Quick Reference Guide – Ingenico Move 500

Credit and Debit Sale

1. To get to the main menu, press the menu key (located above the red cancel key).
2. Select 1 for "Transaction" from main menu.
3. Select "Sale".
4. Enter in the sale amount and press "Enter".
5. Tap, insert, or swipe card.
6. If prompted, the customer will choose 1 for cheque, 2 for savings, or 3 for credit.
7. If prompted, allow customer to enter in their PIN and press "Enter".
8. Once the transaction is approved, you can remove the car and press Yes or No to print customer copy of the receipt.

Refund (use this function for a transaction in a close batch)

1. To get to the main menu, press the menu key (located above the red cancel key).
2. Select 1 for "Transaction" from main menu.
3. Select "Refund".
4. Enter the refund amount and press "Enter".
5. Swipe, insert, tap, or manually enter card number and press the okay green button.
6. If prompted, enter the expiration date, and press the "Enter" button.
7. If prompted, ask customer to enter their PIN and press the "Enter "button.

Note. *debit transaction with a PIN cannot be manually entered and must be present for refund. As well, transaction date and time.*

Mail Order Telephone Order (MOTO)

1. To get to the main menu, press the menu key (located above the red cancel key).
2. Press 1 for "Transaction".
3. Press 1 for "Sale".
4. Enter the sale amount and press enter.
5. Enter in the customers card number and press enter.
6. Enter in the expiration date (MMYY) and press enter.
7. Terminal might ask for key entry password.
8. Select MOTO Type and press enter.
9. Select the transaction type.
10. Press Yes or No for the customer receipt.

Void (use this function for a transaction in an open batch)

1. To get to the main menu, press the menu key (located above the red cancel key).
2. From the main screen, select 1 for "Transaction".
3. Select 5 for "Void".
4. Select 1 for "Last" or 2 to search by "invoices".
5. Select Yes or Accept to reverse the full amount.
6. Enter in void password and press enter.
7. Press Yes or No for customer receipt.

Print Last Receipt

1. To get to the main menu, press the menu key (located above the red cancel key).
2. Select 2 for "Print".
3. Press 1 for "Transactions".
4. Press 1 for "Last" or 2 to search by "Invoice".
5. If searching by invoice, enter invoice number from receipt and press enter.
6. The receipt will print.

Settlement

1. To get to the main menu, press the menu key (located above the red cancel key).
2. Press 3 for "Batch".
3. Press 1 to select "Settle".
4. Settlement receipt will print.