

Ox Payment Ingenico Payment Terminals



Ingenico Terminal Models:

**ICT220 - Dial/IP (B&W, No
Contactless)**

ICT250 - Dial/IP (Color)

IWL252 - Bluetooth

IWL255 - Cellular

**Press and hold Green button to turn Terminal on. To turn the terminal off, press and hold the Yellow and ",#*" button at the same time.*

Sale

- ▶ Select Sale from the Main Screen
- ▶ Enter Clerk # (If applicable)
- ▶ Enter Amount
- ▶ Press OK and Pass to Customer (If applicable)
- ▶ Confirm Purchase Amount
- ▶ Enter Tip (If applicable)
- ▶ Confirm Amount + Tip (if applicable)
- ▶ Insert, Swipe or Tap the Card
- ▶ Select Cashback (If applicable)
- ▶ Confirm Total Purchase Amount
- ▶ Select Account / Enter PIN #
- ▶ Approved, remove card
- ▶ Press OK and Pass to Merchant (if applicable)
- ▶ Confirm Cust Copy (if applicable)
- ▶ Print Merch Copy

Credit Refund

- ▶ Select "Refund" from the Main Screen

- ▶ Enter Clerk # and Password (If applicable)
- ▶ Enter Invoice # (this is optional, press OK to skip)
- ▶ Enter Amount to Refund
- ▶ Insert, Swipe or Tap the Card
- ▶ Confirm Refund Amount, press "OK"
- ▶ Approved, remove card
- ▶ Press OK and Pass to Merchant (if applicable)
- ▶ Print Merch Copy (Cust Signature Required)
- ▶ Confirm Cust Copy

Debit Refund

- ▶ Select "Refund" from the Main Screen
- ▶ Enter Clerk # and Password (If applicable)
- ▶ Enter Invoice # (this is optional, press OK to skip)
- ▶ Enter Amount to Refund
- ▶ Insert, Swipe or Tap the Card
- ▶ Confirm Refund Amount, press "OK"
- ▶ Select Account / Enter PIN #
- ▶ Approved, remove card
- ▶ Press OK and Pass to Merchant (if applicable)

- ▶ Confirm Cust Copy (if applicable)
- ▶ Print Merch Copy

Credit Void

- ▶ Select "Void" from the Main Screen
- ▶ Enter Server # and Password (if applicable)
- ▶ Choose Txn (Get Last or Enter Record No.)
- ▶ Enter Record No. (if applicable)
- ▶ Confirm Txn Details
- ▶ Approved
- ▶ Press OK and Pass to Merchant (if applicable)
- ▶ Print Merch Copy (Cust Signature Required)
- ▶ Confirm Cust Copy

** Debit transactions should be "Refunded", not Voided*

Credit Pre-Auth

- ▶ Select "More" from the Main Screen
- ▶ Select "Pre-Auth" from Main Screen 2
- ▶ Enter Clerk # and Password (If applicable)
- ▶ Enter Amount

- ▶ Insert, Swipe or Tap the Card
- ▶ Enter PIN #
- ▶ Approved, remove card
- ▶ Press "OK" and Pass to Merchant (if applicable)
- ▶ Confirm Cust Copy (if applicable)
- ▶ Print Merch Copy

Credit Pre-Auth Completion

- ▶ Select "More" from the Main Screen
- ▶ Select "Completion" from Main Screen 2
- ▶ Enter Clerk # and Password (If applicable)
- ▶ Enter Record No (Located on original Pre-Auth receipt)
- ▶ Confirm the Pre-Auth Txn Details
- ▶ Enter the Completion Amount
- ▶ Approved
- ▶ Press "OK" and Pass to Merchant (if applicable)
- ▶ Confirm Cust Copy (if applicable)
- ▶ Print Merch Copy



Revised: May 5, 2016