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Nexi Traditional POS Ingenico Desk 2600

INSTRUCTIONS

April 2023

Instructions: Nexi Traditional POS Ingenico Desk 2600

Contents

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1. Get to know your POS terminal

Contactless Card Reader

Easy Loading Printer

2.8'' LCD screen

Backlit keyboard with large keys

Magnetic stripe reader

Chip card reader

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2. Keyboard – Power Off/ Restart Instructions

MAIN MENU Key

Cancellation Key

CANCEL

Cancels the last activity and redirects to the home screen.

Validation Key

ENTER

Confirms the last activity and leads to the next step.

Clear Key

CLEAR

Deletes one character at a time (numbers or letters).

Power Off:
Unplug the PSU cable and Press simultaneously the dot (Main menu) key ⬤ and the **yellow** key for one second.

Restart:
Press the **green key** or connect (plug) the PSU cable.
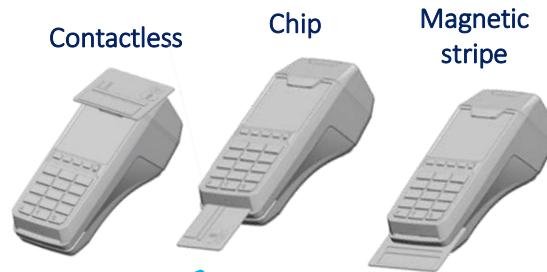
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3. Purchase

1

Enter Amount

Please enter the transaction amount and then press the **green key**.

2

Card Reading

Tap the customer's card over the POS, or insert it into the reader.

Contactless   Chip   Magnetic stripe

*If the customer wishes to pay using their **digital wallet**, ask them to bring their device closer to the POS.*

3

PIN
If the system requests it, hand the POS to the customer to enter their PIN. Then press the **green key.**

4

Completion & Receipt

- **Merchant Receipt:** Upon the transaction's approval of the transaction, it is automatically printed.

- **Customer Receipt:** Please press the **green key** as the customer receipt to be printed.

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4. Purchase with Installments

⚠ Available upon request - Subject to approval

1

Enter Amount

Please enter the transaction amount and then press the **green key**.

2

Card Reading

Tap the customer's card over the POS))) or insert it into the reader.

Contactless   Chip   Magnetic stripe
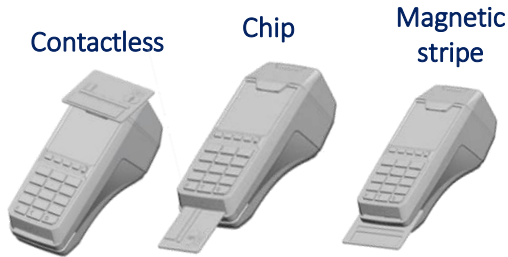
*If the customer wishes to pay using their **digital wallet**, ask them to bring their device closer to the POS.*

3

Installments

- **With Installments** : press the **green key,** enter the number of installments, and then press the **green key**, again.
- **Without Installments :** Press the **red key** for purchase without installments.

4

PIN

If PIN is requested, hand the POS to the customer to enter their PIN and press the **green key.**

5

Completion & Receipt

- **Merchant Receipt:** After the approval of the transaction, it is automatically printed.

- **Customer Receipt:** Please press the **green key** to print the customer receipt.

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5. TIP

⚠️ Available upon request - Subject to approval

①

Enter Amount

Please enter the transaction amount and then press the **green key**.

②

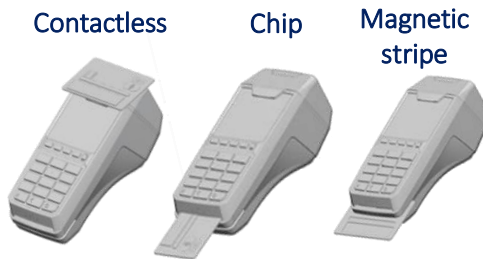**Tip**

- **With Tip:** select tip amount and then press the **green key**.
- **"No Tip " :** Press the **red key** to proceed without tip.

③

Card Reading

Tap the customer's card over the POS ,))) or insert it into the reader.

Contactless   Chip   Magnetic stripe

If the customer wishes to pay using their digital wallet, ask them to bring their device closer to the POS.

④

PIN

If PIN is requested, hand the POS to the customer to enter their PIN and press the **green key.**

⑤

Completion & Receipt

- **Merchant Receipt:** After the approval of the transaction, it is automatically printed.

- **Customer Receipt:** Please press the **green key** to print the customer receipt.

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6. Void (transaction cancellation) ⊗

⚠ Permitted only when a batch hasn't been settled yet.

1 **Menu**

Press the ◉ key and then select «**Void**»

2 **Enter Amount**

Please enter the transaction amount and then press the **green key**.

3 **Enter RRN**

Enter the **RRN** number (located at the bottom left of the receipt) and then press the **green key.**

Στοιχεία Εμπόρου
Επωνυμία
Διεύθυνση
Τηλέφωνο

nexı
Bonus MasterCard
MasterCard
)))

510099******6001

ΓΕΥΜΑ-MEAL

ΠΟΣΟ/AMOUNT: 2,22 EUR

ΣΥΝ/ΓΗ ΜΕΣΩ: 014/NEXI
ΚΩΔ.ΕΓΚΡ:068121   MID:0600036063
RRN:012011   TID:80011550
L01   AID: A0000000041010

ΕΥΧΑΡΙΣΤΟΥΜΕ-THANK YOU
ΑΝΤΙΓΡΑΦΟ ΕΜΠΟΡΟΥ

4 **Card Reading**

Tap the customer's card over the POS)))⟩ , or insert it into the reader.

5 **PIN**

If PIN is requested, hand the POS to the customer to enter their PIN and press the **green key.**

6 **Enter MID**

If requested, please enter the Merchant Identification Code (MID) and press the **green key.**

7 **Completion & Receipt**

- **Merchant Receipt:** After the approval of the transaction, it is automatically printed.

- **Customer Receipt:** Please press the **green key** to print the customer receipt.

7. Refund €

⚠️ Permitted only after the batch has been settled.

1	**2**	**3**	**4**	**5**	**6**	**7**
Menu	**Enter Amount**	**Card Reading**	**Installments**	**PIN**	**Enter MID**	**Completion & Receipt**

Menu

Press the ⏺ key and then select «**Refund**»

Enter Amount

Please enter the transaction amount and then press the **green key**.

Card Reading

Tap the customer's card over the POS 📶 , or insert it into the reader.

Installments

If installments are supported for your company, then the Installments Menu will follow.

PIN

If PIN is requested, hand the POS to the customer to enter their PIN and press the **green key.**

Enter MID

If requested, please enter the Merchant Identification Code (MID) and press the **green key.**

Completion & Receipt

• **Merchant Receipt:** After the approval of the transaction, it is automatically printed.

• **Customer Receipt:** Please press the **green key** to print the customer receipt.

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8. Pre-Authorization

A temporary hold of an amount approved by the customer on their card.
This functionality is only available at hotels, travel agencies & car rental companies.

1
Menu

Press the ◉ key and then select «**Pre-Authorization**»

2
New Pre-Authorization

Select «**New Pre-Authorization**» and press the **green key**.

3
Enter Amount

Please enter the transaction amount and then press the **green key**.

4
Card reading

Insert the card into the reader.

5
PIN

Hand the POS to the customer to enter their PIN.
Then press the **green key.**

6
Completion & Receipt

Merchant and customer receipts are printed, containing the transaction approval number and the RRN number.

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9. Pre-Authorization Completion

⚠️ Completes a pre-authorization transaction when the final purchase amount is known.

1 **Menu**

Press the ◉ key and then select «**Pre-Authorization**»

2 **Completion**

Select «**Completion**» and press the **green key**.

3 **Enter Amount**

Please enter the transaction amount and then press the **green key**.

4 **Card Reading**

Insert the card into the reader.

5 **RRN & Auth. Code**

Enter the **RRN** number and the **authorization code** and then press the **green key.**

6 **PIN**

If the system requests it, hand the POS to the customer to enter their PIN.
Then press the **green key.**

7 **Enter MID**

If requested, please enter the Merchant Identification Code (MID) and press the **green key.**

8 **Receipt**

Receipt Printing.

10. Close Batch

⚠️ Runs on a daily basis, if transactions are made.

1

Menu

Press the ◉ key, select «**Batch/ Merchant**» and then the **green key.**

2

Send Batch

Select «**Sending Batch**» and then press the **green key**.

3

Select Receipt Type

Select «**Analytical**» or «**Brief**» and then press the **green key.**

4

Close Batch

The POS closes the batch.

5

Receipt

The selected Batch receipt (step 3) is printed.

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11. Calendars 📅

1

Menu

Press the
key , select «**Batch/
Merchant**» and then
the
green key.

2

Timetable

Select
«**Calendars**» and the
green key.

3

Select Batch

Select :
- «**Current Batch**» if you
  wish to print the running
  batch and press the **green
  key.**
- «**Previous Batch**» if you
  wish to print the last Batch
  and then press the **green
  key.**

4

Select Receipt Type

Select «**Analytical**» or
«**Brief**» and then press the
green key.

5

Print

The selected Batch
view (step 3) is printed.

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12. Transaction Re-Print

⚠️ Available only for transactions included in the current Batch.

1

Menu

Select the left key.

On the Screen, appear the 3 last digits of RRN Code of the transactions included in the current batch.

- If you want the last transaction to be printed, please press the **green key**.
- If you want to re-print any other transaction of the <u>current batch</u>:
    1. Press the **yellow key** in order to delete the digits of the last transaction
    2. Enter the last 3 –digit of RRN code of the transaction you wish to reprint
    3. Press the **green key**.

2

Print

The selected transaction is printed.

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TRANSACTION TYPE	TRANSACTION FLOW					
PURCHASE	**1** PRESS THE ⊙ AND SELECT "PURCHASE"	**2** ENTER THE AMOUNT AND PRESS	**3** TAP THE CARD OR INSERT IT IN THE CARD READER	**4** ENTER PIN AND PRESS (IF REQUESTED)	**5** MERCHANT RECEIPT IS PRINTED. PRESS FOR CUSTOMER RECEIPT.	
INSTALLMENTS UPON AVAILABILITY	**1** PRESS THE ⊙ AND SELECT "PURCHASE"	**2** ENTER THE AMOUNT AND PRESS	**3** TAP THE CARD OR INSERT IT IN THE CARD READER	**4** PRESS , ENTER THE NUMBER OF INSTALLMENTS & PRESS . NO INSTALLMENTS: PRESS	**5** ENTER PIN AND PRESS (IF REQUESTED)	**6** MERCHANT RECEIPT IS PRINTED. PRESS FOR CUSTOMER RECEIPT.
TIPS UPON AVAILABILITY	**1** PRESS THE ⊙ AND SELECT "PURCHASE"	**2** ENTER THE AMOUNT AND PRESS	**3** ENTER THE TIP AMOUNT AND PRESS NO TIP: PRESS	**4** TAP THE CARD OR INSERT IT IN THE CARD READER	**5** ENTER PIN AND PRESS (IF REQUESTED)	**6** MERCHANT RECEIPT IS PRINTED. PRESS FOR CUSTOMER RECEIPT.
VOID (CANCEL) ONLY FOR TRANSACTIONS IN THE CURRENT BATCH	**1** PRESS THE ⊙ AND SELECT "VOID"	**2** ENTER THE AMOUNT AND PRESS	**3** ENTER THE TRANSACTION RRN NUMBER AND PRESS	**4** TAP THE CARD OF THE INITIAL TRANSACTION, OR INSERT IT IN THE CARD READER	**5** ENTER PIN AND PRESS (IF REQUESTED) **6** ENTER MID AND PRESS (IF REQUESTED)	**7** MERCHANT RECEIPT IS PRINTED. PRESS FOR CUSTOMER RECEIPT.
REFUND ONLY FOR TRANSACTIONS IN CLOSED BATCHES	**1** PRESS THE ⊙ AND SELECT "REFUND"	**2** ENTER THE AMOUNT AND PRESS	**3** TAP THE CARD OF THE INITIAL TRANSACTION, OR INSERT IT IN THE CARD READER	*IF INSTALLMENTS ARE SUPPORTED FOR YOUR COMPANY, THE RELEVANT MENU WILL FOLLOW.* **4** ENTER PIN AND PRESS (IF REQUESTED) **5** ENTER MID AND PRESS (IF REQUESTED)	**6** MERCHANT RECEIPT IS PRINTED. PRESS FOR CUSTOMER RECEIPT.	
CLOSE BATCH	**1** PRESS THE ⊙ AND SELECT "BATCH/MERCHANT"	**2** SELECT "SENDING BATCH" AND PRESS	**3** SELECT "ANALYTICAL" OR "BRIEF" AND PRESS	**4** BATCH CLOSES & RECEIPT IS PRINTED (ANALYTICAL/ BRIEF AS PER STEP 3)	*IF THE RECEIPT IS NOT PRINTED, PLEASE FOLLOW "CALENDAR" INSTRUCTIONS*	

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TRANSACTION TYPE	TRANSACTION FLOW							
PRE-AUTHORIZATION UPON AVAILABILITY	**1** PRESS THE ●, SELECT "PREAUTHORIZATION" AND PRESS	**2** SELECT "NEW PREAUTHORIZATION" AND PRESS	**3** ENTER THE AMOUNT AND PRESS	**4** INSERT CARD IN THE CARD READER	**5** ENTER PIN AND PRESS (IF REQUESTED)	**6** RECEIPT IS PRINTED (WITH RRN AND AUTHIRIZATION CODE)		
PRE-AUTHORIZATION COMPLETION ONLY FOR PREAUTHORIZED TRANSACTIONS	**1** PRESS THE ● SELECT "PRE-AUTHORIZATION" AND PRESS	**2** SELECT "PREAUTHORIZATION COMPLETION" AND PRESS	**3** ENTER THE AMOUNT AND PRESS	**4** INSERT CARD IN THE CARD READER	**5** ENTER RRN & AUTHIRIZATION CODE AND PRESS	**6** ENTER PIN AND PRESS (IF REQUESTED)	**7** ENTER MID AND PRESS (IF REQUESTED)	**8** MERCHANT RECEIPT IS PRINTED. PRESS FOR CUSTOMER RECEIPT.
CALENDARS	**1** PRESS THE ● SELECT "BATCH/MERCHANT" AND PRESS	**2** SELECT "CALENDARS" AND PRESS	**3** SELECT "CURRENT BATCH" OR "PREVIOUS BATCH" AND PRESS	**4** SELECT "ANALYTICAL" OR "BRIEF" AND PRESS	**5** RECEIPT IS PRINTED (ANALYTICAL/ BRIEF AS PER STEP 3)			
TRANSACTION REPRINT (CURENT BATCH TRANSACTIONS ONLY)	**1** PRESS THE LEFT KEY	**2** WRITE THE 3LAST DIGITS OF THE RRN NUMBER OF THE TRANSACTION YOU WANT TO REPRINT AND PRESS	**3** THE REQUESTED TRANSACTION IS REPRINTED					

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