



INGENICO

Desk 3500

PAYMENT ENTRY METHODS INCLUDE:

- Swipe card
- Insert chip card
- Tap card or proximity device using an app such as Apple Pay, Google Pay, or Samsung pay
- Enter the card number manually using the keypad
- Manual entry might include card present, purchase order number (PO#), verification code, street address, and ZIP Code prompts.
- Corporate cards prompt for invoice number and tax amount

FUNCTIONS:

Functions are available for transactions in the current batch. Search options for any function:

- All
- Clerk #
- Account #
- RRN
- Reference #
- Invoice #/PO#
- Customer #
- Approval Code

General Instructions

- Press **Enter** from the idle prompt to access the main menu
- Press the up or down arrow keys to scroll through a list. To make a selection, highlight it, and then press **Enter**
- To enter a character, press the corresponding button on the keypad to cycle through the options. Entries are case sensitive
- Debit cards and some chip or contactless payments require PIN entry
- A customer copy of a receipt prints 10 seconds after the merchant receipt, unless you select **No** to cancel it

HOW TO USE:



Home - Access Admin Mode menus



Cancel - Exit



Clear - Backspace

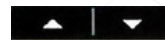


Enter - Confirm information or continue

Desk 3500 - Arrows Keys



Desk - Touchscreen Arrows



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