

**nexi**

# Nexi Traditional POS Ingenico Desk 2600

## Operating Instructions

---

September 2023



# Instructions: Nexi Traditional POS Ingenico Desk 2600



## Contents

1. [Get to know your POS terminal](#)
2. [POS keyboard – Power Off / Restart Instructions](#)
3. [Purchase](#)
4. [Purchase with Installments](#)
5. [Purchase with Tip](#)
6. [Purchase with Dynamic Currency Conversion \(DCC\)](#)
7. [MOTO Purchase \(Mail Order Telephone Order \)](#)
8. [Void](#)
9. [Refund](#)
10. [Pre-Authorization](#)
11. [Pre-Authorization Completion](#)
12. [Close Batch](#)
13. [Calendars](#)
14. [Transaction Re-print](#)
15. [Short Transaction Guide – to be printed](#)

# 1. Get to know your POS terminal



## 2. Keyboard – Power Off/ Restart Instructions



In order to change the language of the POS to English, please contact ☎ **210 6244300**



### 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.

# 3. Purchase



1

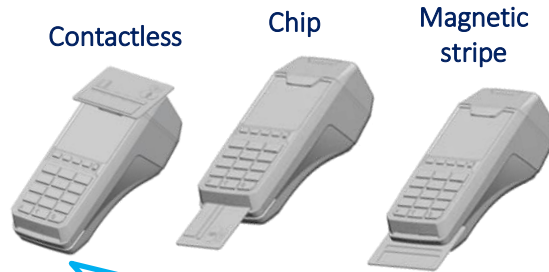
## Enter Amount

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

2

## Card Reading

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



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

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 and Customer receipts are automatically printed, after the approval of the transaction.

Press the **green key** only if you wish to speed up the printing of the customer receipt.

## 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 for contactless acceptance.*

3

### Installments

- **With Installments:** press the **green key**, enter the number of installments, and press the **green key**, again.
- **Without Installments :** Press the **red key** to proceed 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 and Customer receipts are automatically printed, after the approval of the transaction.

Press the **green key** only if you wish to speed up the printing of the customer receipt.

# 5. Purchase with 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:** Enter the tip amount and then press the **green key**. The total transaction amount including the tip appears. Please press the **green key** again to approve the transaction.
- **Without 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 card 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 for contactless acceptance.*

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 and Customer receipts are automatically printed, after the approval of the transaction.

Press the **green key** only if you wish to speed up the printing of the customer receipt.

# 6. Purchase using Dynamic Currency Conversion (DCC)



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 for contactless acceptance.*

3

## DCC Menu

If the customer's card is in a currency other than €, please **hand the POS to the cardholder** so that they can select the currency of the transaction and press the **green key** in order to proceed to the Currency Selection screen.

4

## Select Currency

**The cardholder** enters the number

- "1" to confirm the transaction amount using the card's currency
- or
- "2" in order to proceed with currency conversion to €

and confirms by pressing the **green key**.

Then a screen to hand the POS to the merchant appears. It is necessary to press the **green key** in order to proceed.

5

## PIN

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

6

## Completion & Receipt

Merchant and Customer receipts are automatically printed, after the approval of the transaction.

Press the **green key** only if you wish to speed up the printing of the customer receipt.




## 7. MOTO Purchase (Mail Order Telephone Order)



Available upon request - Subject to approval

1

### Menu

Press the  key, select «**Mail Order**» and press the **green key**.

2

### Enter Amount

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

3

### Enter Card Details

Key-enter the following data:

- the customer's card number and press the **green key**.
- the card's expiration date (MM/YY) and press the **green key**.
- the 3digit CVV / CVC number and press the **green key**.

4

### Approval & Receipt

Upon transaction approval, the merchant's receipt is printed automatically.

## 8. Void (transaction cancellation)




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



1

### Menu

Press the  key, select «Void» and press the **green key**.

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

**nexi**  
Bonus MasterCard  
MasterCard  
)))

510099\*\*\*\*6001

ΓΕΥΜΑ-MEAL

ΠΟΣΟ/AMOUNT: 2,22 EUR

ΣΥΝΤΗΜΕΣΙΩ: 014/NEXI

ΚΑΡΤΑ/KEY: 065121

MID: 0600036063

TID: 80011560

RRN: 012011

AID: A0000000041010

L01

ΕΥΧΑΡΙΣΤΟΥΜΕ-THANK YOU  
ΑΝΤΙΓΡΑΦΟ ΕΜΠΟΡΟΥ

4

### Card Reading

Insert the card of the initial transaction in the card reader of the POS.

5

### Enter MID

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

6

### PIN

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

7

### Completion & Receipt

Merchant and Customer receipts are automatically printed, after the approval of the transaction.


Press the **green key** only if you wish to speed up the printing of the customer receipt.

## 9. Refund



1

### Menu

Press the  key, select «Refund» and press the **green key**.


2

### Enter Amount

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

3

### Card Reading

Tap the card used in the initial transaction over the POS  or insert it into the card reader.

4

### Installments

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

5

### Currency Selection

*If the initial transaction was made with dynamic currency conversion (DCC)* then the relevant menu appears, and the cardholder needs to select the currency of the refund transaction.

6

### Enter MID

Enter the Merchant Identification number (MID) and press the **green key**.

7

### PIN

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

8

### Completion & Receipt

Merchant and Customer receipts are automatically printed, after the approval of the transaction.

Press the **green key** only if you wish to speed up the printing of the customer receipt.


## 10. Pre-Authorization



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

1

### Menu

Press the   
Key, select  
«**Pre-Authorization**»  
and press the **green**  
**key**.

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  
card 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.

# 11. Pre-Authorization Completion



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

1

## Menu

Press the **⬇** key ,  
select «**Pre-Authorization**»  
and press the  
**green key**.

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** of  
the pre-authorization  
transaction and then press  
the **green key**.



6

## Enter MID

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

7

## PIN

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

8

## Receipt

Receipt  
Printing.


## 12. Close Batch



It is recommended to run daily, if transactions are made.

1

### Menu

Press the   
key, select «**Batch/**  
**Merchant**» and press  
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  
completes batch  
close.

5

### Receipt

The selected batch  
receipt (step 3) is  
printed.

# 13. Calendars



1

## Menu

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

2

## Timetable

Select  
«**Calendars**» and press  
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.

# 14. 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 last transaction 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 current (unclosed) batch:
  1. Press the **yellow key** in order to delete the number 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.



# Short Transaction Guide - Nexi Traditional POS Ingenico Desk 2600 [1/2]



TRANSACTION TYPE		TRANSACTION FLOW						
	<b>PURCHASE</b>	1 PRESS  , SELECT "PURCHASE" AND PRESS  .	2 ENTER THE AMOUNT AND PRESS  .	3 TAP THE CARD  OR INSERT IT IN THE POS CARD READER.	4 HAND THE POS TO THE CUSTOMER TO ENTER THEIR PIN, IF REQUESTED AND PRESS  .	5 MERCHANT AND CUSTOMER RECEIPTS ARE AUTOMATICALLY PRINTED.		
	<b>PURCHASE WITH INSTALLMENTS</b> UPON AVAILABILITY	1 PRESS  , SELECT "PURCHASE" AND PRESS  .	2 ENTER THE AMOUNT AND PRESS  .	3 TAP THE CARD  OR INSERT IT IN THE POS CARD READER.	4 WITHOUT INSTALLMENTS: PRESS  WITH INSTALLMENTS, PRESS  , ENTER THE NUMBER OF INSTALLMENTS AND THEN PRESS  .	5 HAND THE POS TO THE CUSTOMER TO ENTER THEIR PIN, IF REQUESTED, AND PRESS  .	6 MERCHANT AND CUSTOMER RECEIPTS ARE PRINTED AUTOMATICALLY.	
	<b>PURCHASE WITH TIP</b> UPON AVAILABILITY	1 PRESS  , SELECT "PURCHASE" AND PRESS  .	2 ENTER THE AMOUNT AND PRESS  .	3 WITHOUT TIP: PRESS  WITH TIP: ENTER THE TIP AMOUNT, PRESS  AND THEN  AGAIN TO CONFIRM THE FINAL AMOUNT WITH TIP.	4 TAP THE CARD  OR INSERT IT IN THE POS CARD READER.	5 HAND THE POS TO THE CUSTOMER TO ENTER THEIR PIN, IF REQUESTED, AND PRESS  .	6 MERCHANT AND CUSTOMER RECEIPTS ARE PRINTED AUTOMATICALLY.	
	<b>VOID (CANCELLATION)</b> ONLY FOR TRANSACTIONS IN THE CURRENT BATCH	1 PRESS  , SELECT "VOID" AND PRESS  .	2 ENTER THE AMOUNT AND PRESS  .	3 ENTER THE RRN NUMBER AND PRESS  .	4 INSERT THE CARD OF THE INITIAL TRANSACTION IN THE POS CARD READER.	5 ENTER YOUR MID NUMBER, IF REQUESTED, AND PRESS  .	6 HAND THE POS TO THE CUSTOMER TO ENTER THEIR PIN, IF REQUESTED, AND PRESS  .	7 MERCHANT AND CUSTOMER RECEIPTS ARE PRINTED AUTOMATICALLY.
	<b>REFUND</b>	1 PRESS  , SELECT "REFUND" AND PRESS  .	2 ENTER THE AMOUNT AND PRESS  .	3 INSERT THE CARD OF THE INITIAL TRANSACTION IN THE POS CARD READER. <i>IF INSTALLMENTS ARE SUPPORTED, THE RELEVANT MENU WILL FOLLOW. ALSO, DCC MENU WILL FOLLOW, IF THE INITIAL TRANSACTION WAS MADE IN NON-€ CURRENCY.</i>	4 ENTER YOUR MID NUMBER, IF REQUESTED, AND PRESS  .	5 HAND THE POS TO THE CUSTOMER TO ENTER THEIR PIN, IF REQUESTED, AND PRESS  .	6 MERCHANT AND CUSTOMER RECEIPTS ARE PRINTED AUTOMATICALLY.	
	<b>CLOSE BATCH</b> IT IS RECOMMENDED TO RUN DAILY, IF TRANSACTIONS ARE MADE.	1 PRESS  , SELECT "BATCH/ MERCHANT" AND PRESS  .	2 SELECT "SENDING BATCH" AND PRESS  .	3 SELECT "ANALYTICAL" OR "BRIEF" AND PRESS  .	4 BATCH CLOSES & THE FULL RECEIPT IS PRINTED (ANALYTICAL/ BRIEF) AS SELECTED IN THE PREVIOUS STEP. <i>IF THE RECEIPT IS NOT PRINTED, PLEASE FOLLOW THE "CALENDAR" INSTRUCTIONS</i>			

# Short Transaction Guide - Nexi Traditional POS Ingenico Desk 2600 [2/2]



TRANSACTION TYPE		TRANSACTION FLOW							
 <b>MOTO PURCHASE</b> (Mail - Telephone Order) UPON AVAILABILITY		1 PRESS  , SELECT "MAIL ORDER" AND PRESS  .	2 ENTER THE AMOUNT AND PRESS  .	3 ENTER THE CARD NUMBER AND PRESS  .	4 ENTER THE CARD EXPIRATION DATE AND PRESS  .	5 ENTER THE 3DIGIT SECURITY NUMBER (CVV / CVC) AND PRESS  .	6 THE MERCHANT RECEIPT IS PRINTED AUTOMATICALLY.		
 <b>DCC PURCHASE</b> (Currency Conversion) UPON AVAILABILITY		1 PRESS  , SELECT "PURCHASE" AND PRESS  .	2 ENTER THE AMOUNT AND PRESS  .	3 TAP THE CARD  OR INSERT IT IN THE CARD READER.	4 HAND THE POS TO THE CUSTOMER TO SELECT CURRENCY AND PRESS  , IN ORDER TO PROCEED.	5 THE CUSTOMER PRESSES 1 TO USE THE CARD'S CURRENCY, OR 2 TO PAY IN EURO AND PRESSES  .	6 PRESS  TO CONFIRM THE RETURN OF THE POS TO THE MERCHANT.	7 HAND THE POS TO THE CUSTOMER TO ENTER THEIR PIN, IF REQUESTED, AND PRESS  .	8 MERCHANT AND CUSTOMER RECEIPTS ARE PRINTED AUTOMATICALLY.
 <b>PRE-AUTHORIZATION</b> UPON AVAILABILITY		1 PRESS  , SELECT "PRE-AUTHORIZATION" AND PRESS  .	2 SELECT "NEW PRE-AUTHORIZATION" AND PRESS  .	3 ENTER THE AMOUNT AND PRESS  .	4 INSERT THE CARD IN THE POS CARD READER.	5 HAND THE POS TO THE CUSTOMER TO ENTER THEIR PIN, IF REQUESTED, AND PRESS  .	6 THE RECEIPTS THAT INCLUDE THE RRN NUMBER AND THE AUTHORIZATION CODE ARE PRINTED AUTOMATICALLY.		
 <b>PRE-AUTHORIZATION COMPLETION</b> FOR PREAUTHORIZED TRANSACTIONS ONLY		1 PRESS  , SELECT "PRE-AUTHORIZATION" AND PRESS  .	2 SELECT "PRE-AUTHORIZATION COMPLETION" AND PRESS  .	3 ENTER THE AMOUNT AND PRESS  .	4 INSERT THE CARD IN THE POS CARD READER.	5 ENTER THE RRN NUMBER & THE AUTHORIZATION CODE OF THE PRE-AUTHORIZATION AND PRESS  .	6 ENTER YOUR MID NUMBER, IF REQUESTED, AND PRESS  .	7 HAND THE POS TO THE CUSTOMER TO ENTER THEIR PIN, IF REQUESTED, AND PRESS  .	8 MERCHANT AND CUSTOMER RECEIPTS ARE PRINTED AUTOMATICALLY.
 <b>CALENDARS</b>		1 PRESS  , 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 THE RECEIPT IS PRINTED (ANALYTICAL OR BRIEF) AS SELECTED IN THE PREVIOUS STEP.			
 <b>TRANSACTION RE-PRINT</b> ONLY CURENT BATCH TRANSACTIONS		1 PRESS THE LEFT KEY  .	2 WRITE THE 3 LAST DIGITS OF THE RRN NUMBER OF THE TRANSACTION TO BE RE-PRINTED AND PRESS  .	3 THE REQUESTED TRANSACTION IS REPRINTED.					



nexi