

QUICK REFERENCE GUIDE

RESTAURANT



Telium Series



iCT220
iCT250

CREDIT CARD SALE (SWIPED)

Slide Card through reader
or Press **1**

> Select 1 - CREDIT

> Server ID + **ENTER**

Enter the Sale amount
and press **ENTER**

> Tip Amt + **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

> Server ID + **ENTER**

Enter the Sale amount
and press **ENTER**

> Tip Amt + **ENTER**

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

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

> Cardholder present?
Choose yes or no.

> Street addr. + **ENTER**

> Zip code + **ENTER**

> CVC code + **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

O ENTER Key

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

< CLEAR Key

X CANCEL Key

, ADMIN Key

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

> Server ID + **ENTER**

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

> Zip code + **ENTER**

> Street addr. + **ENTER**

> CVC code + **ENTER**

CREDIT CARD REFUND

Press **2**

> Enter the password and
press **ENTER**

Select 1 - CREDIT

> Server ID + **ENTER**

> 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

> Server ID + **ENTER**

Enter the Sale amount and
press

> Tip Amt. + **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

> Server ID + **ENTER**

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

> Server ID + **ENTER**

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
> Server ID + **ENTER**

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**

TIP ADJUST

Press **5**

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 Tip Amt + **ENTER**

Accept or Change?
Select Accept to continue

DEBIT RE-ENTER

Press **4**

Select 3 - REENTER
Select 1 - DEBIT

Select
1 - Sale or 2 - Return

> Server ID + **ENTER**

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 **8**

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**

REPRINT

Press **9**

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
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> Select 1 - CREDIT

> Server ID + **ENTER**

Enter the Sale amount and press **ENTER**

> Tip Amt + **ENTER**

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

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

> Cardholder present? Choose yes or no.

> Street addr. + **ENTER**

> Zip code + **ENTER**

> CVC code + **ENTER**

VOID

Press **3**

> Enter password and press **ENTER**

VOID PreAuth?
Select Yes or No

Use Search Menu to locate transaction:
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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.

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Select Yes or No.

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Select from the Menu:
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> Server ID + **ENTER**

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

> Zip code + **ENTER**

> Street addr. + **ENTER**

> CVC code + **ENTER**

CREDIT CARD REFUND

Press **2**

> Enter the password and press **ENTER**

Select 1 - CREDIT

> Server ID + **ENTER**

> 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

> Server ID + **ENTER**

Enter the Sale amount and press **ENTER**

> Tip Amt. + **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:
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3 - Card Type

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> Server ID + **ENTER**

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

> Server ID + **ENTER**

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

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Select 1 - Print or Select 2 - Display

CREDIT CARD FORCE

Press **4**

Select 1 - Credit > Server ID + **ENTER**

Enter the Sale amount and press **ENTER**

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

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Press **5**

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 Tip Amt + **ENTER**

Accept or Change? Select Accept to continue

DEBIT RE-ENTER

Press **4**

Select 3 - REENTER
Select 1 - DEBIT

Select 1 - Sale or 2 - Return

> Server ID + **ENTER**

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**

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