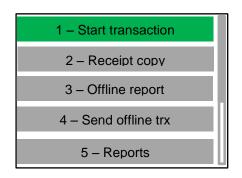
A customer receipt can be printed after merchant receipt has been printed. Press green button to print customer receipt

The terminal will return to the start screen when all receipts have been printed.

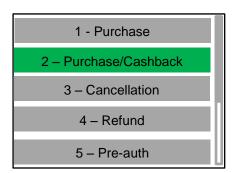


1.2 Purchase/ Cashback

Start a purchase with the possibility to withdraw cash in the same transaction. Purchase with cashback is normally displaying the following display screens:



Press + 1 to enter transaction menu.



Press 2 to select Purchase/Cashback

Purchase/Cashback

Sale amount:

NOK 100.00

Input purchase amount followed by

Purchase/Cashback

Cash amount:

NOK 50.00

Input cash amount followed by



Purchase/Cashback

Insert card

NOK 150.00

The customer shall insert the card, alternatively swipe magstripe card. If the card has chip, chip shall be used.

VISA

NOK 150.00

PIN:****

Enter PIN/Enter

The card name is displayed in the header and the customer shall now enter PIN and confirm with green button. Use yellow key to correct PIN input.



Tips! Look away from the terminal when the customer is requested to enter PIN, the customer might get an impression that the PIN code input is being observed.

Purchase/Cashback

Please wait

The terminal is now connecting to host for authorization.

Purchase/Cashback

Approved

Remove card

Purchase/Cashback

Declined

Remove card

One of the displays above will be displayed, depending if the purchase was approved or declined by the bank. Remove card is displayed if the customer has used a chip card.





A customer receipt can be printed after merchant receipt has been printed. Press green button to print customer receipt

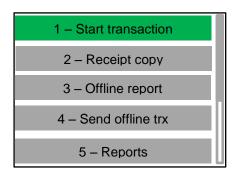
The terminal will return to the start screen when all receipts have been printed.



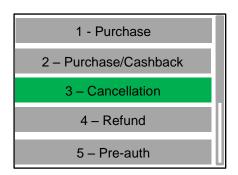
1.3 Cancellation

Cancel the last performed transaction. Cancellation (also known as manual reversal) requires operator code. The terminal can be configured to require card present during cancellation of last transaction.

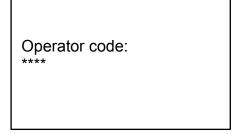
A cancellation displays the following screens:



Press + 1 to enter transaction menu.



Press 3 to select Cancellation



Enter operator code followed by

01-05 14:00:12 Amount: NOK 100.00 123456

Reversal

The information of the last transaction is displayed (Date and time, amount and authorization code). Press to perform the cancellation.



Reversal

Please wait

The terminal is now connecting to host for authorization.

Reversal

Approved

The transaction has been approved

Reversal

Print customer receipt?

0



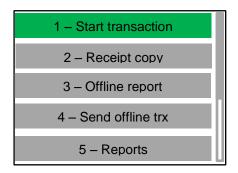
A customer receipt can be printed after merchant receipt has been printed. Press green button to print customer receipt

The terminal will return to the start screen when all receipts have been printed.

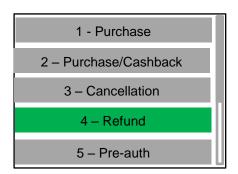


1.4 Refund

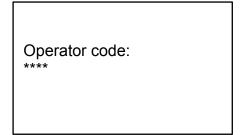
Refund can be performed when a customer i.e. returns a merchadise. Refund requires operator code. Refund displays the following screens:



Press + 1 to enter transaction menu.



Press 4 to select Refund



Enter operator code followed by



Input refund amount followed by



Refund

Insert card

NOK 150.00

The customer shall insert the card, alternatively swipe magstripe card. If the card has chip, chip shall be used.

Refund

Please wait

The terminal is now connecting to host for authorization.

Refund

Remember signature

The terminal displays a message to remember signature.

Reversal

Approved

The transaction has been approved



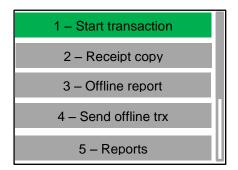
Warning! The merchant is required to sign the customer receipt.



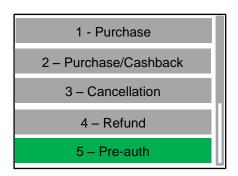
1.5 Preauthorization

Preauthorize an amount from the customer's card, i.e. when a guest checks in on a hotel. NB! Not all merchants can perform this transaction type.

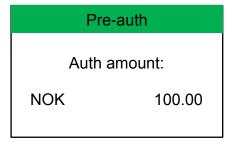
A preautorization will display the following screens:



Press + 1 to enter transaction menu.



Press to select Preauthorization



Input preauthorization amount followed by

Pre-auth			
Insert card			
NOK 100.00			

The customer shall insert the card, alternatively swipe magstripe card. If the card has chip, chip shall be used.



VISA

NOK 150.00

PIN:****

Enter PIN/Enter

The card name is displayed in the header and the customer shall now enter PIN and confirm with green button. Use yellow key to correct PIN input.



Tips! Look away from the terminal when the customer is requested to enter PIN, the customer might get an impression that the PIN code input is being observed.

Pre-auth

Please wait

The terminal is now connecting to host for authorization.

Pre-auth

Approved

Remove card

Pre-auth

Declined

Remove card



A customer receipt can be printed after merchant receipt has been printed. Press green button to print customer receipt

The terminal will return to the start screen when all receipts have been printed.



Tips! Remember to save the preauthorization receipt. It contains a reference number (ARN) that must be inputted when performing cancel, adjust and complete of the preauthorization.



1.6 Delete

This transaction type deletes a preauthorization transaction.

Press + 1 + 6. Enter reference number from the original preauthorization an confirm with .

1.7 Adjust

This transaction type adds an amount to a preauthorization..

Press + 1 + 7. Enter reference number from the original preauthorization, then input amount to be adjusted followed by .

1.8 Completion

This transaction type completes a preauthorization.

Press + + + + & . Enter reference number from the original preauthorization, then input amount to be completed followed by .

1.9 Late Debit

This transaction type debits the customer's card an additional amount after completed preauthorization.

Press + 1 + 9. Enter reference number from the original preauthorization, then input amount to be debited followed by .

1.10 Late Credit

This transaction type credits the customer's card after completed preauthorization.

Press + . Navigate up or down to Late Credit with the navigation keys followed by . Enter reference number from the original preauthorization, then input amount to be debited followed by .

1.11 Balance

This transaction type displays available funds on a card/account.

Press + 1. Navigate up or down to Balance with the navigation keys followed by

1.12 Withdrawal

This transaction type gives the cardholder to withdraw cash without performing a purchase.

Press + 1. Navigate up or down to Withdrawal with the navigation keys followed by



2 Receipt copy

This menu gives the possibility to print a receipt copy.

2.1 Last transaction

Print out a receipt copy of the **last** transaction by pressing F + 2 + 1



Offline report

This menu displays a report of offline transactions in the terminal, if any. It displays number of transaction and total amount. Press + 3. Press to print this report.

Send offline trx

If any transactions are stored in the terminal, these can be sent by pressing + 4 if the terminal has (re)connected to the network.

Reports

This menu provides possibility to print reports. Report examples are located in Report examples on page 35. Report functionality must be configured for each terminal. Contact PayEx Support if report functionality is desired, but not activated in the terminal.

5.1 Cashiers

5.1.1 **Print one report**

Press F + 5 + 1 + 1 + select operator-ID. A report is printed.

This report contains an overview over:

- Purchase Number of transactions and sum
- Refund Number of transactions and sum
- Cash Sum
- Fee Sum
- Extra Sum
- Total Number of transactions and sum

Print total report 5.1.2

Press F + 5 + 1 + 2. This prints an individual report for all users, and a total report. When this report is printed, the operator can confirm deletion by pressing

5.1.3 Clear reports

This meny clears operator reports, regardless if they have been printed or not.



5.2 Sales report

5.2.1 Print report

This menu prints sales report. The sales report is cleared after each printout. This report contains an overview over all card issuers (i.e. VISA, MasterCard, American Express,).

Press F + 5 + 2 + 1

5.2.2 Delete report

This menu deletes the sales report.

Trykk F + 5 + 2 + 1

5.3 Transaction list.

The transaction list holds an overview over all transactions performed in the terminal. If automatic printing of the transaction list is enabled, the terminal must be turned on and inactive (no transactions must be performed). The transaction list contains the following data:

- Date and time
- Transaction type
- Total amount
- Card data
- Transaction result
- Report number.

When the transaction list is printed automatically, it will delete itself. All transactions are indexed. When a report is printed, the next transaction will be indexed by 1 (one) even if it has been deleted, i.e. transaction 1-10 are printed and report is deleted. The next transaction will have index 11. The transaction list can index 1500 transactions. When the transaction list is printed, the first transaction performed will be printed first, and the last transaction will be printed last. If the terminal is out of paper during the transaction list printout, the operator is requested to change paper roll.



Tips! Make it a good habit to insert a new paper roll at the end of the day if you have automatic printing of transaction list enabled.



5.3.1 Print reports

Press F + 5 + 3 + 1 and input number of transactions to print followed by 0.

5.3.2 Print all reports

Press F + 5 + 3 + 2 to print all reports.

5.3.3 Delete reports

Press F + 5 + 3 + 3 to delete the transaction list.

6 Cashier management

This menu gives the possibility to add, delete or change a cashier. This menu requires operator code.

6.1 Add cashier

Press + 6 + operator code(1234) + 1 and follow these steps:

- Enter a user ID for the new operator.
- Enter a user name for the new operator.
- Enter user text.
- Select user role.

6.2 Delete cashier

Delete a cashier that is no longer in use.

Press + 6 + operator code + 2. Select the cashier's ID to be deleted.

6.3 Edit cashier

A cashier can be edited; you can edit everything except the ID.

Press + 6 + operator code(1234) + 3 and follow the same steps as in 6.1

6.4 Print cashier info

Print cashier info, cashier ID and name is printed.

Press + 6 + operator code + 4.

6.5 Single cashier mode

Select single cashier mode if only one cashier is in use. This is standard setting in the terminal. Press + 6 + operator code(1234) + 5. Press for single cashier off, press for single cashier on.



7 System

This menu provides the possibility to change basic system settings or print system information.

7.1 Adjust date/time

- Set date:

- Set time:

- Date format:

7.2 Adjust backlight

Adjust backlight to day or nighttime.

7.3 System info

Print a report of Telium system information and mynt software version. This is also displayed on the terminal. Serial number, terminal model and PED version is also

7.4 Start TMS-update

This menu provides the possibility to update the terminal, e.g. new application version, keys, operating system etc. The terminal will restart after finished update.

NB! The terminal will not initiate a TMS update if offline transactions exists. These must be sent (F+4) before TMS update can be initiated.

7.5 Restart terminal

Restart the terminal. Press F + 7 + 5

PayEx

8 Advanced settings

This menu provides different advanced settings. This menu requires administrator code.(1111).

8.1 Extra setup

8.1.1 Turn on/off

Turn on or off the possibility to give Extra (gratuity/tips) when performing a purchase. If activated, the terminal asks for total amount after purchase amount is entered and card is inserted.

Press F + 8 + password(1111) + 0 + 1 + 1 . Press 1 to activate extra, press 2 to disable extra.

8.1.2 Tip percent

Change the extra percent .The extra limit set in this menu is how much percentage of the purchase amount that is possible to tip..

Press + 8 + password(1111) + 0 + 1 + 2 . Input tip limit (max 99) and confirm with 0.

8.2 Cents

Enable or disable cents when performing a transaction.

Press \boxed{F} + $\boxed{8}$ + password(1111) + $\boxed{0}$ + $\boxed{2}$ + $\boxed{1}$ to enable cents. Press \boxed{F} + $\boxed{8}$ + password(1111) + $\boxed{0}$ + $\boxed{2}$ + $\boxed{2}$ to disable cents.

8.3 VAT management.

8.3.1 Turn on/off.

Press + 8 +password(1111) + 0 + 3 + 1 .

Press to activate VAT, 2 to deactivate VAT.

8.3.2 VAT %

Press F + 8 +password(1111) + 0 + 3 + 2 .

Change VAT percentage and confirm with 0.



8.4 Change language

Press + 8 +password(1111) + 0 + 4.

Select language. Velg språk i terminalen. Supported languages are English, Norwegian,

Danish, Swedish and Finnish. Navigate to preferred language and confirm with



8.5 Load initial key

This menu selection shall not be accessed unless PayEx has explicitly instructed to load keys.

8.6 Operator code

8.6.1 Set code

Press F + 8 +password(1111) + 0 + 6 + 1.

Enter new operator code, 4 digits and confirm with

Confirm the code by re-entering the code and confirm with A message is displayed if the code has been changed

8.6.2 Disable

Disable the operator code (Not recommended).

8.6.3 View code

View the current operator code.

8.7 Set admin code

Set a new administrator password

Enter new administrator code, 4 digits and confirm with . Confirm the code by reentering the code and confirm with . A message is displayed if the code has been changed



8.8 Sounds

8.8.1 Beep after trx

8.8.2 Beep on PIN input

8.8.3 Beep on entries

9 Support

The support menu is only accessible for support personnel.



Special scenarios

Fallback to magnetic stripe

The terminal accepts the magnetic card stripe on smart cards if the terminal can't read the chip on the card.

If a card has chip, it shall always be inserted in the chip reader first. If the terminal fails to read the card three times, purchase with magnetic stripe is allowed. The terminal will display "USE MAGSTRIPE".

Offline transactions

If the terminal loses or can't connect to host the terminal will enter offline modus and perform offline sales for the card types that support this type of transactions. The respective card issuers have limits and restrictions. These cannot be overridden by the terminal.

An offline transaction is stored in the terminals memory until the terminal (re)connects to host. Within five minutes after reestablished connection, the terminal will send the stored offline transactions. If the terminal has stored offline transactions, this might temporary prevent reconciliation.

Manual flushing of stored offline transaction is performed by menu function **F+4** (Send offline trx)



Receipt examples

Purchase receipt

Store Store boulevard 1 Merchant information 1234 City (+47) 12 34 56 78 ORG: 123456789 Merchant ID: 123 Identification of the merchant, terminal 0000001 Terminal ID: and cashier. User Bjarne 01.09.2012 10:54 Purchase Transaction type, currency, amount and total amount TOTAL 25.00 1234 56** **** **12 34 Masked PAN and card name **VISA Approved** Transaction status Ca1 _ 000 SWE 012345 0123456789 TVR 012345678901 REF: AID A0123456789012 Technical data TSI 1800 ATC 00001 AED 091201 ARC 00 PSN: 01 Save receipt

User guide iCT2xx



Cancellation receipt

Butikken Handelsveien 1 1234 Byen (+47) 12 34 56 78 ORG: 123456789 123 Merchant ID: Terminal ID: 00000001 User Bjarne 01.09.2012 10:54 Cancellation NOK 25.00 TOTAL 25.00 1234 56** **** **12 34 **VISA Approved** Ca1 _ 000 012345 TVR 012345678901 REF: AID A0123456789012 **ARC** 00 Save receipt

Merchant information

Identification of the merchant, terminal and cashier.

Date and time

Transaction type, currency, amount and total amount

Masked PAN and card name

Transaction status

Technical data

User guide iCT2xx

Page 34 of 40



Report examples

Transaction list

Store Store boulevard 1 1234 City Phone (+47) 12 34 56 78 Org: 123456789 Merchant ID: 123 Terminal-ID: 00000001 01.06.2013 10:54 Transaction list F.O.M 1 T.O.M 2 0106.2013 14:00 Purhcase NOK 200 Extra 50 TOTAL 250 ************************************	Merchant information Identification of the merchant, terminal and cashier. Transaction list, from, to Transaction type, currency, amount and total Masked PAN, card name Transaction status. Number and response code Transaction type, currency, amount and	
Purchase/Cashback NOK 200 Cash 300 TOTAL 500 **** **** **** 1234 BankAxept Approved CA1_000 SWE 012346 No: 2 ARC: 00	Masked PAN, card name Transaction status Number and response code	

User guide iCT2xx



Cashiers report – all cashiers

Store

Store boulevard 1234 Byen

Phone (+47) 12 34 56 78 Org: 123456789 Butikknr: 123 Terminal-ID: 00000001 01.06.2013 10:54

Cashier report

Cashier: (00)

TYPE	ANT.	SUM
Purchase Refund	4 0	245.00 0.00
CASHBA	CK	25.00
FEE EXTRA TOTAL		0.00 50.00 320.00

Cashier:Hilde (02)

TYPE	ANT.	SUM
Purchase Refund	4 0	245.00 0.00
CASHBACK		25.00
FEE EXTRA		0.00 50.00
TOTAL		320.00

ALL CASHIERS

TYPE	ANT.	SUM
Purchase Refund	8 0	490.00 0.00
CASHBA FEE EXTRA TOTAL	CK	50.00 0.00 100.00 640.00

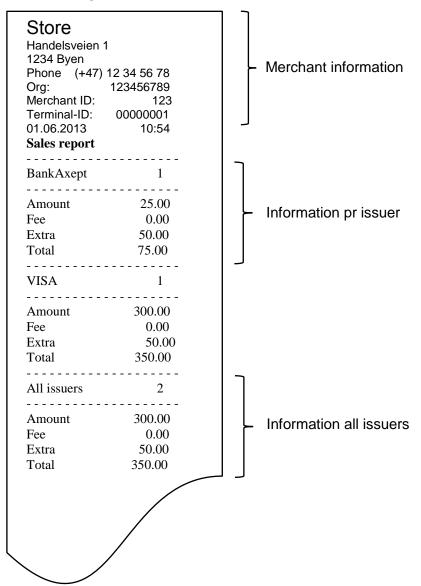
Merchant information

Information about the cashier, purchases perfored, sum and total.

Total report for all cashiers.



Sales report

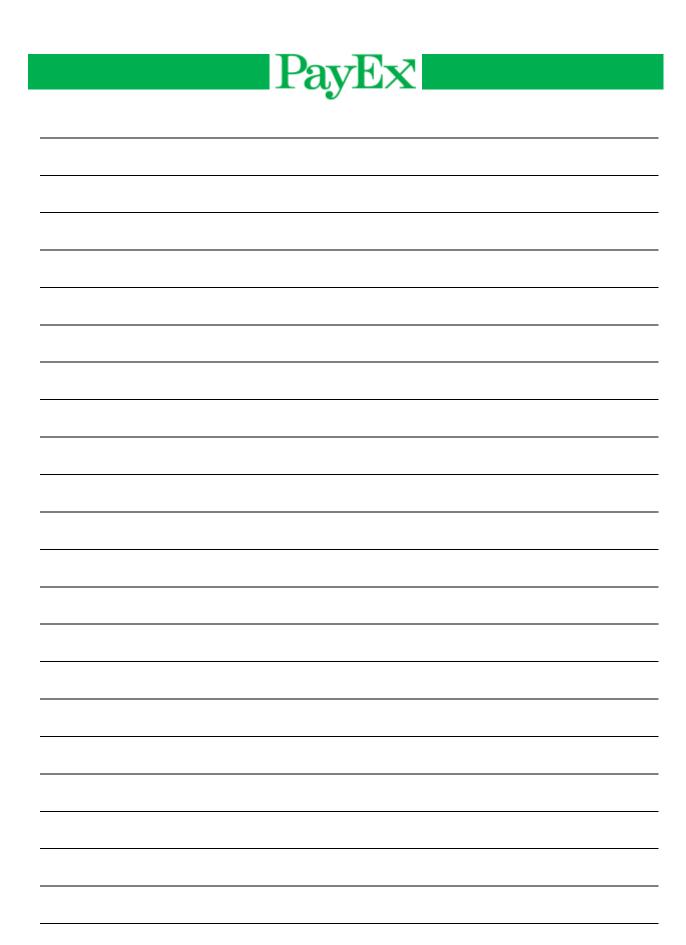


User guide iCT2xx Page 37 of 40





User guide iCT2xx



User guide iCT2xx Page 40 of 40