INGENICO DESK 2600 USER MANUAL

For a contactless card

F2 Menu

F3 Menu

The menu

Paper feed

Cancel

Confirm

For magnetic card

Adjust

For chip card

Magnetic stripe cards

The card can be scanned either from left to right or from right to left. (When scanning, the magnetic strip must be on top).

Contactless cards

Hold the card firmly against the area marked with the NFC symbol. Keep the card close to the reader during the entire transaction.
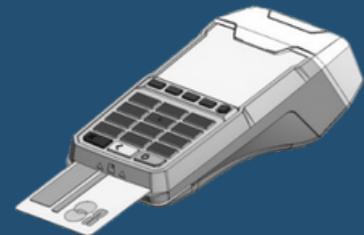
Chip cards

Insert the card horizontally with the chip facing up and do not remove it until a message appears that the transaction was completed successfully.

Guidelines for replacing the card reader ribbon

Open the paper feed section by following the instructions in the image below. Load the paper roll so that the paper strip rotates from the bottom to the top. After inserting the paper roll, stretch the tape to the top of the terminal, while holding the paper, close the cover.
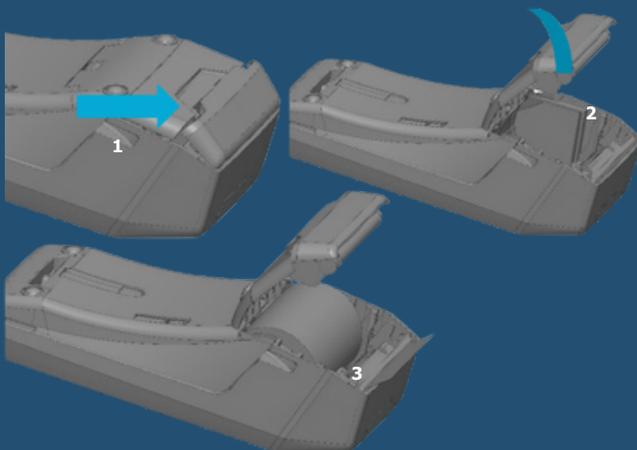
Charging socket

Connect the wire and make it follow the cable path as shown in the picture.
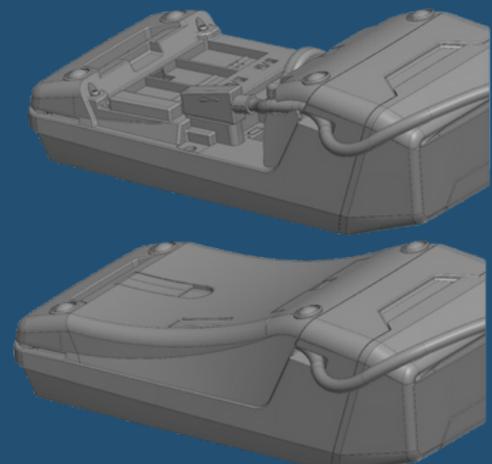
POWERING UP THE POS TERMINAL

Plug the scanner's power cord into an electrical outlet. If you are using a handheld scanner, press the green button and the screen will display "Hello".

Password generation

If the password function* is enabled on the scanner, the screen will show "Terminal

locked". Enter the password and click green button. After entering the correct password
"Hello" is displayed on the POS terminal screen.

Rebooting the scanner

If you experience loss of connection or other performance issues while using the POS terminal, please reboot the device.
To turn off/reboot the POS terminal, press the yellow and " ." buttons at the same time.

*This feature can be enabled by separate written request.

PAYMENT BY CHIP CARD

confirmation by PIN code

1. Enter the payment amount in cents and press the green button.
2. When the message "Waiting for card. Amount XX EUR", ask the customer to insert the card into the reader.
3. When the card is inserted, a message is displayed:

"Authorization. Purchase. XX EUR. Enter PIN'.

4. After the customer has entered the PIN code and pressed green button, a message appears on the screen
"Confirmed. Pull out the card."
5. An incorrectly entered PIN code can be corrected with the yellow button, and to cancel payment, press the red button.

Confirmation of payment by signature
1. Enter the payment amount in cents and press the green button.
2. When the message "Waiting for card. Amount XX EUR", ask the customer insert a payment card.
3. A message appears on the POS terminal screen "Approved" and the receipt is printed with space for signature.
4. Ask the customer to sign the receipt and check if the signature matches the existing one on a payment card.
5. If the signature matches, press green button. If the signature does not match, cancel the payment by pressing the red button.

PAYMENT BY CONTACTLESS CARD

1. Enter the payment amount in cents and press the green button.
2. When the message "Waiting for card. Sum XX EUR", ask the customer to hold the card against the reader.
3. After a few seconds, you will hear a beep, the 4 green lights on the top of the reader will light up, and the screen will show the message "Card Accepted. Remove the card."
4. After the customer swipes the card, the reader displays the message "Approved".

If the purchase amount is lower than the contactless payment limit, it is usually enough to hold the card to the reader. In some cases, due to security requirements, additional authentication of the payer is required in one of the following ways:

- After touching the card, the message "Insert card" is displayed on the screen. Ask the customer to insert the card and enter the PIN code. After touching the card, an audible signal will sound and the message "Enter PIN code" will be displayed on the screen. Ask the customer to enter a PIN code.
- After touching the card, a sound signal will be heard and the message "Remove the card" will be displayed on the screen. Repeat". Ask the customer to tap the card again.

PAYMENT BY MAGNETIC CARD

1. Enter the payment amount in cents and press the green button.
2. When the message "Waiting for card. Sum XX EUR", ask the customer to swipe the payment card through the scanner's magnetic track.
3. The scanner displays the message "Authorization. XX EUR. Enter PIN'.
4. After entering the PIN code, the customer may be asked to enter the last 4 payment cards digits.
5. After entering the last four digits of the customer card, press the green button. A message appears on the scanner screen

"Confirmed".
A magnetic card payment can sometimes require signature verification (see Signature verification of payment).

ADDITIONAL MENU

F3 menu functions

Interim report - option to print a list of daily payment transactions.
Closing of the day - close the day (manuall way) and print the end-of-day report.
Last receipt - option to print the receipt of the last completed payment transaction.
Print receipt - option to print anything which day's receipt from the list.
Open documents - possibility to review list of incomplete payment transactions, confirm, cancel or remove them.

F2 menu functions**

Cancellation - completed payment transaction cancellation (before close of day).
Refund - return of funds to the card.

**Only after approval of the merchant's bank.

DAILY REPORTS

The list of completed payment transactions is presented in the Interim Report. After pressing the F3 button and selecting "Interim report" press the green button.

Attention! Day closing report is printed automatically at the scheduled time.
Manual printing of the report deletes records of transactions for that day. Therefore, in the Daily report you will see only those payment transactions that were made after the report was printed.