



TERMINAL
User Guide 1.0

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Welcome

SecureTablePay (STP) is a universal middleware platform that provides a EMV¹ processing Pay at the Table (PATT) solution that can be connected to POS (Point of Sale) software.

This guide will explain accessing it using the Ingenico iWL250 wireless terminal keypad that can work in a Stand-Alone state or a POS integrated payment version.

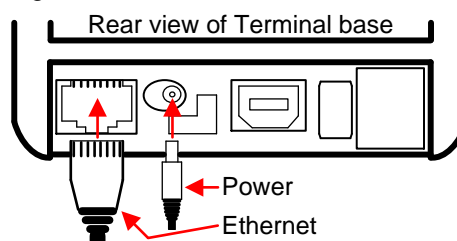
1. Wireless Terminal Hardware

1.1 Terminal Base

For POS operation:

- Each Terminal intelligent base will need its own IP address and Ethernet connection.
- The Terminals must be on the same network as the POS (RMS²) computer.
 - Connect the Ethernet and then the electrical power to the back of the Terminal base (Figure 1)

Figure 1



1.2 Terminal Power Up

If the Terminal is on its base and turned off, hold the keypad [.,#*] button for 3 seconds to turn it ON.

The Terminal will go through a sequence of screens before reaching its main operating screen.

NOTE: If **Screen: PLEASE CHECK BASE** means if the power to the Terminal base is disconnected.

Terminal Power Down

NOTE: The Terminal can be powered down **when it is not on its base**.

Hold the keypad [.,#*] and [Yellow Correction] keys together for 3 seconds.

To turn the Terminal ON, place the Terminal on its base to start it up or if it is not on its base, press the Green Enter key to turn it on.

Reboot the Terminal

When the Terminal is connected to its base, holding the [.,#*] and [Yellow Correction] keys together can be used as a reboot function.

¹ **EMV** (Europay, MasterCard, Visa) is a global standard for credit cards that uses computer chips to authenticate (and secure) chip-card transactions.

² **RMS** (Restaurant Management System)

1.3 Terminal Function Keys

Figure 2

SecureTablePay Screen



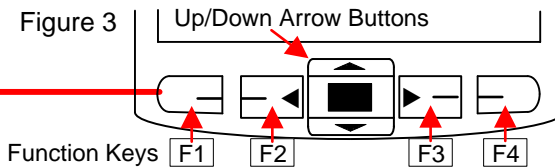
When the Terminal starts up, it will show the SecureTablePay version screen (Figure 2).

TID 123: This is the 8-digit Terminal identification number.

SWIPE/KEY SERVER: This is a prompt for the Server to log on to the payment system by either:

- Swiping their ID Card at the right side of the Terminal.
- Inserting their ID Card at the bottom of the Terminal.
- Key in their identification PIN code on the Terminal Keypad. Press the **Green Enter key** at the bottom, right of the keypad to continue.

Figure 3



- **Main Function F-Key** (above the Red Cancel key)
 - Press to access, example: Stand-Alone state or SecureTablePay.
- **Red Cancel key** (bottom, left of keypad).
 - Press to back out of or stop a keypad entry.
- **Yellow Correction key** (bottom, middle of keypad).
 - Press to remove a key entry.
- **Green Enter key** (bottom, right of keypad).
 - Press to continue a selection.

Terminal Dimensions: 6.5 (l) x 2.1 (H) x 3.1(W) inches [165 (l) x 54 (H) x 78 (W) mm]

Terminal Weight: 10 oz. (300g)

1.4 Estimating the Number of Terminals

Before they can be ordered, the number of terminals, communication and charging bases need to be estimated for your specific installation sites. The following factors may affect the number of terminals necessary for a specific site:

1. The type of business: restaurant, hotel, night club, bar, lounge, theatre, department store, jeweler, travel agent, pharmacy, etc.
2. The size and layout of the dining room lounge or room where business is conducted and the number of separate floors or dining rooms.
3. The number of tables (for restaurants) or payment stations (for other businesses, place where a client may use the terminal to perform a payment).
4. The maximum number of credit and debit card transactions performed on the busiest day of the peak time or season.
5. The possibility of wireless communication obstacles (refer to section: **1.5.1 Common Wireless Communication Obstacles**).
6. The maximum number of terminals that can be assigned to one communication base is seven, but the optimal number could be less because:
 - If a communication base goes out of order, the business is less affected if there are other communication bases available for use.
 - If the communication base has too many terminals assigned to it and if the communication is dial, the telephone line becomes congested. The optimum number should then be no more than 4. If the communication is Ethernet, there is usually no congestion.
7. The communication base also charges the terminal placed on it. However, to have all terminals adequately charged, it is recommended that there is one charging base for each of the other terminals so that each terminal has its own charger.

Use the following guidelines for your estimate:

1. If estimating the number of terminals and bases necessary to replace currently installed countertop terminals, one communication base and one terminal is probably needed to replace each of the existing countertop terminals. This is based on no change in the current host communication (dial or Ethernet).
2. If estimating equipment for a new site, consider the need for a planned number of tables or payment stations.
3. For up to 10 tables or payment stations on a single floor, a reasonable estimate is one terminal and one communication base.
4. From 11 to 30 tables or payment stations, two terminals are probably needed, one communication and one charging base.
5. For more than 30 tables or payment stations, at least three terminals are probably needed, one communication and two charging bases.
6. If the site has more than one floor where customers can be served and if the number of tables or payment stations does not justify additional terminals, trying to install a communication base only on the main floor to assess performance for a period of about one week, is encouraged. Additional terminals and bases can be ordered later, if needed and if the merchant is prepared to install additional communication lines on the other floors.

NOTE: If the terminal is left with minimal monitoring, the application must provide password control to prevent unauthorized use. This happens, example: if there are additional bases installed on a different floor.

7. After having calculated the initial number of terminals and bases using the above guidelines, this number may need to be adjusted considering the transaction volume during peak hours. The number of planned terminals and bases could be increased if a higher volume is expected. This volume depends on the following:
 - The average time customers spend at the table or at the payment station before making a payment. Example: customers of a fast food restaurant can stay for a shorter time than those of a regular restaurant.
 - The number of transactions paid by card (debit or credit) considered as a percentage of the total number.
8. Finally, consider the terminal / server ratio. This ratio is about 1 to 4 (one terminal for approximately 4 servers). This ratio should not be used to estimate the number of terminals, but instead as a confirmation of the number of terminals that were estimated using the previous guidelines.

Now confirming where to install communication and charging bases is necessary.

1.5 Locating Communication and Charging Bases

After estimating the required equipment, define where to place the communication and charging base(s). Remember that a communication base might need to be relocated due to possible wireless coverage problems.

The following guidelines help to choose where to locate the base(s):

1. When replacing a countertop terminal, the first choice is to place the communication base where the countertop used to be, provided the rest of the considerations in this list are satisfied.
2. Wireless coverage may not be satisfactory if the communication base is close to a wireless communication obstacle (refer to section: **1.5.1 Common Wireless Communication Obstacles**).
3. A communication base needs a telephone or Ethernet line (depending on the configuration) and an electrical power outlet nearby.
4. A charging base needs an electrical power outlet nearby.
5. Two communication bases cannot be placed within two meters (6.5 feet) of each other. In general, Bluetooth devices (not Ingenico specific) can affect performance of Wi-Fi devices (because their frequency ranges are overlapping) – it is recommended to keep iWL Bluetooth terminals away from Wi-Fi routers, access points and other Wi-Fi devices.
6. Terminals and bases should stay where they can be monitored by the staff.
7. Locating multiple bases to gain optimum coverage in a multi-floor, multi-obstruction environment takes some time and effort. It is achieved through trial and error or previous installation experience.

- Probably the most difficult task when planning where to place a communication base is to predict potential wireless communication obstacles. As a general rule, the communication base should be placed away from the obstacles listed next:

1.5.1 Common Wireless Communication Obstacles:

- Microwave ovens
(minimum distance: 3 m or 9.8 ft.)
- Portable phones
- Mobile/cellular phones
- Security radios, walkie-talkies
- Mirrors
- Metallic blinds
- Steel cabinets
- Blenders and food processors
- Computers
- Wireless routers
- Cash registers
- EPOS front-ends (Electronic Point of Sale)
- Groups of people
- Televisions
- Plasma screens
- Ventilation fans
- Elevator shafts
- Air conditioning units
- Any large vertical metal plane
(fridges, doors, large appliances, vending machines, etc.)

If the guidelines established in the current section were followed and those in section: **1.4 Estimating the Number of Terminals**, all the information needed to place the order for the equipment should be complete.

1.6 Verifying Bluetooth Coverage

Under normal conditions, it should not be necessary to assess wireless coverage before ordering equipment.

It should be adequate to follow the guidelines established in sections: **1.4 Estimating the Number of Terminals** and **1.5 Locating Communication and Charging Bases**.

If there appears to be no reason to assess Bluetooth coverage before ordering equipment, proceed to section: **1.6.2 Verifying Bluetooth Coverage after Equipment Delivery**.

1.6.1 Assessing Bluetooth Coverage during the Planning Phase

A prior Bluetooth coverage assessment should be performed, only if there is reason to suspect that the number of terminals and bases that were calculated is very incorrect and there is no time to verify and correct the estimate and then re-order after the first equipment delivery arrives.

NOTE: The assessment is only useful and valid if all the furniture and equipment (especially regarding the conditions listed under section: **1.5.1 Common Wireless Communication Obstacles**) are installed and working on the site to be assessed.

- Remember that certain equipment works on an intermittent basis (example: air conditioning units). The assessment should be conducted when this equipment is on. The testing should be performed in the live environment – in busy hours if possible: Kitchen and other equipment running, premises filled with guests (as human bodies as well as personal mobile devices can be considered wireless obstacles).
- A communication base and a terminal will be needed to perform this assessment.

3. Install the communication base at the planned location. Follow the installation instructions provided with the base.
4. Assign the terminal to the base if it has not been done. This procedure is described in section: **1.8 Assigning the Terminal to a Communication Base**.
5. Fully charge the terminal battery. Information on how to care for the battery is in section: **1.10 Charging the Battery and Assuring Maximum Battery Life**.
6. Test the wireless link as described in section: **1.7 Checking the Link between the Terminal and the Base**. Remember that it is necessary to walk around with the terminal and perform the test at each table or payment station where you suspect coverage will be weak.
7. Specifically, testing the tables or payment stations located:
 - Far away from the base.
 - Near to wireless communication obstacles (refer to section: **1.5.1 Common Wireless Communication Obstacles**).
 - On other floors (if applicable).
 - On outside patios or external areas (if applicable).
 - Where there are screens or other physical obstacles between the terminal and the base.

1.6.2 Verifying Bluetooth Coverage after Equipment Delivery

1. After receiving the equipment, follow the instructions in the Installation Guide (inside the box and together with the hardware received) to install the equipment.
2. Follow the instructions in the application documentation to initialize the terminal with the host. If you need to set up the terminal to work with the communication base (refer to section: **1.8 Assigning the Terminal to a Communication Base**).
3. After installing the equipment, fully charge the battery (refer to section: **1.10 Charging the Battery and Assuring Maximum Battery Life**) and initialize the terminal with the host, verify wireless coverage is excellent throughout the dining room, lounge or room. This can be done in two ways:
4. By checking the connection monitoring mechanisms. This is described in section: **1.7 Checking the Link between the Terminal and the Base**.
5. By using a payment application transaction or function that communicates with the host to test the Bluetooth link as described in the next paragraph.
6. Perform the transaction at each table or payment station where communication is expected to be weak. Use a transaction or function that does not cause a financial charge at the host (that does not charge your bank account or credit card, refer to section: **2.8 Training Mode**). Example: a balance inquiry or a host totals inquiry.
7. Specifically, test the tables or payment stations located:
 - Far away from the base.
 - Near to wireless communication obstacles (refer to section: **1.5.1 Common Wireless Communication Obstacles**).
 - On other floors (if applicable).
 - On outside patios or external areas (if applicable).
 - When there are screens or other physical obstacles between the terminal and the base.

NOTE: The coverage verification is only useful and valid if all the furniture and equipment (especially regarding the conditions listed under section: **1.5.1 Common Wireless Communication Obstacles**) are installed and working on the site to be verified.

8. Remember that certain equipment works on an intermittent basis (example: air conditioning units). Conduct the verification when this equipment is on.
9. If the terminal cannot establish the Bluetooth link, it displays a communication error message or other similar message defined in your payment application indicating that coverage is weak. If the message comes frequently, it indicates that there are coverage problems. In this case, consider the following solutions:
 - Removing or relocating the possible radio communication obstacles.
 - Ordering another communication base and terminal to cover the area that has problems.

1.7 Checking the Link between the Terminal and the Base

The Bluetooth status is displayed on the top left side of the screen which has signal strength bars that display the quality of the link.

This test checks the communication strength between the terminal and the base at the specific place where the terminal is when it is powered on.

The connection monitoring mechanisms use a wireless frequency probe that is sent at least once per second from the terminal to the base. When the base gets the wireless frequency probe, it will update information, and send it back to the terminal. The time between the moment when the terminal sends a wireless frequency probe and the moment it receives the response serves as a way of determining the link quality.

When the link quality indicator is displaying its maximum signal strength bars, it is the normal state of operation.

The terminal is considered no longer connected if less than 2 bars are displayed.

Follow these steps to test the wireless link:

1. Go to the table or payment station that will be tested.
2. The terminal must be powered off to start the test.
3. Remove the terminal to be powered off from its base.
4. Power off the terminal by pressing the [.,#*] and [Yellow Correction] keys at the same time.
5. Power on the terminal by pressing the Green Enter key.
6. Wait until the status bars are displayed and check the number of Bluetooth signal strength bars for reception quality.

1.8 Assigning the Terminal to a Communication Base

This option logically assigns a terminal to a communication base. This option needs to be done only if the terminal is not assigned or, if it needs to be re-assigned to another base.

With the Terminal connected to its communication Base, refer to section: **2.6 Maintenance**

When in the Stand-Alone **Setup** Menu (refer to section: **2. Stand-Alone Setup Menu**), press the number 4 key on the keypad for the Terminal **Maintenance**.

Terminal Screen: ASSOCIATION SUCCESSFUL

This will assign the Terminal to the base it is on.

1.8.1 Resolving Communication Issues

If a communication problem is experienced:

1. Turn off the terminal and its base (unplug power from base).
2. Verify Ethernet is plugged into the base.
3. Turn base on (plug power in).
4. Turn terminal on.

For new installations, always plug Ethernet into the base before powering up the base by plugging in power to the base. Once the base is powered, Terminals associated with that base can be turned on.

1.9 Communication Base IP Address

When a terminal is associated with a communication base, it establishes a private PPP link to the base. All communications with the outside world are managed by the base.

Each base can also be configured manually through menu options (see “Menu” column in the following table).

Parameter	Description	Value	Application Prompt	Default	Menu Item	Menu
Terminal IP	IP address used by the Ethernet base.	15 Digits, Numeric	Enter Terminal IP	Empty	Yes	STANDALONE / Admin / SETUP / SYSTEM SETUP / TCP/IP SETUP / STATIC
IP SubMask	IP Subnet Mask Address.	15 Digits, Numeric	Enter IP Subnet Mask	Empty	Yes	Same as above.
GatewayIP	Internet Gateway IP address	15 Digits, Numeric	Enter Gateway IP	Empty	Yes	Same as above.
IPType	Select dynamic or static IP addressing.	1=DHCP (Dynamic) 2=Static	Not applicable.	1=DHCP	No	Set by selection in STANDALONE / Admin / SETUP / SYSTEM SETUP / TCP/IP SETUP

This manual configuration for a base is done using one of the hand-held terminals assigned to it and it will be done only once (using 1 hand-held terminal). Reboot other hand-held terminals assigned to this base once the base configuration is completed.

Example: assign static IP addresses to different bases using one terminal.

1. Assign a handheld terminal to its default base.
2. Enter the static IP settings under the Stand-Alone menu for the base through STANDALONE \ Admin \ SETUP \ SYSTEM SETUP \ TCPIP SETUP \ STATIC.
3. Within the STATIC IP menu, set the Terminal IP, Gateway IP and IPSubMask.
4. Repeat steps above for the next base.

Note if downloading configuration parameters into handheld terminals (remotely or locally): Depending on the merchant's requirements and environment, they may want to use Static IP settings. In this case, the downloaded parameters listed in the previous table should be left as blank and IP type set to 2 = Static. When the download is completed, assign terminal(s) to base(s) as per merchant's requirements and manually configure Ethernet parameters of the base(s) using one of the terminals assigned to that base.

1.9.1 Exchanging Bases

If a base will need to be replaced at a merchant site, review the information shown above to determine Ethernet Setup of the base. The association of all terminals assigned to the old base can then be removed.

The new base can then be exchanged – connected to Ethernet first followed by connecting power. All terminals can then be re-associated to the new base as outlined in section: **1.8 Assigning the Terminal to a Communication Base.**

If the base is set to Static, the Base Static IP settings can then be entered through one of the terminals assigned to the new base with the previous information.

If the base is set as Dynamic (DHCP), the above steps do not need to be performed, other than assigning the terminals to the replacement base.

1.9.2 MAC Address

The following image is a label from the bottom of a terminal base. The third line shows the MAC address if the merchant requires it for registration on their network.



1.10 Charging the Battery and Assuring Maximum Battery Life

The terminal is supplied with a lithium-ion removable battery.



Feature	Description
Battery Type	Lithium-ion
Battery Power Rating	2050 mAh
Recharge time	4 hours from empty to full charge
Powering mode	- Putting the terminal on the base. - Pressing the Green Enter key.

NOTE: Only use the battery pack and power adaptor supplied with the terminal.

Many adaptors may appear similar and plug into the base but do not work properly, causing erratic behavior, poor charging or even damage to the base.

To charge the battery, place the terminal on the base. Verify the base is powered up. Note that the battery recharges only if necessary.

The maximum number of transactions performed with a full battery charge varies considerably. It could range up to 1000 depending on the following:

- The number of receipt copies printed.
- The size and format of receipts and reports.
- The transaction frequency and duration.
- The average distance between the terminal and the communication base.
- The time the payment application takes to go into sleep mode.
- The amount of time the terminal remains off the base.
- The age of the battery.

1.10.1 Battery Icon



1 bar represents from 1% to 20% of full capacity.



2 bars represent from 21% to 40% of full capacity.



3 bars represent from 41% to 60% of full capacity.



4 bars represent from 61% to 80% of full capacity.



5 bars represent from 81% to 100% of full capacity.

- For IWL2xx, the battery is judged to be very low (critical level), when the measured value is less than 7%.
- The terminal displays a warning indicating a low battery when the battery level is approximately less than 7% and the terminal is not being powered by the base.
- If the battery status is low, the application displays a low battery warning and it is not possible to perform any transaction or admin function.

1.10.2 Correctly Charging New Batteries

Following these recommendations will extend the battery life:

- Before using a terminal for the first time, charge the battery until the battery charge icon indicates battery is fully charged.
- Full charging time after the first time is 4 hours or until the battery indicator indicates fully charged.
- Every one or two months, allow the terminal to show the low battery warning and shut down (exhaust the battery charge completely). Then fully charge the battery.
- Batteries that are not used for extended periods of time without charging gradually self-discharge.
- To prolong the life of batteries that are not used for a long time: store them at room temperature and charged to 2 or 3 bars. Check the charge level every couple of months and recharge to 2/3 bars if needed.

1.10.3 Replacing the Battery



Follow these steps to replace the battery:

1. Remove the terminal from its base and press the [.,#*] and [Yellow Correction] keys at the same time to turn it off, before handling the battery.
2. Turn the terminal over to the bottom showing, with the smart card reader facing down.
3. Press down the latches at the back of the terminal, under the paper compartment, to release the cover.
4. Disconnect the battery connector and then remove the battery.
5. Connect the new battery connector to the terminal and replace the battery.
6. Insert the two small teeth that come out from the lower part of the cover, into the two notches at the bottom of the battery compartment opening.
7. Press the upper part of the cover against the terminal, until the release latches click back into place. Ensure that the cover is firmly attached to the terminal.
8. Turn the terminal on by pressing the Green Enter key.

1.11 Replacing the Paper Roll

The terminal features an easy-loading printer for fast and easy replacement of paper rolls. The paper roll is equipped with a low paper warning red (or another color) stripe. When the red stripe appears, it is time to replace the paper roll. Also, refer to section: **1.11.1 Paper Specifications and Storage** for more information about paper.

Paper Compartment Diagram

Refer to the diagram while performing these steps to replace the paper roll:

1. Pull the large tab, behind the paper conveyer slot, toward the front and lift open the cover.
2. Remove the empty paper roll.
3. Insert the new roll of paper as indicated in the image on the right.
4. Close the paper compartment door.



1.11.1 Paper Specifications and Storage

Only Ingenico approved paper rolls should be used.

Feature	Paper Roll Description
Paper Type	Paper thermal color White
Width	2.2 in (56 mm)
Length	Approx. 56 ft. (17 m)
Diameter	1.6 in (40 mm)

When stored, thermal paper should not be exposed to:

- Vinyl, plastics, adhesives, shrink-wraps, wet-toner copies or carbon papers.
- Office light, UV light.
- High humidity (above 65% relative humidity).
- Temperatures above 25 degrees Celsius (77 degrees Fahrenheit).

1.12 Recommended Terminal Cleaning Instructions

Plastic Part Cleaning

Do not use any type of alcohol because it will damage the plastic parts.

To clean the plastic parts:

1. Use Ingenico wipes part number 296118801.
2. Use damp but not fluffy cloth (damp with soapy water).

For more details please go to the Ingenico web site: <http://ingenico.cleaningcards.com>

Smart Card Reader and MSR Head Cleaning

To clean the Smart card reader pins and Magnetic head, Ingenico advises the use of cleaning cards part number 296118799.

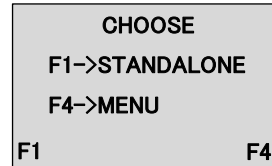
For more details please go to the Ingenico web site: <http://ingenico.cleaningcards.com>

2. Stand-Alone Admin Menu

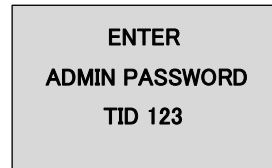
To enter the Stand-Alone **Admin** Menu, press the F-Key, above the Red Cancel key (Refer to **1.2 Terminal Function Keys, Figure 2**).

A selection will appear on the screen to choose **Stand-Alone** or **Menu** for SecureTablePay.

Press the F1 key under F1 on the screen to enter the Stand-Alone state.



Enter the Admin Password: defaulted to 6 zeros: 000000 (refer to section: **2.9 Password Configuration** to change the password) and press the Green Enter key at the bottom, right of the keypad.

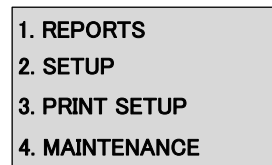


Press the F1 key under **Setup** for the Stand-Alone Menu.



Stand-Alone Setup Menu

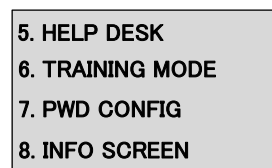
Press the corresponding key number on the keypad for the numbered menu selection on the screen.



2.1 Extended Stand-Alone Setup Menu

To access additional Stand-Alone **Setup** Menu selections, press the Down arrow, between the Terminal Function Keys (Refer to **1.2 Terminal Function Keys, Figure 3**).

To return to the previous menu selections, press the Up arrow, between the Terminal Function Keys (Figure 3).



2.2 Setup/System Setup

When in the Stand-Alone **Setup** Menu, press the number 2 key on the keypad to enter the Terminal **Setup**.

Screen: 1. OPTIONS 2. SYSTEM SETUP

Press 2 for System Setup.

Screen: ADMIN PASSWORD + OK

Enter the Admin Password: defaulted to 6 zeros: 000000 and press the Green Enter key.

2.2.1 Changing the Terminal Date and Time

NOTE: The Batch must be cleared to change the date and time or, they will not display.

If necessary, the Batch can be cleared by going to STANDALONE\Setup\5. HELP DESK\2.

CLEAR BATCH. **WARNING:** Clearing the Batch will delete all transactions. Confirm the Host received all transactions first.

Screen: TERMINAL DATE (YYYYMMDD) + OK

Enter the current date as the full year, month number, day and press the Green Enter key.

Press the Green Enter key to continue if the date is already set and acceptable.

Press the Red Cancel key to exit.

Screen: TERMINAL TIME (HHMM) + OK

100 Hours Military Time

Time entries are in 100 hours or Military Time.

Refer to the following table for the time values to enter.

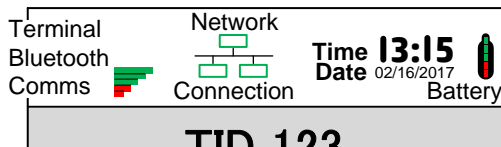
AM	100 Hours	AM	100 Hours	PM	100 Hours	PM	100 Hours
12:00 (Midnight)	00:00	6	06:00	12:00 (Noon)	12:00	6	18:00
1	01:00	7	07:00	1	13:00	7	19:00
2	02:00	8	08:00	2	14:00	8	20:00
3	03:00	9	09:00	3	15:00	9	21:00
4	04:00	10	10:00	4	16:00	10	22:00
5	05:00	11	11:00	5	17:00	11	23:00

Enter the current time as the hour and minute and press the Green Enter key.

Press the Green Enter key to continue if the time is already set and acceptable.

Press the Red Cancel key to exit.

The date and time will display in the Terminal Status Bar, above the screen.



Continued after Date and Time settings if they display in System Setup:

Screen: 1. DNS SETUP 2. TERMINAL SETUP

Press 1 for DNS Setup.

**Screen: AUTOMATIC DNS YES
NO YES**

Press the F1 key under NO or the F4 key under YES and press the Green Enter key.

If the setting is already done and acceptable, press the Green Enter key to continue.

Press 2 for Terminal Setup.

Screen: 1. NONE 2. DYNAMIC 3. STATIC

Press 1 for None.

Press 2 for Dynamic to automatically get the IP address for the terminal.

Press 3 for Static **Screen:** **TERMINAL ADDRESS + OK** to enter an IP address. Press the Green Enter key to continue.

NOTE: These selections can restart the terminal.

2.3 Setup/Options

Screen: 1. OPTIONS 2. SYSTEM SETUP

Press 1 for Options.

Screen: **ADMIN PASSWORD + OK**

Enter the Admin Password: defaulted to 6 zeros: 000000 and press the Green Enter key.

Screen: **TIP OPTION YES**

NO YES

Press the F1 key under NO or the F4 key under YES and press the Green Enter key.

If the setting is already done and acceptable, press the Green Enter key to continue.

Screen: **TIP PRESET 1 + OK 10**

10

This is the first preassigned Tip percentage that can be selected when a payment using the Terminal is made.

Keep the setting or enter a new setting.

Press the Green Enter key to continue.

Screen: **TIP PRESET 2 + OK 15**

15

This is the second preassigned Tip percentage that can be selected when a payment using the Terminal is made.

Keep the setting or enter a new setting.

Press the Green Enter key to continue.

Screen: **ENTER LAST 4 DIGITS NO**

NO YES

After a credit card, has been used in the Terminal, this setting provides a prompt to enter the last 4 digits of the credit card number for confirmation.

Press the F1 key under NO or the F4 key under YES and press the Green Enter key.

If the setting is already done and acceptable, press the Green Enter key to continue.

When in the Stand-Alone **Setup** Menu, press the corresponding key number on the keypad for the numbered selection on the screen.

- | |
|---|
| <ol style="list-style-type: none">1. REPORTS2. SETUP3. PRINT SETUP4. MAINTENANCE |
|---|

2.4 Print Setup

When in the Stand-Alone **Setup** Menu, press the number 3 key on the keypad to enter the Terminal **Print Setup**.

**Screen: PAUSE BETWEEN COPIES YES
NO YES**

Press the F1 key under NO or the F4 key under YES and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

**Screen: PRINT INTERVAL + OK
5**

Enter the amount of time in seconds for the pause between copies. Enter, example: 1 for 1 second and press the Green Enter key (Default: 5). If the setting is already done and acceptable, press the Green Enter key to continue.

**Screen: PRINT DECLINED RECEIPT? YES
NO YES**

Press the F1 key under NO or the F4 key under YES and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

**Screen: PRINT VOID RECEIPT? YES
NO YES**

Press the F1 key under NO or the F4 key under YES and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

**Screen: PRINT FORCED RECEIPT? YES
NO YES**

Press the F1 key under NO or the F4 key under YES and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

**Screen: FOOTER #1 + OK
ENJOY YOUR DAY**

Top line message at end of printed receipt. Enter a new message and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

**Screen: FOOTER #2 + OK
PLEASE COME AGAIN**

Second line message at end of printed receipt. Enter a new message and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

**Screen: FOOTER #3 + OK
THANK YOU**

Last line message at end of printed receipt. Enter a new message and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

When in the Stand-Alone **Setup** Menu, press the corresponding key number on the keypad for the numbered selection on the screen.

1. REPORTS
2. SETUP
3. PRINT SETUP
4. MAINTENANCE

2.5 Reports

When in the Stand-Alone **Setup** Menu, press the number 1 key on the keypad for the Terminal **Reports**.

Screen: Select: 1. **BATCH REPORTS**, 2. **TERM CFG** (Terminal Configurations), 3. **EMV PARAMETERS**

Pressing the key numbers corresponding with the selections will print a related report.

Pressing 1 for Batch Reports will display selections: 1. **TERM DETAILS** (Terminal Details Report), 2. **TERM SUMMARY** (Terminal Totals Summary)

2.6 Maintenance

When in the Stand-Alone **Setup** Menu, press the number 4 key on the keypad for the Terminal **Maintenance**.

Screen: **ASSOCIATION SUCCESSFUL**

Assigns a terminal to a communication base (refer to section: **1.8 Assigning the Terminal to a Communication Base**).

When in the Stand-Alone **Setup** Menu, press the corresponding key number on the keypad for the numbered menu selection on the screen.

1. REPORTS
2. SETUP
3. PRINT SETUP
4. MAINTENANCE

Extended Stand-Alone Menu

To access additional Stand-Alone **Setup** Menu selections, press the Down arrow, between the Terminal Function Keys (Refer to **1.2 Terminal Function Keys, Figure 3**).

To return to the previous menu selections, press the Up arrow, between the Terminal Function Keys (Figure 3).

5. HELP DESK
6. TRAINING MODE
7. PWD CONFIG
8. INFO SCREEN

2.7 Help Desk

When in the Extended Stand-Alone **Admin** Menu, press the number 5 key on the keypad to enter the **Help Desk**.

Screen: **SUPER PASSWORD + OK**

NOTE: Contact the Help Desk for the Super Password.

Screen: Select: 1. CLEAR REVERSAL, 2. CLEAR BATCH, 3. DIAGNOSTICS, 4. TIMEOUTS

Press 1 to clear Reversal

Press 2 to clear the Batch.

Press 3 for DIAGNOSTICS

Screen: Select: 1. MSR TEST, 2. PRINTER TEST, 3. PING

1. MSR Test (Magstripe)

Screen: MSR TEST RUN MSR TEST?

NO YES

Press the F1 key under NO or the F4 key under YES.

2. Printer Test

Screen: PRINTER TEST RUN PRINT TEST?

NO YES

Press the F1 key under NO or the F4 key under YES.

3. PING

Screen: PING TEST

IP NAME

Pressing F1 under IP:

Screen: ENTER IP ADDRESS + OK

Enter the IP Address and press the Green Enter key.

Pressing F4 under NAME:

Screen: ENTER IP NAME + OK

Enter the IP Name and press the Green Enter key.

Press 4 for TIMEOUTS.

Enter a duration in seconds to change a timeout and press the Green Enter key.

If a setting is acceptable, press the Green Enter key to continue.

Screens:

MERCHANT DISPLAY TIMEOUT + OK 60

60

CUSTOMER DISPLAY TIMEOUT + OK 60

60

ERROR MESSAGE TIMEOUT + OK 3

3

DEADMAN TIMER³ + OK 60

60

PASS TO CUSTOMER + OK 5

5

PASS TO SERVER + OK 5

5

³ **Deadman Timer:** If a transaction has been authorized and a response is not received before this delay ends, the transaction will continue without user intervention.

ETHERNET CONNECT TIMEOUT + OK 10
10
ETHERNET RETRY COUNTER + OK 1
1
ETHERNET RECEIVE TIMEOUT + OK 65
65

When in the Stand-Alone **Setup** Menu, press the corresponding key number on the keypad for the numbered menu selection on the screen.

1. SALE
2. REFUND
3. VOID
4. REPRINT

Extended Stand-Alone Setup Menu

To access additional Stand-Alone **Setup** Menu selections, press the Down arrow, between the Terminal Function Keys (Refer to **1.2 Terminal Function Keys, Figure 3**).

To return to the previous menu selections, press the Up arrow, between the Terminal Function Keys (Figure 3).

5. HELP DESK
6. TRAINING MODE
7. PWD CONFIG
8. INFO SCREEN

2.8 Training Mode

Training Mode places the Terminal in an isolated state so a merchant can train their staff with it. Training Mode will prevent transmitting training transactions for authorization.

Press 6 for Training Mode in the **Extended Stand-Alone Setup Menu**.

Screen: MERCHANT PASSWORD + OK

Enter the Merchant Password: defaulted to 4 zeros: 0000 and press the Green Enter key.

Screen: TRAINING NO
NO YES

Press F4 under YES to put the terminal in Training Mode.

TRAINING will display on the idle screen.

Press F1 under NO to remove Training Mode or press the Green Enter key to continue.

2.9 Password Configuration

Press 7 for Pwd Config in the **Extended Stand-Alone Setup Menu**.

Enter the following selections:

1. SET MERCH PWD

Screen: MERCHANT PASSWORD + OK

Enter the new password (4-digit maximum) and press the Green Enter key.

2. SET ADMIN PWD

Screen: ADMIN PASSWORD + OK

Enter the new password (6-digit maximum) and press the Green Enter key.

NOTE: The Admin password overrides the merchant password.

3. REPORT PWD CFG

Screen: ADMIN PASSWORD + OK

Enter the Admin password and press the Green Enter key.

Screen: BATCH REPORTS YES

NO YES

Press the F1 key under NO or the F4 key under YES and press the Green Enter key.

If the setting is already done and acceptable, press the Green Enter key to continue.

Screen: TERM CONFIG YES (Terminal Configuration)

NO YES

Press the F1 key under NO or the F4 key under YES and press the Green Enter key.

If the setting is already done and acceptable, press the Green Enter key to continue.

4. FINAN PWD CFG

Screen: ADMIN PASSWORD + OK

Enter the Admin password and press the Green Enter key.

Screen: REFUND YES

NO YES

Press the F1 key under NO or the F4 key under YES and press the Green Enter key.

If the setting is already done and acceptable, press the Green Enter key to continue.

Screen: VOID YES

NO YES

Press the F1 key under NO or the F4 key under YES and press the Green Enter key.

If the setting is already done and acceptable, press the Green Enter key to continue.

NOTE: To navigate between selections, press the up/down arrow buttons in the middle of the keypad, below the screen.

5. MISC PWD CFG

Screen: ADMIN PASSWORD + OK

Enter the Admin password and press the Green Enter key.

Screen: PRINT SETUP MENU NO

NO YES

Press the F1 key under NO or the F4 key under YES and press the Green Enter key.

If the setting is already done and acceptable, press the Green Enter key to continue.

2.10 Info Screen

Press 8 for Info Screen in the **Extended Stand-Alone Setup Menu**.

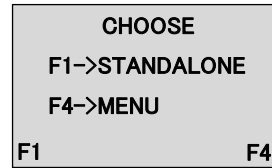
Screen: 123 (Terminal ID)

3. Stand-Alone Transaction Menu

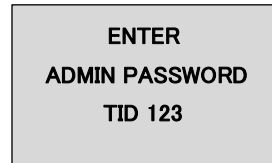
To enter the Stand-Alone Transaction Menu, press the F-Key, above the Red Cancel key (Refer to **1.2 Terminal Function Keys, Figure 2**).

A selection will appear on the screen to choose **Stand-Alone** or the **Menu** for SecureTablePay.

Press the F1 key under F1 on the screen to enter the Stand-Alone state.



Enter the Admin Password: defaulted to 6 zeros: 000000 and press the Green Enter key at the bottom, right of the keypad.

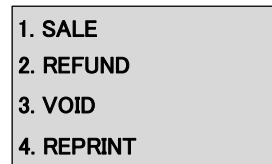


Press the F4 key under **Start** for the Stand-Alone Transaction Menu.



Stand-Alone Start Menu

Press the corresponding key number on the keypad for the numbered menu selection on the screen.



3.1 Extended Stand-Alone Start (Transaction) Menu

To access additional Stand-Alone **Start** Menu selections, press the Down arrow, between the Terminal Function Keys (Refer to **1.2 Terminal Function Keys, Figure 3**).

To return to the previous menu selections, press the Up arrow, between the Terminal Function Keys (Figure 3).



3.2 Sale

When in the Stand-Alone **Start** Menu, press the number 1 key on the keypad to enter **Sale** to process a payment transaction.

Screen: SALE AMOUNT + OK
\$0.00

Enter the payment amount, example: 1000 for \$10.00 and press the Green Enter key, at the bottom, right of the keypad.

Screen: PRESS OK AND PASS TERMINAL TO CARDHOLDER

Press the Green Enter key.

Screen: SALE \$10.00 OK?

Press F4 under OK or the Green Enter key.

Screen:



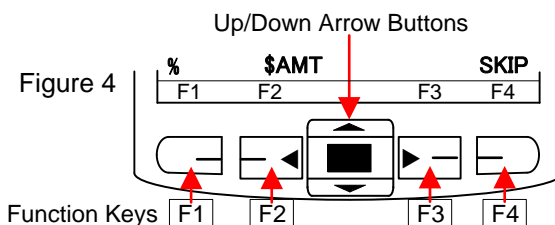
3.2.1 Adding a Tip

The cardholder can add a tip by pressing the F1 key under the percent % sign for a percentage tip to be automatically calculated and added or, F2 under \$AMT to add a tip amount or, F4 under SKIP to not add a tip (Figure 4).

3.2.2 Adding a Percent % Amount Tip

Press the F1 key under %, at the far left of the up/down arrow buttons (Figure 4).

To not leave a tip, press the F4 key under **SKIP**.



Screen: SALE SELECT TIP PERCENTAGE

10% 15% OTHER

(NOTE: 10% 15% are configurable in STANDALONE\ Setup\2. SETUP\1. OPTIONS\TIP PRESET1\TIP PRESET2)

Press F1 under **10%**, F2 under **15%** or add a different tip percent amount by pressing F4 under **OTHER**.

Press F4 under **OTHER**.

Screen: TIP % + OK

Press, example: 20 for a 20% tip and then press the Green Enter key.

Screen:



Press F4 under OK.

Screen: INSERT or SWIPE CARD

The cardholder swipes their card, in the card swipe reader, on the right side of the terminal or inserts it at the bottom.

Screen: SALE TRANS APPROVED THANK YOU OBTAIN CARD

Press the Green enter key to continue.

Screen: SALE APPROVED AUTH # XXXXXX \$12.00 RETURN CARD

Press the Green Enter key and the terminal will print a receipt.

3.2.3 Adding a Tip Amount

Press F2 under **\$AMT** (Figure 4)

Screen: TIP \$AMT + OK
\$0.00

Press the amount for the cash tip, Example: 200 for \$2.00 and press the Green Enter key. Follow the screens the same as for a % tip to complete the transaction.

3.3 Refund

Stand-Alone Start Menu

When in the Stand-Alone Start Menu, press 2 for Refund.

- | |
|------------|
| 1. SALE |
| 2. REFUND |
| 3. VOID |
| 4. REPRINT |

Screen: MERCHANT PASSWORD + OK

Enter the Merchant Password: defaulted to 4 zeros: 0000 and press the Green Enter key.

NOTE: The Admin password overrides the merchant password.

Screen: INVOICE # + OK

Enter the invoice number and press the Green Enter key.

Screen: REFUND AMOUNT + OK
\$0.00

Enter the refund amount, example: 1000 for \$10.00 and press the Green Enter key.

Screen: PRESS OK AND PASS TERMINAL TO CARDHOLDER

Press the Green Enter key.

Screen: INSERT or SWIPE CARD

The cardholder swipes their card, in the card swipe reader, on the right side of the terminal or inserts it at the bottom.

Screen: REFUND \$10:00 OK?

Press the Green Enter key.

Screen: REFUND TRANS APPROVED THANK YOU OBTAIN CARD

Screen: REFUND APPROVED AUTH # XXXXXX \$10.00 RETURN CARD

After authorization, the screen will say:

Screen: PRESS ENTER AND PASS TERMINAL TO SERVER OBTAIN CARD

Press the Green Enter key and the terminal will print a receipt.

3.4 Void

A Void is possible to do while a Batch is open.

Stand-Alone Start Menu

When in the Stand-Alone Start Menu, press 3 for Void.

- | |
|------------|
| 1. SALE |
| 2. REFUND |
| 3. VOID |
| 4. REPRINT |

Screen: MERCHANT PASSWORD + OK

Enter the Merchant Password: defaulted to 4 zeros: 0000 and press the Green Enter key.

**Screen: VOID GET LAST TRANSACTION?
OTHER LAST**

Press the F1 key under OTHER

Screen: SEQUENCE NO + OK

Locate a receipt sequence number to Void.

Enter the 6 digits of the sequence number.

Press the Green Enter key to continue.

Or press the F4 key under LAST.

The last transaction should show, Example: SALE, REFUND or press the F1 key under OTHER to enter a sequence number, like the previous OTHER selection.

Press the F4 key under OK? to Void the displayed Last transaction.

	REFUND	
000029	****1732	
CR	\$10.00	
OTHER	OK?	

Sequence #

Screen: INSERT or SWIPE CARD

Screen: VOID APPROVED AUTH # XXXXXX \$10.00 RETURN CARD

A receipt is printed.

3.5 Reprint

Transactions in an open batch can be reprinted.

Stand-Alone Start Menu

When in the Stand-Alone Start Menu, press 4 for Reprint.

- | |
|------------|
| 1. SALE |
| 2. REFUND |
| 3. VOID |
| 4. REPRINT |

**Screen: REPRINT GET LAST TRANSACTION?
OTHER LAST**

Press the F1 key under OTHER

Screen: SEQUENCE NO + OK

Locate a receipt sequence number to Reprint.
Enter the 6 digits of the sequence number.
Press the Green Enter key to reprint the transaction.
Or press the F4 key under LAST to reprint the last transaction.

3.6 Force Post

- **WARNING:** Call for an **Authorization Number** before proceeding.
- A **Force Post** sale is used when authorization for a sale is obtained from a telephone communication and it needs to be recorded in the current batch for settlement.

Extended Stand-Alone Start Menu

To access additional Stand-Alone **Start** Menu selections, press the Down arrow, between the Terminal Function Keys (Refer to **1.2 Terminal Function Keys, Figure 3**).

To return to the previous menu selections, press the Up arrow, between the Terminal Function Keys (Figure 3).



5. FORCE

When in the Extended Stand-Alone Transaction Menu, press 5 for Force Post.

Screen: AUTHORIZATION # + OK

Enter the **Authorization Number** that was obtained from the **Card Issuer**, example: 123456.
Press the Green Enter key.

Screen: INSERT or SWIPE CARD

Screen: FORCE POST AMOUNT + OK \$0.00

Enter the payment amount, example: 1000 for \$10.00 and press the Green Enter key.

Screen: FORCE POST TRANS APPROVED THANK YOU OBTAIN CARD

Press the Green Enter key.

Screen: FORCE APPROVED AUTH # XXXXXX \$10.00 RETURN CARD

Press the Green Enter key and the terminal will print a receipt.

4. SecureTablePay

SecureTablePay connects the terminal keypad to a POS (RMS Restaurant Management System) computer, using TGI (Terminal Gateway Interface).

For the terminal hardware setup, please refer to section: **1. Wireless Terminal Keypad, For POS operation.**

4.1 TGI Installation

- The TGI (Terminal Gateway Interface) client is installed on the premises POS computer.
- Go to <http://www.terminalmanagement.ca>
- Select TGI and login.
- If a user name and password is required to login, please contact admin@terminalmanagement.ca
- Download the TGI client and license.

- Install TGISecure.
- Add the license file to C:\Program Files (x86)\Terminal Management Concepts\TGISecure\TGI_Client.
- Locate the TGIclient folder and open the gateway_sm properties file.
- Make any of the following most common changes:

tgi.client.changepos=1

- If the POS is Aloha, Micros, Squirrel = 0
- Leave defaulted to 1 for all other POS.

pos.type=4

- Leave defaulted to 4 for all other POS or change to 1 (for Aloha), 2 (for Micros), 3 (for Squirrel).

pos.server.ip=127.0.0.1

- IP address of the POS server.
- Leave the same if on the same machine as the TGI Client.
- Refer to **4.2 Get the POS (RMS⁴) IP**

pos.server.ip2=127.0.0.1

- Backup IP address of the POS server.
- Usually the same as the previous pos.server.ip field.

pos.server.port=5656

- Port the POS server is listening.
- Change to 8001 for Micros.

pos.termid=99

- If Aloha, usually change to the interface terminal setup ID.

pos.server.mode=2

- Set as 2 for normal operation.

- Setup the TGI client as a service.
- Go to C:\Program Files (x86)\Terminal Management Concepts\TGISecure\Install_As_Service\TGI InstallAsService\ (**select**) Win32 (**or**) Win64\ (**click on**) InstallTGIclientService32 (**or**) InstallTGIclientService64.
- To check that the service is running, go to the Services Menu on the computer. Select Run on the computer and enter services.msc, and click OK. Search the list to find TgiClient. Its **Status** should say **Started**. If not, right click it and start it. Its **Startup Type** should say **Automatic**. If not, right click it, select Properties and change the Startup type to Automatic.

4.2 Get the POS (RMS) IP

- The IP address of the POS (RMS Restaurant Management System) computer must be recorded to add to the Terminal configurations.
 - Select the **Command Prompt** at the POS (RMS) computer.
 - Type ipconfig and press enter.
 - Get the IP address for the POS (RMS) computer.

⁴ **RMS** (Restaurant Management System)

- **NOTE:** Confirm tgi.client.service.port=9999 is not blocked. Refer to: TGIclient folder\ gateway_sm properties file.

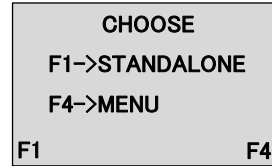
NOTE: For further information, please refer to the SecureTablePay TGI User Guide.

4.3 Terminal Configuration

To enter the SecureTablePay state, press the F-Key, above the Red Cancel key (Refer to **1.2 Terminal Function Keys, Figure 2**).

A selection will appear on the screen to choose **Stand-Alone** or **Menu** for SecureTablePay.

Press the F4 key under F4 on the screen to enter the



Enter the Admin Password: defaulted to 6 zeros: 000000 and press the Green Enter key at the bottom, right of the keypad (Refer to **1.2 Terminal Function Keys, Figure 2**).



Screen: ENTER POS URL (NOTE: Not used for SecureTablePay)

Press the Green Enter key to continue.

Screen: LOCAL IP ADDRESS Example: XXX.XXX.X.XX **PRESS OK TO CONT**

This is the IP address that the Terminal occupies on the network. Press the Green Enter key to continue.

Screen: ENTER POS IP ADDRESS

Enter the POS computer IP address from **4.2 Get the POS IP**.

Press the keypad ., #* button to add a period between the numbers.

Press the Green Enter key to continue.

Screen: ENTER POS PORT 9999

Enter a new setting or, if the setting is already done and acceptable, press the Green Enter key to continue.

Screen: GET POS SETTING Example: XXX.XXX.X.XX
YES NO

Press the F1 key under YES.

Screen: PLEASE WAIT CONNECTING

Screen: ENTER POS TYPE 1

Enter another value and press the Green Enter key or press the Green Enter key to continue.

Screen: TABLE NUMBER YES
YES NO

Press the F1 key under YES or the F4 key under NO and press the Green Enter key.

If the setting is already done and acceptable, press the Green Enter key to continue.

Screen: CHECK NUMBER NO

YES NO

Press the F1 key under YES or the F4 key under NO and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

Screen: CASH ALLOWED NO

YES NO

Press the F1 key under YES or the F4 key under NO and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

Screen: SHOW TABLE #? YES

YES NO

Press the F1 key under YES or the F4 key under NO and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

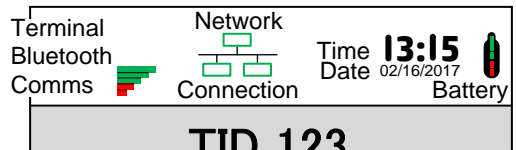
Screen: SHOW TABLE NAME? YES

YES NO

Press the F1 key under YES or the F4 key under NO and press the Green Enter key. If the setting is already done and acceptable, press the Green Enter key to continue.

4.4 Terminal Status

- Check that the Terminal is working properly by viewing its Status bar at the top of the screen.
 - The Network Connection should be showing all green.



4.5 Terminal Operation

Reprint Transaction

When the Terminal is in SecureTablePay state: **Screen: TID XXX SWIPE/KEY SERVER**, pressing F4 (refer to the following Figure 5) will display:

Screen: REPRINT GET LAST TRANSACTION?

OTHER LAST

Pressing the F1 key under OTHER:

Screen: SEQUENCE NO + OK

Enter the sequence number for the receipt to reprint and press the Green Enter key at the bottom, right of the keypad to print the receipt.

Pressing F4 under LAST will reprint the previous transaction.

Server Logs on to the Terminal

When the Terminal is in SecureTablePay state: **Screen: TID XXX SWIPE/KEY SERVER**, the Server will log on to the terminal by either:

- Swiping their ID Card at the right side of the Terminal.

- Key in their server id code on the Terminal Keypad. Press the **Green Enter key** at the bottom, right of the keypad to continue.

Screen: Enter **TABLE No.** (Optional. Refer to section: **4.3 Terminal Configuration**)

Enter the Table Number for transaction processing or press the Green Enter key at the bottom, right of the keypad to continue.

Screen: Enter **CHECK No.** (Optional. Refer to section: **4.3 Terminal Configuration**)

Enter the Check Number for transaction processing or press the Green Enter key to continue.

Screen Example:

RES1, RES2 etc.
are table names.

TABLE#20	RES1
TABLE#24	RES2
TABLE#25	RES3
TABLE#28	RES4

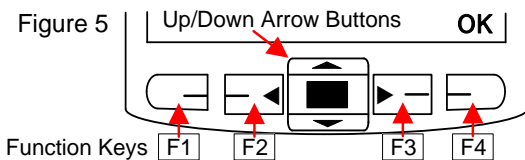
- Tables in use or **Open** will show. Tables not in use or **Closed** will not show.
- Select a table number using the middle, up/down arrow keypad buttons, below the screen (refer to the following Figure 5). Press the Green Enter key.

NOTE: If **Screen:** **TABLES NOT AVAILABLE** means POS is not set up or Server has no OPEN tables.

Screen:

TABLE 25	RES3
CHECK 341	
TOTAL \$3.20	
	OK

- Press the F4 key under OK, at the far right of the up/down buttons (refer to the following Figure 5).



Screen:

Choose	
TOTAL: \$3.20	
SPLIT	FULL

- Press the F4 key under **FULL** or the F1 key under **SPLIT**.

4.5.1 Full Payment

The bill is completely paid with one transaction.

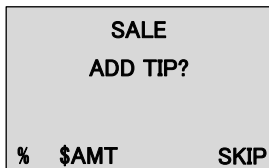
- Press F4 under FULL

Screen: PRESS OK AND PASS TERMINAL TO CARDHOLDER

Screen: SALE \$3.20 OK?

Press F4 under OK or press the Green Enter key.

Screen:



- The cardholder can add a tip by pressing the F1 key under the percent % sign for a percentage tip to be automatically calculated and added or, F2 under \$AMT to add a tip amount or, F4 under SKIP to not add a tip.

4.5.2 Adding a Tip

Adding a percent % amount tip:

Press F1 under %

Screen: SALE SELECT TIP PERCENTAGE

10% 15% OTHER (NOTE: 10% 15% are configurable in STANDALONE\Setup\2. SETUP\1. OPTIONS\TIP PRESET1\TIP PRESET2)

Press F1 under 10%, F2 under 15% or add a different tip percent amount by pressing F4 under OTHER.

Press F4 under OTHER.

Screen: TIP % + OK

Press, example: 20 for a 20% tip and then press the Green Enter key.

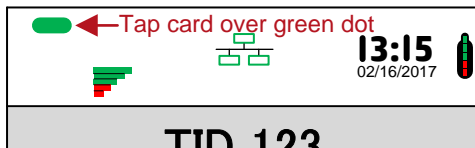
Screen: TAP INSERT or SWIPE CARD

The cardholder taps, inserts or swipes their card, in the card swipe reader, on the right side of the terminal or inserts it at the bottom.

4.5.3 Contactless Payment and Pay Including PIN

Contactless Payment (TAP)

When the **TAP INSERT or SWIPE CARD** prompt displays, hold the card over the green dot that appears at the upper, left corner of the Terminal Status Screen for Tap payment.



Pay Including PIN

Optional Display: **Screen: ENTER PIN + ENTER**

If card supports PIN entry and then press the Green enter key.

After authorization, the screen will say:

Screen: SALE TRANS APPROVED THANK YOU OBTAIN CARD

Press the Green Enter key.

Screen: PRESS OK AND PASS TERMINAL TO SERVER OBTAIN CARD

Press the Green Enter key and the terminal will print a receipt.

Screen: SWIPE LOYALTY CARD

If there is no bonus card to swipe, press the Red Cancel key to exit.

Adding a tip amount:

Press F4 under **\$AMT**

Screen: TIP \$AMT + OK?
\$0.00

Press the amount for the tip, example: 100 for \$1.00 and press the Green Enter key.
Follow the screens the same as for a % tip to complete the transaction.

4.5.4 Cash Payment

If **CASH ALLOWED YES** is selected in the SecureTablePay section: **4.3 Terminal Configuration, SELECT PAYMENT METHOD CASH CARD** will display during a sale transaction.

This provides an option to pay the amount by cash by pressing the F1 key under CASH or F4 key under CARD.

Pressing the F4 key under card will continue through the paying by card process.

Pressing the F1 key under cash will display: **Screen: PLEASE CONFIRM PERFORM PAYMENT BY CASH NO YES**

After the Server has been paid by cash, pressing the F4 key under YES will apply the payment. Pressing the F1 key under NO will return the screen back to the cash or card selections.

4.5.5 Split Payment

The bill is paid by separate transactions.

Screen:

Choose	
TOTAL: \$3.20	
SPLIT	FULL

– Press F1 under SPLIT

Screen:

Choose	
TOTAL: \$3.20	
SPLIT EQUALLY?	
YES	NO

– Press F1 under YES

Split Equally

Screen: Enter # of Splits

Press, example: 3 and the Green Enter key.

Screen:

BALANCE: \$3.20	
SALE: \$1.06	
SPLIT#: 1	
YES	NO

- The Split amount is separated equally.
- Pressing F4 under NO will return to **Enter # of Splits**
- Press F1 for YES.

Screen: PRESS OK AND PASS TERMINAL TO CARDHOLDER

Screen: SALE \$1.06 OK?

Screen: SALE ADD TIP? % \$AMT SKIP

Follow the same procedures as the ones under section **4.5.2 Adding a Tip**

When the transaction for the first Split is completed, moving on to the next Split will occur.

Screen: BALANCE \$2.14 SALE \$1.06 SPLIT# 2
YES NO

Follow the same procedures as SPLIT# 1.

SPLIT# 3 will appear after the SPLIT# 2 transaction is completed. Follow the same procedures as SPLIT# 1 and 2 until the entire amount due has been paid.

Split by Paying Different Amounts

When SPLIT has been selected and the **Screen: Choose Total: \$3.20 SPLIT EQUALLY? YES NO** displays, press F4 under NO.

Screen:

ENTER AMOUNT	
BALANCE: \$3.20	
\$0.00	

- Enter a separate payment amount, example: \$1.00.
- Press 100 and then the Green Enter key.

Screen:

BALANCE: \$3.20	
SALE: \$1.00	
SPLIT#: 1	
YES	NO

- Press F1 under YES.
- The next screens will follow in the same ways like in the previous **Split Equally**.
- Each different Split amount will be entered and possible Tip added by each cardholder swiping or inserting their card, until the entire amount due has been paid.

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