

Quick Reference Guide - Ingenico ICT 250

Credit Card and Debit Sales

1. Press 1 for Sale.
2. Select 1 for Credit or 2 for Debit (if enabled).
3. Enter the sale amount and press the green enter button.
4. Confirm the sales amount by pressing F1 or the green enter button for Yes or F4 or the red cancel button for No.
5. Swipe, inset, or tap the card.
6. Terminal will process the sale and print out a receipt.

Please note. Only remove a chip card from the terminal when directed by the terminal.

Credit Card Sale (Key Entered)

1. Press 1 for Sale.
2. Select 1 for Credit or 2 for Debit (if enabled).
3. Enter the sale amount and press the green enter button.
4. Confirm the sales amount by pressing F1 or the green enter button for Yes or F4 or the red cancel button for No.
5. Manually key in the customers card number and press the okay green button.
6. Enter the expiration date and press the green enter button.
7. Cardholder present? Select Yes or No.
8. Enter the street address and press the green enter button
9. Enter in the zip code and press the green enter button.
10. Enter in the CVV code and press the green enter button.
11. Terminal will process the sale and print out a receipt.

Authorize Only

1. Press 8.
2. Select 2 for "Auth Only".
3. Select from the menu: 1. Amnt Auth, 2- Card Validation, 3. Eligibility.
4. Tap, insert, swipe, or manually enter in card number and press the green enter button.
5. Enter in the expiration date and press the green enter button.
6. Cardholder present? Select Yes or No.
7. Enter the zip code and press the green enter button.
8. Enter in the street address and press the green enter button.
9. Enter in the CVV code and press the green button

Credit Card Force

1. Press 4.
2. Select 1 for credit.
3. Enter the sale amount and press the green enter button.
4. Tap, insert, swipe, or manually enter in card number and press the green enter button.
5. Enter the expiration date and press the green enter button.
6. Enter approval code and press the green enter button (found on receipt from Authorization).

Credit and Debit Refund (Use this option when it's a transaction from a closed batch)

1. Press 2 for Refund.
2. Enter in password and press the green enter button.
3. Select 1 for Credit or 2 for Debit.
4. Enter the refund amount and press the green enter button.
5. Confirm the sales amount by pressing F1 or the green enter button for Yes or F4 or the red cancel button for No.
6. Tap, insert, swipe, or manually enter in card information and press the green enter button.
7. Enter expiration date and press the green enter button.
8. Follow any additional prompts (depends on configurations).
9. Terminal will process the refund and print receipt.

Void Transaction (Use this function when the batch is still open)

1. Press 3 on the terminal.
2. Enter in the password and press the green enter button.
3. Void Pre Auth? Press Yes or No.
4. Select the search option: 1= All, 2= Ref#, 3= Server#, etc.
5. Locate the transaction you would like to void.
6. Confirm the void amount by selecting Yes or No.
7. Terminal will void transaction.

Batch Close

1. Press 7.
2. Close batch and deposit funds? Select Yes or No.
3. Terminal will close batch and print a settlement report.

Reports

1. Press “.”.
2. Select 0 for “Reports”.
3. Press 1 for “Detail” and 2 for “Summary”.
4. Select 1 to “View” and 2 for “Print”

Reprint

1. Press 8.
2. Select 3 for “Reprint”.
3. Select 1 for “Lat Receipt” or 2 for “Search”
4. Use search menu to select the correct transaction.