

QUICK REFERENCE GUIDE

RETAIL



Telium Series



iCT220
iCT250

CREDIT CARD SALE (SWIPED)

Slide Card through reader
or Press **1**

> Select 1 - CREDIT

Enter the Sale amount
and press **ENTER**

> Additional optional
prompts may appear
depending on terminal
configuration.

CREDIT CARD SALE (KEY ENTERED)

Slide Card through reader
or Press **1**

> Select 1 - CREDIT

Enter the Sale amount
and press **ENTER**

Manually enter the card
number and press **ENTER**

* Enter the expiration
date and press **ENTER**

* Cardholder present?
Choose yes or no.

> Enter street address and
press **ENTER**

> Enter the zip code and
press **ENTER**

> Enter the CVC code and
press **ENTER**

VOID

Press **3**
> Enter password
and press **ENTER**

VOID PreAuth?
Select Yes or No

Use Search Menu to locate
transaction:
1=All 5=Acct#
2=Ref# 6=Cust PO#
3=Server# 7=RRN
4=Invoice# 8=ApprovalCode

If ALL is selected, use the up/down
arrows to scroll through the
transactions and press the F4 key
to select a transaction to be voided.

Confirm void \$X.XX?
Select Yes or No.

Terminal will display VOID
response and print a VOID
receipt.

GUIDE TO KEYS

F4	Use to Set Language
0	ENTER Key
<	CLEAR Key
X	CANCEL Key
,	ADMIN Key

Note: **ENTER** key at Idle will also access a Main Menu of Functions.

BATCH TOTALS

Press **,**

Select 2 - Batch Menu

Select 1 - Batch Totals

BATCH CLOSE

Press **7**

Close Batch and Deposit Funds?

Select Yes or No.

AUTHORIZE ONLY

Press **8**

Select 2 - AUTH ONLY

Select from the Menu:
1 - Amt Auth
2 - Card Validation
3 - Eligibility

Enter the amount if an
Amt. Auth and press **ENTER**

Slide Card or manually
enter the card number
and press **ENTER**

* Enter the expiration date
and press **ENTER**

* Cardholder present?
Choose yes or no

> Enter zip code and press
ENTER

> Enter the street address
and press **ENTER**

> Enter the CVC code and
press **ENTER**

CREDIT CARD REFUND

Press **2**

> Enter the password and
press **ENTER**

Select 1 - CREDIT

> Enter the Return amount
and press **ENTER**

Slide card or Manually
Enter the card number and
press **ENTER**

Enter the expiration date
and press **ENTER**

OPTIONAL PROMPTS

Optional Prompts may include:
password, tip, server #, invoice #,
card present, phone order or
e-commerce, address, zip, CVC code,
pass terminal, enter merchant # for
multi-merchant, tax amt., customer
code, and enter last 4 digits. Not all
optional prompts are shown.

DEBIT SALE

Slide card through reader
or press **1**

Select 2 - DEBIT

Enter the Sale amount and
press **ENTER**

> Additional optional
prompts may appear
depending on terminal
configuration.

Confirm Amount?
Select Yes or No.

Cash Back?
Choose Yes or No.

> Enter Cash back Amount
and press **ENTER**

Confirm Amount, Accept
or Change?

Customer will Enter PIN #
and press **ENTER**

DETAIL REPORT

Press **,**
Select 0 - Reports Menu

Select 1 - Detail

Select 1 - Print
or
Select 2 - Display

If choose 2 - Display,
detail can be displayed in
order of preference
selected:

- 1 - Ref #
- 2 - Invoice
- 3 - Card Type

Use the F1 (Previous) and
F4 (Next) keys to scroll
through transactions.

BALANCE INQUIRY

Press **6**

Select from Menu:
1 - Credit/Prepaid
2 - Debit
3 - EBT

Slide Card or manually
enter the card number and
press **ENTER**

> Enter the expiration date
and press **ENTER**

DEBIT RETURN

Press **2**

> Enter the password and
press **ENTER**

Select 2 - DEBIT

Enter the Return amount
and press **ENTER**

Enter the Original Tran
Date MMDDYY + **ENTER**

Enter the Original Tran
Time HHMMSS + **ENTER**

Slide card through reader

Confirm Amount?
Select Yes or No.

Customer will Enter PIN #
and press **ENTER**

SUMMARY REPORT

Press **,**
Select 0 - Reports Menu

Select 2 - Summary

Select 1 - Print
or
Select 2 - Display

CREDIT CARD FORCE

Press **4**

Select 1 - Credit

Enter the Sale amount and
press **ENTER**

Slide card or manually
enter the card number and
press **ENTER**

* Enter the expiration date
and press **ENTER**

> Enter Approval
Code and press **ENTER**

REPRINT

Press **8**

Select 3 - Reprint

Select 1 - Last Receipt or
2 - Search

Use Search Menu to select
transaction to adjust.

If ALL is selected, use the up/down
arrows to scroll through the
transactions and press the F4 key to
select a transaction to be adjusted.

DEBIT RE-ENTER

Press **4**

Select 3 - REENTER
Select 1 - DEBIT

Select
1 - Sale or 2 - Return

Key Account # and press
ENTER

Enter the Original Tran
Date MMDDYY + **ENTER**

Enter the Original Tran
Time HHMMSS + **ENTER**

Enter RRN # + **ENTER**

Enter Trace # + **ENTER**

Enter Netwk ID + **ENTER**

Settle Date + **ENTER**

Approval Code + **ENTER**

Sale/Return Amt + **ENTER**

> Cashback Amt + **ENTER**

CREDIT TRANS ADJUST

Press **9**

Select 1 - Trans Adjust

Use Search Menu to select
transaction to adjust.

If ALL is selected, use the up/down
arrows to scroll through the
transactions and press the F4 key
to select a transaction to be Adjusted.

Enter new Sale Amount
and press **ENTER**



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date and press **ENTER**

* Cardholder present?
Choose yes or no.

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press **ENTER**

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⌂	ADMIN Key

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Select 1 - Batch Totals

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Close Batch and Deposit
Funds?

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Choose yes or no

> Enter zip code and press
ENTER

> Enter the street address
and press **ENTER**

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CREDIT CARD REFUND

Press **2**

> Enter the password and
press **ENTER**

Select 1 - CREDIT

> Enter the Return amount
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Enter the card number and
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press **ENTER**

Select 2 - DEBIT

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and press **ENTER**

Enter the Original Tran
Date MMDDYY+ **ENTER**

Enter the Original Tran
Time HHMMSS+ **ENTER**

Slide card through reader

Confirm Amount?
Select Yes or No.

Customer will Enter PIN #
and press **ENTER**

SUMMARY REPORT

Press **⌂**

Select 0 - Reports Menu

Select 2 - Summary

Select 1 - Print
or
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Enter Netwk ID + **ENTER**

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