

# Countertop solutions

Standalone (ICT250, IWL220, IWL250)

## Most common:





### Purchase

Use this function for credit cards, debit cards and prepaid gift cards (if your business accepts them).

#### From the home screen

If you have set purchases to be your default transaction, you can press F4, then follow the instructions on the screen.

OR

- Press F1 once. The terminal will display "Retailer"
- Press the green key . The terminal will display "Transaction"
- Press the green key . The terminal will display "Purchase"
- Press the green key . The terminal will display "Amount"
- Enter the transaction amount, press the green key , then follow the instructions on the screen.





### Purchase with tip

This function lets customers add a tip to their purchase. They can choose to add a dollar amount or a percentage.

#### From the home screen

If you have set purchases to be your default transaction, you can press F4, then follow the instructions on the screen.






OR

- Press F1 once. The terminal will display "Retailer"
- Press the green key . The terminal will display "Transaction"
- Press the green key . The terminal will display "Purchase"
- Press ▼ until you reach "Purch. with tip"
- Press the green key . The terminal will display "Amount"
- Enter the transaction amount, press the green key , then follow the instructions on the screen.

### Purchase with cash back

With this function, customers can use their debit card to pay for their purchase and withdraw money at the same time.

#### From the home screen

- Press F1 once. The terminal will display "Retailer"
- Press the green key . The terminal will display "Transaction"
- Press the green key . The terminal will display "Purchase"
- Press ▼ until you reach "Purch/Cashback"
- Press the green key . The terminal will display "Purchase amount"
- Enter the purchase amount, then press the green key . The terminal will display "Cashback amount"
- Enter the withdrawal amount, press the green key , then follow the instructions on the screen.






Monetico

 Desjardins  
Business

## Cancellation

This lets you cancel the following transaction types, in the current batch: purchases, purchases with cash back, purchases with tip, prepaid card activation, prepaid card reload, or full refund. Use it when an error was made in the transaction. Before you cancel a purchase, check the receipt to see if it included a cash withdrawal. Otherwise, you might lose money when you give the refund.





### From the home screen

- Press F1 once. The terminal will display "Retailer"
- Press the green key . The terminal will display "Transaction"
- Press the green key . The terminal will display "Purchase"
- Press ▼ until you reach "Cancellation"
- Press the green key . The terminal will display "Reference #" and the reference number for the most recent transaction will display.
- Use the yellow key  to erase the reference number, then enter the reference number for the transaction you want to cancel. Press the green key , then follow the instructions on the screen. You will need to enter the admin password to cancel a transaction.

## Refund

This transaction lets you make a refund to the account of a customer who is returning merchandise they paid for with a debit or credit card. The amount of the refund is subtracted from the daily total. To make a refund, the card must be present.




### From the home screen

- Press F1 once. The terminal will display "Retailer"
- Press the green key . The terminal will display "Transaction"
- Press the green key . The terminal will display "Purchase"
- Press ▼ until you reach "Refund"
- Press the green key . The terminal will display "Amount"
- Enter the refund amount and press the green key  then follow the instructions on the screen.

## Balance inquiry

This function lets customers see how much they can spend per day using their debit card. Make sure they know this isn't necessarily their account balance—it's just their personal daily spending limit for that specific card.




### From the home screen

- Press F1 once. The terminal will display "Retailer"
- Press the green key . The terminal will display "Transaction"
- Press the green key . The terminal will display "Purchase"
- Press ▼ until you reach "Balance inquiry"
- Press the green key , then follow the instructions on the screen.

## Batch close

You need to close out your terminal at the end of each day to make sure that all of your transactions are fully deposited. This lets you print off the total report for your current batch, among other things.

### From the home screen

- Press F1 once. The terminal will display "Retailer"
- Press the green key . The terminal will display "Transaction"
- Press ▼ until you reach "Administration"
- Press the green key . The terminal will display "Close batch"
- Press the green key . The terminal will contact the Desjardins host and print out the batch closure report.
- Follow the instructions on screen