



PAYMENT WITH CHIP CARD

Payment confirmation with PIN

1. Enter the payment sum in cents and press **green** button.
2. When card reader displays message „Present card. Sum XX EUR“, ask customer to insert the payment card.
3. After customer inserts the payment card, the message „Authorization. Amount XX EUR sum. Enter PIN“ appears on card reader's screen.
4. When customer enters PIN code and press **green** button, the message „Approved. Remove card“ is displayed.
5. If customer enters wrong PIN code it can be edited by using **yellow** button. The **red** button is used in order to cancel payment.

Payment confirmation with signature

1. Enter the payment sum in cents and press **green** button.
2. When the card reader displays message „Present card. Sum XX EUR“, ask customer to insert the payment card.
3. After customer inserts the payment card, message „Approved“ appears on screen and card reader prints the receipt.
4. Ask customer to sign on receipt and check if the signature coincides the one on the payment card.
5. If signature coincides, confirm payment with **green** button. If signature doesn't coincide, cancel the payment with **red** button.

PAYMENT WITH CONTACTLESS CARD

1. Enter the payment sum in cents and press **green** button.
2. When card reader displays message „Present card. Sum XX EUR“, ask customer to tap the payment card.
3. After a few seconds audible signal (beep) is heard and four green LED lights indicators switch on card reader.
4. The message „Approved. Card is read. Remove card“ appears on the card reader's screen.

If the amount of purchase doesn't exceed the sum of **contactless payment limit** set by banks, usually confirmation with PIN code is not needed.

In some cases, due to the implemented security requirements, additional authentication of payer is required in one of the following ways:

- When the customer taps the card, the message „Insert card“ is displayed. Ask the customer to insert the card and enter the PIN code.
- When the customer taps the card, an audible signal is heard and the message „Enter PIN code“ is displayed. Ask the customer to enter a PIN.
- When the customer taps the card, an audible signal is heard and the message „Remove the card. Repeat.“ is displayed. Ask the customer to tap the card again.

PAYMENT WITH MAGNETIC CARD

1. Enter the payment sum in cents and press **green** button.
2. When card reader displays message „Present card. Sum XX EUR“, ask customer to swipe the card through magnetic stripe.
3. After customer swipes the payment card, message „Authorization. Amount XX EUR sum. Enter PIN“ is displayed on the screen.
4. After customer enters and confirms PIN code, a request to enter last four digits of customer's payment card number might appear on the screen
5. Enter last four digits of card number and press **green** button. The message „Approved“ appears on the screen.

In some cases payment with magnetic card might be confirmed with signature (see instructions for payment confirmation with signature).

USE OF CARD READER

Switching on

Plug the card reader power cord. Press **green** button and wait until card reader displays the message **„Welcome“**.

Entering password

If the operator password function is activated on card reader, the message **„Terminal is locked“** appears on the screen. Please enter the password and press the **green** button. After entering the correct password the message **„Welcome“** is displayed on the screen.

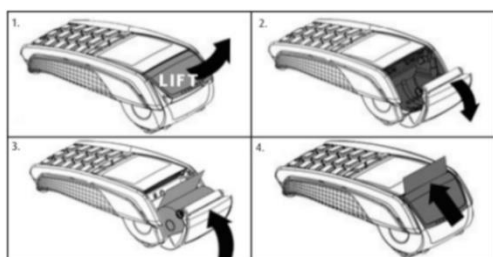
Switching off/rebooting

If card reader is not working properly or loses the connection, please reset the device. For switching off/rebooting device, press the **yellow** and **„.“** buttons at the same time.

***The function can be activated and operator password provided upon written request.**

RECEIPT PAPER

Special thermal paper rolls (width 57 mm, diameter < 38 mm) should be used for card readers. In order to change the paper roll please follow the instruction below.



ADDITIONAL MENU

F3 menu functions

Daily report – possibility to print the list of payment transactions.

Last receipt - possibility to print the receipt of last payment transaction.

Print the receipt – possibility to print any receipt from operation list.

Unclosed documents – possibility to review the list of unfinished transactions, in order to confirm, cancel or remove them.

End of day – close the day (manually) and print end of day report.

F2 menu functions**

Cancellation – possibility to cancel already performed payment transaction (until the close of day).

Refund – possibility to return funds to the card while returning goods.

**** Only with the consent of the bank**

DAILY REPORTS

The list of performed payment transactions is displayed in **Daily report**.

Press **F3** button, choose **„Daily report“** and press **green** button.

Attention! End of day report is printed automatically at the set time. If you print **End of Day** report manually, all records about current day transactions will be deleted.

Respectively, in **Daily report** you will see only those transactions, that were performed after printing **End of Day** report.

Our help desk service is available **24/7**
Please call us by phone **+370 5 207 1000** or
address by e-mail: **support@eps.lt**

Thank you for using our services!