

# Retail

INGENICO'S RETAIL APPLICATION FOR THE i5100, i5310, i7780

## CREDIT

### SALE

**1** OR + **1** + **1**

#### SLIDE CARD

- > VERIFY CARD + OK
- > ENTER LAST 4 + OK
- > CARD CODE VERIF. + OK

#### [OR] IF UNREADABLE:

- ACCT. NO. + OK
- EXP. DATE + OK
- > CARD CODE VERIF. + OK
- > CARD PRESENT? YES/NO
- > IF NO, SEE  
MAIL/PHONE/E-COMM
- > CLERK ID + OK

- SALE AMNT. + OK
- > SELECT TIP PERCENTAGE
- > OR SEE OTHER TIP
- > COMMERCIAL CARD

#### SALE \$XX? + ACCEPT

- > INVOICE NO. + OK
- > CUST. COPY? YES/NO
- > TIP AMNT. + OK
- > IMPRINT CARD

### REPRINT RECEIPT

**9** OR + **3** + **1**

- 1 = LAST COPY
- 2 = OTHER

#### [IF OTHER]

- > SEARCH

#### [CORR]

- (to reprint)
- 1 = MRCNT COPY
- 2 = CUST COPY
- 3 = BOTH COPIES

### OFFLINE ENTRY

#### FOR VOICE AUTHORIZATION

**5** OR + **5** + **1**

#### SLIDE CARD

#### [OR] IF UNREADABLE:

- ACCT. NO. + OK
- EXP. DATE + OK
- > CLERK ID + OK

- SALE AMNT. + OK
- > SELECT TIP PERCENTAGE
- > OR SEE OTHER TIP
- > COMMERCIAL CARD

#### SALE \$XX? + ACCEPT

- OR SEE CHANGE AMOUNT
- > INVOICE NO. + OK
- APPRVL CODE + OK
- > CUST. COPY? YES/NO

## CREDIT VOID

**6** OR + **6**

- > SEARCH

#### (to void) [CORR]

- > CUST. COPY? YES/NO

### MAIL/PHONE/ E-COMMERCE

**1** OR + **1** + **1**

- ACCT. NO. + OK
- EXP. DATE + OK
- > CARD CODE VERIF. + OK
- > CARD PRESENT? NO

1 = MOTO

2 = E-COMMERCE

#### MOTO TRANS? YES/NO

- > ADDRESS + OK
- > ZIP + OK
- > ORDER NO. + OK
- > CLERK ID + OK

#### SALE AMNT. + OK

- > SELECT TIP PERCENTAGE
- > OR SEE OTHER TIP
- > COMMERCIAL CARD

#### SALE \$XX? + ACCEPT

- OR SEE CHANGE AMOUNT
- > INVOICE NO. + OK
- > CUST COPY? YES/NO
- > TIP AMNT. + OK
- > IMPRINT CARD

## CREDIT RETURN

**2** OR + **2** + **1**

#### SLIDE CARD

#### [OR] IF UNREADABLE:

- ACCT. NO. + OK
- EXP. DATE + OK
- > CLERK ID + OK

#### RETURN AMNT. + OK

- > INVOICE NO. + OK
- > CUSTOMER COPY? YES/NO

### DEBIT SALE

+ **1** + **3**

#### SLIDE CARD

- > CLERK ID + OK

#### SALE AMOUNT + OK

- > SELECT TIP PERCENTAGE
- > OR SEE OTHER TIP
- > CASH BACK AMNT. + OK
- > TOTAL AMNT. + OK

#### SALE \$XX? + ACCEPT

- OR SEE CHANGE AMOUNT
- > INVOICE NO. + OK

#### PIN + OK

- > CUSTOMER COPY? YES/NO

## END-OF-DAY BALANCING

### TOTALS REPORT

+ **3** + **3**

(then)

- 1 = PRINT
- 2 = DISPLAY

### CLERK REPORT

+ **3** + **4**

- 4 = CLERK
- 5 = UNADJ TIP
- 6 = IRS TIP
- (next)

1 = ALL

- 2 = SINGLE
- > CLERK ID + OK
- > CASH TIP + OK

**4** OR + **4**

1 = ALL

2 = SELECT

#### [IF SELECT]

- > SELECT MERCHANT
- CANCEL/ACCEPT

### DETAIL REPORT

+ **3** + **2**

(then)

1 = PRINT

2 = DISPLAY

(then)

- > CUSTOMER COPY? YES/NO

## DEBIT RETURN

+ **2** + **2**

#### SLIDE CARD

- > CLERK ID

#### RETURN AMNT. + OK

- > INVOICE NO. + OK

#### PIN + OK

- > CUST. COPY? YES/NO

### SPECIAL OPTIONS

- > = OPTIONAL STEPS

IF OPTION IS ON - FOLLOW GREY STEP OR INSERT ADDITIONAL STEPS BELOW AT >

### COMMERCIAL CARD

#### TAX AMNT. + OK

#### TAX EXEMPT YES/NO

#### TOTAL AMNT. + OK

### CHANGE AMOUNT

#### SALE AMNT. + OK

#### SELECT TIP

#### PERCENTAGE

#### OR SEE OTHER TIP

#### TOTAL AMNT. + OK

### SEARCH

#### SEARCH BY...

1 = ALL

2 = REF #

REF + OK

3 = CLERK #

CLERK + OK

4 = ACCT #

ACCT + OK

5 = INVOICE #

INV + OK

(to scroll through transactions)

> NEXT/PREV

(to select current transaction)

- > [CORR] or SELECT

BANK NAME	
BANK PHONE	
HELP DESK PHONE	
V NUMBER	
VISA/MASTERCARD VOICE AUTH PHONE	
MERCHANT NO/ID	
OTHER	

## TERMINAL MESSAGES

<b>BATCH FULL</b>	Settle batch.
<b>CALL XXXXXXXXXX</b>	Call the indicated number.
<b>CALL AE</b>	Call American Express for authorization.
<b>CALL AE XXXXXX</b>	Call American Express and give the referral number (XXXXXX).
<b>CALL CB</b>	Call Carte Blanche for authorization.
<b>CALL DC</b>	Call Diners Club for authorization.
<b>CALL DISCOVER</b>	Call Discover for authorization.
<b>CALL FOR AUTH</b>	Call your VISA/MasterCard Voice Authorization Center for authorization.
<b>CALL JB</b>	CALL JBS for authorization.
<b>CALL ND</b>	Call your VISA/MasterCard Voice Authorization Center for authorization.
<b>CARDREADER ONLY</b>	Manual card entry is not allowed. Swipe card.
<b>CLERK TABLE FULL</b>	Print clerk ID list, then delete unused clerk IDs.
<b>DECLINE</b>	Request another card from cardholder.
<b>INVALID ACCT</b>	Request another card from cardholder.
<b>INVALID AMOUNT</b>	Verify the amount and retry the transaction.
<b>INVLD CODE ACCT</b>	A valid account number matched with a transaction code for a different card type; or you attempted an EDC credit or force and you are not set up for EDC. Verify the account ranges in Card Options Configuration and retry the transaction.
<b>INVLD EXP DATE</b>	Verify the expiration date and retry the transaction.
<b>INVLD MERCH ID</b>	Verify and if necessary correct the Merchant ID.
<b>INVLD SERV ID</b>	Call your Bank Representative.
<b>INVALID CARD</b>	Verify the account number and retry the transaction
<b>INVALID DATA</b>	Call your Bank Representative
<b>INV ACCT XXX</b>	Offline transaction entered for card account number with length, prefix, or check digit problems. Find and correct invalid item.
<b>INV AUCD XXX</b>	Authorization Code has unreadable characters. Find and correct invalid item.
<b>INV ITEM XXX</b>	Offline transaction entered for card plan(s) merchant does not accept for EDC. Find and correct invalid item
<b>INV TRCD XXX</b>	Transaction code has unreadable characters or does not exist on the host system . Find and correct invalid item
<b>INV ACQ</b>	Verify and if necessary correct the Bank Number
<b>INVLD PREFIX</b>	Verify the account number and retry the transaction
<b>INVLD TERM TYPE</b>	Contact your Bank Representative and have the terminal ID type set to IJ2
<b>ISSUER UNAVAIL</b>	Call for Voice Authorization or retry transaction later
<b>LINE BUSY</b>	Line is busy at the host or there are telephone circuit problems. Try transaction again or call <b>Voice Authorization Center</b> .
<b>LOST COMM W/HOST</b>	
<b>NO DIAL TONE</b>	
<b>PIC UP</b>	Do not accept the card for this transaction and do not return the card to the customer. You are trying to authorize a transaction that you are not set up to accept Contact your Bank Representative.
<b>UNAUTH TRANS</b>	
<b>UNSUPPORTED CARD</b>	The card's BIN range falls outside of a recognizable range.