FD130
Quick Reference Guide

IXTHUS BANKCARD

MMG

MERCHANT MANAGEMENT GROUP

Retail
Credit Card Sale

1 **Touch SALE on display**
Key in transaction amount ($.$$)
(Default is a SALE but if REFUND or VOID is needed press OTHER)

2 **INSERT/ TAP/ SWIPE CARD**
If card needs to be manually entered:
Answer card not present when keying to have terminal prompt for CVV2 #
key in card number and press **Green** key.
Key in expiration date & press **Green** key.
(Example: December 2025, enter 1225)
Key **CVV2** (3 digit on back of card)
Address (Street # of card billing Addr)
Zip (Zip code of card billing address)

If terminal prompts for "**CUSTOMER CODE**" enter 4 digits or press **GREEN** key to buypass

The Customer Code/PO Number is a four digit number that appears on the cardholder's credit card billing statement that allows the cardholder to track purchases made with the card number.

3 **O**nce approved receipt will print.

Helpful hints:

Dip the Chip
Have cardholder insert chip card into terminal with chip facing up. Do not remove until transaction is complete and prompts cardholder to remove card.
If chip card cannot be read, it is recommended to ask for another form of payment to help prevent chargebacks.

Credit Return/Refund

1 **Touch OTHER**
Select REFUND
Key in transaction amount ($.$$)
press down arrow keys to highlight
Void or Return(shown on top of screen)

2 Enter transaction # to be refunded.

3 **INSERT/ TAP/ SWIPE CARD**

Once approved receipt will print.

Reprint

1 **Touch OTHER**
Select REPRINT

2 Enter transaction #

3 Once approved receipt will print.

Void Sale

1 **Touch OTHER**
Select VOID
Key in transaction amount ($.$$)
press down arrow keys to highlight
Void or Return(shown on top of screen)

2 Enter transaction # to be voided.

3 **INSERT/ TAP/ SWIPE CARD**

Once approved receipt will print.

Close Batch

Press **OTHER**
Touch **Reports/ TRANS DETAIL**

Press **OTHER,** then **CLOSE**
Review Screen, then select OK
to confirm totals.

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Place label here
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Visa/ MasterCard Voice approval #	**800.228.1122**
Discover Voice approval #	**800.347.1111**
American Express Voice approval #	**800.528.2121**
Local Terminal Help	**850.747.0664**
	877.664.1122
24/7 Customer Support	**800.228.0210**

Additional Terminal Functions

Error Messages:

VXN ERROR 53
SEND ERROR
Internet not detected and/or
ethernet line is disconnected.
Quick fix
(A) Disconnect power from router,
then reconnect.

(B) Disconnect power only from
terminal then reconnect. Terminal
will reboot to re-establish internet
connection.

WiFi settings (if available)

Touch ⚒
Touch "**WiFi**"
Touch "**Set Mode**"
Touch "**Security**"
    password: 990712
 Set Security= **WPA2-AES**
*Key= *Password*
 SSID= *Wireless Network Name*
 Press "**ENTER**" key
Terminal displays:
Apply settings & Reboot?
Touch **YES**
Terminal will reboot and should be
 ready to process credit cards.

*May require USB keyboard to
 enter upper and lower case
 passwords.