

## KEY-ENTRY

ACTION	TERMINAL
<p>The terminal is in the standby mode. Press <b>f1</b> (In case of Ingenico IWLxxx/MOVExxxx terminal, Press the <b>leftmost</b> button on the key bar under the screen)</p>	<p>Welcome (or logo)</p>
<p>From the menu select „4-Manual trans” (to navigate through the menu use ▼ ▲ key bar keys or central keys on the key bar) and then press the <b>green</b> key (ENTER) to confirm.</p>	<p><u>Transactions</u> 1-Send 2-Reversal 3-Card trans 4-Manual trans</p>
<p>Enter the card number and press <b>green</b> key (ENTER) to confirm.</p>	<p><u>Manual trans</u> Enter -  Card number</p>
<p>Enter the card expiration date and press <b>green</b> key (ENTER) to confirm. Transaction continues as a regular card payment.</p>	<p><u>Manual trans</u> Expire date -  (MMYY)</p>
<p>Terminal asks additional information about the transaction. Card present? Cust. e-mailed? Cust. calls? If the correct option is displayed, press the green key. To go to the next option, press the red key.</p>	<p><u>Manual trans</u>  Card present?  No Yes</p>
<p>Enter the transaction amount.</p>	<p>Amount (EUR)  0,00</p>

## KEY-ENTRY WHEN MAKING PRE-AUTHORIZATION

ACTION	TERMINAL
<p>The terminal is in the standby mode. Press <b>f2</b> (In case of Ingenico IWLxxx/MOVExxxx terminal, press the <b>second key from left</b> on the key bar under the screen)</p>	<p>Welcome (or logo)</p>
<p>From the menu select „2-Manual trans” (to navigate through the menu use ▼ ▲ key bar keys or central keys on the key bar) and then press the <b>green</b> key (ENTER) to confirm.</p>	<p><u>Preauthorization</u> 1-Card trans 2-Manual trans 3-Finish 4-Reversal</p>
<p>Enter the card number and press <b>green</b> key (ENTER) to confirm.</p>	<p><u>Manual trans</u> Enter -  Card number</p>
<p>Enter the card expiration date and press <b>green</b> key (ENTER) to confirm. Transaction continues as a regular key-entry payment (see above).</p>	<p><u>Manual trans</u> Expire date -  (MMYY)</p>