

Quick reference guide

for Ingenico Move 5000 EFTPOS terminal

First Data[™]

Welcome to First Data

Get to know your terminal.....



How to complete a Sale

Enter the sale amount from idle / home screen and press ENTER

Ask customer to **TAP, INSERT or SWIPE** their card

Where prompted by terminal, ask customer to **select their account** type: Cheque, Savings or Credit

When prompted allow customer to enter their PIN and press ENTER

Note: Contactless cards do not require a PIN or signature for amounts under \$100.

Once approved remove card if inserted and press Yes to print a customer receipt if requested

How to re-print a Receipt

Press MENU key on the home screen, and press 1 for Transactions, then 3

Last transaction receipt:

Press 1 for Last to reprint receipt for the last transaction

Specific receipt from the current settlement period:

Press 2 for Invoice

How to process a Refund

Press MENU key on the home screen, and press 1 for Transactions, then 3 for Refund

Enter your refund password and press ENTER

Ask customer to INSERT or SWIPE their card

Ask customer to select their account type: Cheque, Savings or Credit

On PIN prompt, ask customer to press ENTER to print the refund receipt to sign Note: Even if a PIN is entered, a signed receipt will still be required

How to print a Transaction List

This will print a list of all transactions processed since the last settlement

Press MENU key on the home screen, and press 2 for Print, then press 2 for Reports, then press 1 for Audit.

Pre-settlement and Last Settlement

Press MENU key on the home screen, and press 3 for Batch

Pre-settlement totals:

Press 4 for Batch Totals

Note: This will print the total value of transactions that have occurred since the Last settlement

Press Yes to print a Transaction List if required

Last settlement totals:

Press 2 for Last Settlement

Note: This will print the total value of transactions in the last settlement period

View Batch details on the screen:

Press 3 for Review Batch

Additional Functions

Press the Func key, the Function Number and ENTER to perform the following PINPad functions

Function No.	Description	Function No.	Settlement
5	Display Transaction Totals Continue to press ENTER to view all totals, such as Sales, Refunds, Tips etc	58	Print Tip Report Note: This is only available if your terminal is configured to accept Tips
8	View Batch Number	120	Display auto settlement time
21	View Transaction By Invoice Number	14	Disable/enable Audit report print at settlement

Installing the Paper Roll

STEP 1



Open the paper compartment by lifting the catch located at the rear of the terminal and pull the cover to the rear of the terminal

STEP 2



Place the paper roll into the compartment ensuring that the paper protrudes over the top of the roll (if the paper protrudes from underneath the roll it has been inserted incorrectly)
Pull the paper up towards the top of the terminal
Hold the paper and close the cover. Press simultaneously on both upper corners of the contactless landing zone, until it clips into position. If required, press the Feed key on the keypad to advance the paper

Trouble shooting

Hardware faults

The terminal does not turn on

Check the battery (is it discharged, is it connected)

A full discharged battery can take long charging time to recover

Connect terminal to terminal power supply or put it on powered base and check if the battery symbol is flashing or moving (= battery charging)

Cards not read

Check that the magnetic card is swiped correctly (with magnetic band on terminal side).

Swipe again the card with the magnetic stripe movement constant and rapid

Verify that the magnetic strip is not damaged, grooved or cracked

Make sure you have inserted correctly the smart card into the smart card reader and removed the card only after the transaction is performed

The receipt has not printed

Check the presence and proper positioning of the paper roll. Possibly adjust the paper roll following the instructions in this manual.

Check the type of paper used (thermal paper must be used)

Let us
show you
how to
read your
receipts and
statements

Receipt

Example of purchase transaction record

First Data™

XXXX Merchant
123 Sydney Street
North Sydney NSW 2060

Merchant Copy

01 FEB 2015 16:00:22

MERCHANT ID 4229851 2345678
TERMINAL ID 12345678
USER 01

INV NO 000012
STAN 000034
ACCOUNT TYPE SAVINGS

.....4221(s) 10/14

PURCHASE \$80.00
TOTAL \$80.00

AUTH ID 00321

RRN 1234560 00034

APPROVED 00

Your business name and address

Date and time of transaction

Your merchant ID number

Your terminal ID number

Account type

Truncated card number

Expiry date

Total amount

Transaction approved/declined

Note: Graphic will only print on the customer copy of the receipt.

Statement

MERCHANT STATEMENT TAX INVOICE



For all inquiries, please call: 1800 243 444

Business Name
Addressed to
Street Number, Street Name
City, State, Post Code

Statement
period
indicates the
date range
included
on this
statement

	Your merchant ID number
Merchant Number	12345678
Period	1 - 30 June, 2015
Invoice Number	B15847592
Date Issued	30 June, 2015
Merchant ABN	7 12 345 678 901 Your business ABN

Summary

A Merchant Service Fees (MSF)	\$41.29
B Credit Card Interchange	\$381.20
C Other Charges	\$88.95

Net Charges(Including GST) **\$511.44**
GST Charged \$46.50

Earn \$125 for every business owner you refer to First Data*

* This offer is available to existing merchants only and is subject to eligibility criteria (available on request).

All cash back payments are GST inclusive and will be paid when we have an operating and valid processing agreement in place.

This message is regularly updated with relevant information and insights to help you

Transaction Totals

Card Type	Sales	Sales Amount	Returns	Returns Amount	Net Sales
VISA	9	\$10,363.89	0	\$0.00	\$10,363.89
MCD	23	\$18,135.29	0	\$0.00	\$18,135.29
Debit Card - EFTPOS	7	\$302.25	0	\$0.00	\$302.25
Total	39	\$28,801.43	0	\$0.00	\$28,801.43

A MSF fees paid to First Data

Transaction Charges

Card Type	Sales Fee	Sales Fee Amount	Returns Fee	Returns Fee Amount	Net MSF
VISA	0.14%	\$14.51	0.00%	\$0.00	\$14.51
MCD	0.14%	\$25.38	0.00%	\$0.00	\$25.38
Debit Card - EFTPOS	\$0.20	\$1.40	0.00%	\$0.00	\$1.40
Total		\$41.29		\$0.00	\$41.29



MERCHANT STATEMENT TAX INVOICE

B Fees set by and paid to Visa and MasterCard

Credit Card Interchange Billed

Scheme	Category	No. of Txns	Value of Txns	Per Tran Rate	%Rate	Fee
Visa	AU ELECTRONIC PRM	2	\$6,399.36	N/A	1.0230%	\$65.47
Visa	AU CORPORATE	3	\$3,192.55	N/A	1.3200%	\$42.15
MasterCard	AU CORPORATE	5	\$2,106.25	N/A	1.1000%	\$23.16
MasterCard	AU SUPER PREM	2	\$8,613.50	N/A	1.7500%	\$150.74
MasterCard	AU CORPORATE	2	\$1,782.65	N/A	1.1000%	\$19.61
MasterCard	AU CORP EXEC	2	\$2,641.15	N/A	1.4300%	\$37.77
Visa	AU PURCHASING	1	\$707.00	N/A	1.3200%	\$9.33
MasterCard	AU CORPORATE	4	\$1,959.40	N/A	1.1000%	\$21.55
MasterCard	AU CORPORATE	1	\$903.95	N/A	1.1000%	\$9.94
MasterCard	AU BASE PRM	3	\$73.79	N/A	1.0400%	\$0.76
Visa	AU ELECTRONIC DB	1	\$15.00	\$0.0880	0.0000%	\$0.09
MasterCard	AU ELECTRONIC	3	\$39.60	N/A	0.3300%	\$0.13
MasterCard	AU ELECTRONIC	1	\$15.00	N/A	0.3300%	\$0.05
Visa	AU INF SIG ELEC	1	\$18.18	N/A	1.9800%	\$0.36
Visa	AU ELECTRONIC DB	1	\$31.80	\$0.0880	0.0000%	\$0.09
Total		32	\$28,499.18			\$381.20

C Ongoing account keeping fees and other charges

Other Charges

Type	Fee per Item	Count	Amount
Terminal Rental Fee	\$29.95	1	\$29.95
Communications Fee			\$59.00
Total			\$88.95

Daily settlement amount total

Settlement Amounts

Date	No. of Sales	Sales Amount	No. of Returns	Returns Amount	Net Settlement
01/06/2014	1	\$14.00	0	\$0.00	\$14.00
03/06/2014	1	\$2,671.45	0	\$0.00	\$2,671.45
04/06/2014	1	\$1,748.30	0	\$0.00	\$1,748.30
05/06/2014	3	\$1,753.35	0	\$0.00	\$1,753.35
19/06/2014	1	\$429.25	0	\$0.00	\$429.25
20/06/2014	2	\$3,847.91	0	\$0.00	\$3,847.91
24/06/2014	2	\$1,333.20	0	\$0.00	\$1,333.20
25/06/2014	1	\$364.00	0	\$0.00	\$364.00
26/06/2014	1	\$898.90	0	\$0.00	\$898.90
27/06/2014	4	\$2,857.65	0	\$0.00	\$2,857.65
28/06/2014	13	\$345.62	0	\$0.00	\$345.62
Total	39	\$28,801.43	0	\$0.00	\$28,801.43

Need a bit of help? Contact us

Visit the 'Client Support'
page at firstdata.com.au

A comprehensive user guide to the EFTPOS terminal can be downloaded on our website. The site is equipped to keep you up to date with news, forms and guides, security and fraud prevention information, access to our online reporting tool and much more.

or call 1800 243 444

Our dedicated team of experts can assist you over the phone 24/7 with questions, problem resolution and extra training. Keep your merchant ID number handy when you call, this will help speed up your enquiry.

First DataTM