INGENICO MOVE/5000

A picture containing text, electronics, different

Description automatically generated

Graphical user interface

Description automatically generated

Graphical user interface, text, application

Description automatically generated

NOTE: ALWAYS KEEP TERMINAL CHARGED!

Diagram

Description automatically generated with low confidence

**TO TURN TERMINAL ON: PRESS GREEN ENTER KEY**

**TO TURN TERMINAL OFF: PRESS # AND YELLOW KEY TOGETHER (NOTE: Terminal will not turn off when being charged.**

Graphical user interface, text, application, chat or text message, email

Description automatically generated

**FOR MERCHANTS WITH TIP OPTION:**

Follow above instructions for SALE

After entering amount of sale, there will be a TIP SCREEN with the below options

1. Tip Amount
2. No Tip

Note: Terminal may prompt for a customer signature. Customer may sign on screen or hit RED Cancel button and terminal will complete transaction without signature.

If customer is using a VISA/Mastercard backed Debit card, terminal will prompt for a PIN. Please DO NOT ENTER PIN, hit GREEN ENTER button to bypass and continue transaction.

**Generate Reports:**

Hit Green Enter Key

Select OTHER Icon

Reports

1 – Detail (Provides Each transactions processed)

2 – Summary (Provides totals for all card types processed)

***If you want to confirm amount in batch, reports must be run prior to settlement.***

**TERMINALS MUST BE MANUALLY SETTLED FOR PAYMENTS TO BE PROCESSED!**

Hit Green Enter

Select Settlement Icon

At the end of every successful batch settlement, a Summary Settlement Report will automatically print. “SETTLEMENT SUCCESSFUL” will print on the report.