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Move5000

Quick Reference Guide

Keyboard Details and Functionality

The functions key accesses the different application menus.

The red key cancels the procedure in progress.

The yellow key cancels the last character.

The green key validates input selections and information. It is also used to switch on the terminal.

The feed key will eject the thermal paper a few centimeters over the tear line if pressed for more than two seconds.

The Move5000 device is equipped with a touch panel that allows you to capture functions and menus by using your finger or a stylus.

Move5000
Quick Reference Guide

(Terminal is touch-screen capable.
All selections are made by touching
the options on screen).

Sale (Retail Merchant)

1. Press ◉.

2. Once transaction is completed, ask customer to sign on the screen or press O.

3. Select **SALE** at main menu.

4. Terminal will print out merchant's copy receipt.

5. Input amount and press O.

6. Terminal will prompt to print customer's copy.

7. Insert/Swipe/Tap Card/Input Card#.

8. Press O to print out the customer's copy or press ✘ to exit.

Sale (Restaurant Merchant)

1. Press ◉.

2. Select **SALE** at main menu.

3. Input amount and press O.

4. Input Tips or press O to pass.

5. Insert/Swipe/Tap Card/Input Card#.

6. Once transaction is completed, ask customer to sign on the screen or press O.

7. Terminal will print out merchant's copy receipt.

8. Terminal will prompt to print customer's copy.

9. Press O to print out the customer's copy or press ✘ to exit.

Sale (Tips Entry)

1. Press ◉.

2. Select **SALE** at main menu.

3. Input amount and press O.

4. Input Tips or press O to pass.

5. Insert/Swipe/Tap Card/Input Card#.

6. Once transaction is completed, ask customer to sign on the screen or press O.

7. Terminal will print out merchant's copy receipt.

8. Terminal will prompt to print customer's copy.

9. Press O to print out the customer's copy or press ✘ to exit.

SALE (DCC)

1. Press ⊚.

2. Select **SALE** at main menu.

3. Input amount and press O.

4. Insert/Tap Foreign Card

5. Terminal will prompt merchant to choose between local currency or card's home currency.

6. Please choose Pay in (local currency) or Pay in (other currency).

7. Ask customer to sign on the screen or press O.

8. Terminal will print out merchant's copy receipt.

9. Terminal will prompt to print customer's copy.

10. Press O to print out the customer's copy or press ✘ to exit.

Tips Adjustment

1. Press ⊚.

2. Select **TIPS ADJUST** at main menu.

3. Input amount and press O.

4. Select Search record method: TRACE#/ PAN/INVOIC#/TRANSACTION AMOUNT.

5. Press O to confirm selection.

6. Input Tip Amount and press O.

7. Press O to confirm amount.

8. Once transaction is completed, terminal will print out the TIP Adjust Sale receipt.

9. Terminal will prompt to print customer's copy.

10. Press O to print out the customer's copy or press ✘ to exit.

Void

1. Press ⊚.

2. Select **VOID** at main menu.

3. Input amount and press O.

4. Input Invoice#, then press O.

5. Press O to confirm amount.

6. Once transaction is completed, terminal will print out the merchant's copy receipt.

7. Terminal will prompt to print customer's copy.

8. Press O to print out the customer's copy or press ✘ to exit.

Refund	(Refund function is only available for selected merchants)
1. Press ◉.	5. Once transaction is completed, ask customer to sign on the screen or press O.
2. Select **REFUND** at main menu.	6. Terminal will print out merchant's copy receipt.
3. Input amount and press O.	7. Terminal will prompt to print customer's copy.
4. Insert/Swipe/Tap Card/Input Card#.	8. Press O to print out the customer's copy or press ✖ to exit.

Offline Sale	(Offline function is only available for selected merchants)
1. Press ◉.	7. Touch the screen to switch to # & Alphabet keyboard.
2. Select **OFFLINE** at main menu.	8. Press O.
3. Input password and press O.	9. Once transaction is completed, ask customer to sign on the screen or press O.
4. Input amount and press O.	10. Terminal will print out merchant's copy receipt.
5. Insert/Swipe/Tap Card/Input Card#.	11. Terminal will prompt to print customer's copy.
6. Input the Auth code.	12. Press O to print out the customer's copy or press ✖ to exit.

Settlement	(Merchants are advised to choose 'Settle all hosts' for convenience)
1. Press ◉.	5. (SETTLE ALL HOSTS selected) – Terminal will print out the settlement receipt for all card types.
2. Scroll and select **SETTLEMENT**.	6. SETTLE BY HOST selected) – Select host type.
3. Input password and press O.	7. Terminal will only settle and print out the specific host settlement receipt.
4. Select SETTLE ALL HOSTS or SETTLE BY HOST.	

Pre-Auth

1. Press ◉.

2. Select **PRE-AUTH** at main menu.

3. Select **PRE-AUTH**.

4. Input amount and press O.

5. Insert/Swipe/Tap/Input Card#.

6. Once transaction is completed, ask customer to sign on the screen or press O.

7. Terminal will print out merchant's copy receipt.

8. Terminal will prompt to print customer's copy.

9. Press O to print out the customer's copy or press ✘ to exit.

Pre-Auth Completion (For Visa®/Mastercard®/JCB)

1. Press ◉.

2. Select **PRE-AUTH** at main menu.

3. Select **PRE-AUTH COMP** (VM/J/D/A).

4. Input the Pre-Auth amount and press O.

5. Input the new amount and press O.

6. Input the Auth code and press O.

7. Input Invoice number and press O.

8. Insert/Swipe/Tap Card/Input Card#.

9. Once transaction is completed, ask customer to sign on the screen or press O.

10. Terminal will print out merchant's copy receipt.

11. Terminal will prompt to print customer's copy.

12. Press O to print out the customer's copy or press ✘ to exit.

Pre-Authcomp (For CUP)

1. Press ◉.

2. Select **PRE-AUTH** at main menu.

3. Select **PRE-AUTHCOMP CUP**.

4. Input the Pre-Auth amount and press O.

5. Input the new amount and press O.

6. Input the Auth code and press O.

7. Input Invoice number and press O.

8. Insert/Swipe/Tap Card/Input Card#.

9. Once transaction is completed, ask customer to sign on the screen or press O.

10. Terminal will print out merchant's copy receipt.

11. Terminal will prompt to print customer's copy.

12. Press O to print out the customer's copy or press ✘ to exit.

Void Pre-Auth (Card Present)

1. Press ◉.
2. Select **PRE-AUTH** at main menu.
3. Select **VOID PRE-AUTH**.
4. Input the Pre-Auth amount and press O.
5. Input Auth code and press O.
6. Touch the screen to switch to # & Alphabet keyboard.
7. Press O.
8. Input Invoice number and press O .
9. Insert/Swipe/Tap Card/Input Card #.
10. Once transaction is completed, ask customer to sign on the screen or press O.
11. Terminal will print out merchant's copy receipt
12. Terminal will prompt to print customer's copy.
13. Press O to print out the customer's copy or press ✖ to exit.

Void Pre-Auth (Card Not Present)

1. Press ◉.
2. Select **PRE-AUTH** at main menu.
3. Select **VOID PRE-AUTH**.
4. Input the Pre-Auth amount and press O.
5. Touch the screen to switch to # & Alphabet keyboard.
6. Input Auth code and press O.
7. Input Invoice number and press O.
8. Input last 4 digit of Card # and press O.
9. Terminal will print out merchant's copy receipt
10. Terminal will prompt to print customer's copy.
11. Press O to print out the customer's copy or press ✖ to exit.

Instalment (IPP) IPP service is only available to selected merchants

1. Press ◉.
2. Select **INSTALMENT** at main menu.
3. Select **INSTALMENT SALE**.
4. Select the **SCB PLANS/NON-SCB PLANS**.
5. Select the month plan.
6. Input the amount and press O.
7. Insert/Swipe/Tap Card/Input Card#.
8. Once transaction is completed, ask customer to sign on the screen or press O.
9. Terminal will print out merchant's copy receipt.
10. Terminal will prompt to print customer's copy.
11. Press O to print out the customer's copy or press ✖ to exit.

Reprint Last Transaction

1. Press ◉.

2. Scroll and select **MERCHANT**.

3. Select **REPRINT**.

4. Select the **LAST TRANSACTION**.

5. Terminal reprint last transaction receipt (merchant copy).

6. Terminal will prompt to print customer's copy.

7. Press O to print out the customer's copy or press ✖ to exit.

Reprint Specific Transaction

1. Press ◉.

2. Scroll and select **MERCHANT**.

3. Select **REPRINT**.

4. Select the **ANY TRANSACTION**.

5. Input Invoice # and press O.

6. Terminal print selected transaction receipt.

7. Terminal will prompt to print customer's copy.

8. Press O to print out the customer's copy or press ✖ to exit.

Reprint Last Settlement Receipt

1. Press ◉.

2. Scroll and select **MERCHANT**.

3. Select **REVIEW**.

4. Select the **LAST SETTLEMENT**.

5. Terminal will print out the last settlement.

View Any Transaction (By Trace #)

1. Press ◉.

2. Scroll and select **REPRINT**.

3. Select **REVIEW**.

4. Select the **TRACE NUMBER**.

5. Input Trace Number (TRC Number) and press O.

View Any Transaction (By Invoice #)

1. Press ◉.

2. Scroll and select **MERCHANT**.

3. Select **REVIEW**.

4. Select the **INVOICE NUMBER**.

5. Input Invoice Number (INV No.) and press O.

View Any Transaction (By Amount)

1. Press ◉.
2. Scroll and select **MERCHANT**.
3. Select **REVIEW**.
4. Select the **TRANSACTION AMOUNT**.
5. Input amount and press O.

View Any Transaction (By Card #)

1. Press ◉.
2. Scroll and select **MERCHANT**.
3. Select **REVIEW**.
4. Select **PAN**.
5. Input card # and press O.

Print Out Detail Report

1. Press ◉.
2. Scroll and select **MERCHANT**.
3. Select **REPORT**.
4. Select **DETAIL**.
5. Select the host at Select Host menu.
6. Terminal will print out detail Report.

Print Out Summary Report

1. Press ◉.
2. Scroll and select **MERCHANT**.
3. Select **REPORT**.
4. Select the **SUMMARY**.
5. Select the **ALL HOSTS** or **BY HOST** at Select Report Option menu.
6. If select **BY HOST**, select the host at Select Host menu.
7. Terminal will print out summary report for all hosts or a specific host (depending on selection).

Print Out Batch Total

1. Press ◉.
2. Scroll and select **MERCHANT**.
3. Select **BATCH TOTAL**.
4. Select **HOST/GRAND TOTAL**.
5. Press O to print out or press ✖ to exit.

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