Telium Series
RETAIL
Quick Reference Guide

ingenico GROUP

Credit Card Sale

Sale [1]

Select 1 - CREDIT

Enter the Sale amount and press [ENTER]

Swipe/Insert/Tap/key

Enter PIN # on PIN Pad [ENTER]

Terminal will display CAPTURE response and print a SALE receipt.

Additional optional prompts may appear depending on terminal configuration.

* Note: The option to Tap the card for various functions will be dependent on the hardware being used and the terminal's configuration for Contactless processing.

Credit Card Return

Press [2]

Select 1 - CREDIT

Enter Return amount and press [ENTER]

Swipe/Insert/Tap/key

Terminal will display CAPTURE response and print a RETURN receipt.

Additional optional prompts may appear depending on terminal configuration.

* Note: The option to Tap the card for various functions will be dependent on the hardware being used and the terminal's configuration for Contactless processing.

Optional Prompts

Optional Prompts may include: password, invoice/order number, card present, address, zip, CVC code, pass terminal, enter merchant number for multi-merchant, tax amount, customer code, imprint card, and enter last 4 digits. Not all optional prompts are shown.

Credit Card Void

Press [3]

Search Menu/Reversal

1=All
2=Reference #
3=Server #
4=Invoice #/PO #
5=Account #
6=Customer #
7=RRN
8=Approval Code

If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Voided.

Confirm Void Amount?
Select Yes or No

Terminal will display CAPTURE response and print a VOID receipt.

Authentication
(Datawire Only)

Press [., # .]

Select 4 - Maintenance

Select 4 - Authenticate

If successful, Datawire will reply with an accepted response and user can proceed with transactions. If an error message is received, please call helpdesk for assistance.

Guide to Keys

[F4] **Use to Set Language**

[ENTER] **ENTER Key** (Green)
Note: ENTER Key at Idle will also access a Main Menu of functions.

[CLEAR] **CLEAR Key** (Yellow)

[X] **CANCEL Key** (Red)

[., # .] **ADMIN Key**

[F] **FUNCTION Key**

Use F key to access the System Manager Menu and to create alpha characters. Press a number key then F repeatedly to create alpha characters when needed.

Detail Report

Press [., #>]

Select 0 – Reports Menu

Select 1 – Detail

1 – Print
2 – Display

Summary Report

Press [., #>]

Select 0 – Reports Menu

Select 2 – Summary

1 – Print
2 – Display

Batch Total

Press [., #>]

Select 2 – Batch Menu

1 – Batch Totals
2 – View History
3 – Change Batch Number
4 – Delete Batch

Settlement

Press [7]

Credit/Debit/EBT Close Batch and Deposit Funds?
Select Yes or No

Confirm Summary of Merchant Total?
Select Accept or Cancel

Reprint

Press [8]

Select 3 – REPRINT

Reprint Menu

1= Last Receipt
2= Search

If search menu ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be re-printed.

Credit Card Force	Pre Auth (Auth Only)	Pre Auth Completion	Credit Card Trans Adjust
Press `4`	**Press** `8`	**Press** `4`	**Press** `8`
Select 1 – CREDIT	**Select 2 – PRE AUTH**	**Select 2 –PRE AUTH COMPLETION**	**Select 1 – TRANS ADJUST**
Enter the Sale amount and press `⊙`	**Enter the Sale amount and press** `⊙`	**Search Menu**	**Search Menu**
Swipe/Insert/Tap/key	**Swipe/Insert/Tap/key**	**1=All** **2=Reference #** **3=Server #** **4=Invoice #/PO #** **5=Account #** **6=Customer #** **7=RRN** **8=Approval Code**	**1=All** **2=Reference #** **3=Server #** **4=Invoice #/PO #** **5=Account #** **6=Customer #** **7=RRN** **8=Approval Code**
Enter Approval Code `⊙`	**Enter PIN # on PIN Pad** `⊙`	If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be completed.	If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be adjusted.
Terminal will display CAPTURE response and print a FORCE SALE receipt.	**Terminal will display CAPTURE response and print a PRE AUTH receipt.**	**Confirm Sale Amount?** **Select Accept or Change**	**Enter new Sale Amount?** `⊙`
Additional optional prompts may appear depending on terminal configuration.	Additional optional prompts may appear depending on terminal configuration.	**Terminal will display CAPTURE response and print a PRE AUTH COMPLETION receipt.**	**Terminal will display CAPTURE response and print a receipt.**
* Note: The option to Tap the card for various functions will be dependent on the hardware being used and the terminal's configuration for Contactless processing	* Note: The option to Tap the card for various functions will be dependent on the hardware being used and the terminal's configuration for Contactless		