



# Move2500

Quick Reference Guide

# Keyboard Details and Functionality



The scroll keys scroll between options in the main menu page

The menu key accesses the menu page from idle/default screen

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

# Move2500

## Quick Reference Guide



### Sale (Retail Merchant)

- |  |   |
|--|---|
| 1. Press <b>o</b> .                      | 5. Terminal will print out merchant's copy receipt.       |
| 2. Press 1 for <b>SALE</b> at main menu. | 6. Terminal will prompt to print customer's copy          |
| 3. Input amount and press <b>o</b> .     | 7. Press <b>o</b> to print out or press <b>x</b> to exit. |
| 4. Insert/Swipe/Tap Card/Input Card#.    |   |

### Sale (Restaurant Merchant)

- |  |   |
|--|---|
| 1. Press <b>o</b> .                            | 5. Insert/Swipe/Tap Card/Input Card#.                     |
| 2. Press 1 for <b>SALE</b> at main menu.       | 6. Terminal will print out merchant's copy receipt.       |
| 3. Input amount and press <b>o</b> .           | 7. Terminal will prompt to print customer's copy.         |
| 4. Input TIP amount or press <b>o</b> to pass. | 8. Press <b>o</b> to print out or press <b>x</b> to exit. |

### Sale (Tips Entry)

- |  |   |
|--|---|
| 1. Press <b>o</b> .                            | 5. Insert/Swipe/Tap Card/Input Card#.                     |
| 2. Select 1 for <b>SALE</b> at main menu.      | 6. Terminal will print out merchant's copy receipt.       |
| 3. Input amount and press <b>o</b> .           | 7. Terminal will prompt to print customer's copy.         |
| 4. Input TIP amount or press <b>o</b> to pass. | 8. Press <b>o</b> to print out or press <b>x</b> to exit. |

## Tips Adjustment

1. Press **⊙**.
2. Scroll using **▲▼** and select **TIPS ADJUST** at main menu
3. Input amount and press **○**.
4. Select Search record method: TRACE#/PAN/INVOIC#/TRANSACTION AMOUNT.
5. Press **○** to confirm selection.
6. Input Tip Amount and press **○**.
7. Press **○** 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 **○** to print out or press **✖** to exit.

## Void

1. Press **⊙**.
2. Select 4 for **VOID** at main menu.
3. Input Invoice#, then press **○**.
4. Press **○** to confirm transaction and amount.
5. Once transaction is completed, terminal will print out the merchant's copy receipt.
6. Terminal will prompt to print customer's copy.
7. Press **○** to print out or press **✖** to exit.

## Refund

(Please note that the Refund function is only available for selected merchants).

1. Press **⊙**.
2. Select 3 for **REFUND** at main menu.
3. Input amount and press **○**.
4. Insert/Swipe/Tap Card/Input Card#.
5. Terminal will print out merchant's copy receipt.
6. Terminal will prompt to print customer's copy
7. Press **○** to print out or press **✖** to exit.

## Offline Sale

(Please note that the Offline function is only available for selected merchants).

- |   |  |
|---|--|
| 1. Press <b>Ⓞ</b> .   | 6. Input the Auth code.  |
| 2. Scroll using <b>▲▼</b> and select <b>OFFLINE</b> at main menu. | 7. Press <b>Ⓞ</b> .  |
| 3. Input password and press <b>Ⓞ</b> .                            | 8. Terminal will print out merchant's copy receipt.                            |
| 4. Input amount and press <b>Ⓞ</b> .                              | 9. Terminal will prompt to print customer's copy.                              |
| 5. Insert/Swipe/Tap Card/Input Card#.                             | 10. Press <b>Ⓞ</b> to print out the customer's copy or press <b>✖</b> to exit. |

## Settlement

(Merchants are advised to choose 'Settle all hosts' for their own convenience)

- |  |   |
|--|---|
| 1. Press <b>Ⓞ</b> .                                    | 5. (SETTLE ALL HOSTS selected) – Terminal will print out the settlement receipt for all card types. |
| 2. Scroll using <b>▲▼</b> and select <b>SETTLEMENT</b> | 6. SETTLE BY HOST selected) – Select host type.   |
| 3. Input password and press <b>Ⓞ</b> .                 | 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 <b>Ⓞ</b> .   | 7. Insert/Swipe/Tap/Input Card#.                           |
| 2. Scroll using <b>▲▼</b> and select <b>PRE-AUTH</b> at main menu | 7. Terminal will print out merchant's   copy receipt.      |
| 3. Select <b>PRE-AUTH</b> .                                       | 8. Terminal will prompt to print customer's copy.          |
| 4. Input amount and press <b>Ⓞ</b> .                              | 9. Press <b>Ⓞ</b> to print out the press <b>✖</b> to exit. |

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

- |   |  |
|---|--|
| 1. Press <b>⊙</b> .   | 7. Input Invoice number and press <b>○</b> .               |
| 2. Scroll using <b>▲▼</b> and select <b>PRE-AUTH</b> at main menu | 8. Insert/Swipe/Tap Card/Input Card#.                      |
| 3. Select <b>PRE-AUTH COMP</b> (VM/J/D/A).                        | 9. Terminal will print out merchant's copy receipt.        |
| 4. Input the Pre-Auth amount and press <b>○</b> .                 | 10. Terminal will prompt to print customer's copy.         |
| 5. Input the new amount and press <b>○</b> .                      | 11. Press <b>○</b> to print out or press <b>✖</b> to exit. |
| 6. Input the Auth code and press <b>○</b> .                       |  |

### Pre-Authcomp (For CUP)

- |   |  |
|---|--|
| 1. Press <b>⊙</b> .   | 7. Input Invoice number and press <b>○</b> .               |
| 2. Scroll using <b>▲▼</b> and select <b>PRE-AUTH</b> at main menu | 8. Insert/Swipe/Tap Card/Input Card#.                      |
| 3. Select <b>PRE-AUTHCOMP CUP</b> .                               | 9. Terminal will print out merchant's copy receipt.        |
| 4. Input the Pre-Auth amount and press <b>○</b> .                 | 10. Terminal will prompt to print customer's copy.         |
| 5. Input the new amount and press <b>○</b> .                      | 11. Press <b>○</b> to print out or press <b>✖</b> to exit. |
| 6. Input the Auth code and press <b>○</b> .                       |  |

### Void Pre-Auth

- |   |  |
|---|--|
| 1. Press <b>⊙</b> .   | 6. Input Invoice number and press <b>○</b> .               |
| 2. Scroll using <b>▲▼</b> and select <b>PRE-AUTH</b> at main menu | 7. Insert/Swipe/Tap Card/Input Card#.                      |
| 3. Select <b>VOID PRE-AUTH</b> .                                  | 8. Terminal will print out merchant's copy receipt.        |
| 4. Input the Pre-Auth amount and press <b>○</b> .                 | 9. Terminal will prompt to print customer's copy.          |
| 5. Input Auth code and press <b>○</b> .                           | 10. Press <b>○</b> to print out or press <b>✖</b> to exit. |

### Reprint Last Transaction

1. Press **⊙**.
2. Scroll using **▲▼** 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 **○** to print out or press **✖** to exit.

### Reprint Specific Transaction

1. Press **⊙**.
2. Scroll using **▲▼** and select **MERCHANT**.
3. Select **REPRINT**.
4. Select the **ANY TRANSACTION**.
5. Input Invoice # and press **○**.
6. Terminal print selected transaction receipt.
7. Terminal will prompt to print customer's copy.
8. Press **○** to print out or press **✖** to exit.

### Reprint Last Settlement Receipt

1. Press **⊙**.
2. Scroll using **▲▼** 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 using **▲▼** and select **REPRINT**.
3. Select **REVIEW**.
4. Select the **TRACE NUMBER**.
5. Input Trace Number (TRC Number) and press **○**.

### View Any Transaction (By Invoice #)

1. Press **⊙**.
2. Scroll using **▲▼** and select **MERCHANT**.
3. Select **REVIEW**.
4. Select the **INVOICE NUMBER**.
5. Input Invoice Number (INV No.) and press **○**.

### View Any Transaction (By Amount)

1. Press **⊙**.
2. Scroll using **▲▼** and select **MERCHANT**.
3. Select **REVIEW**.
4. Select the **TRANSACTION AMOUNT**.
5. Input amount and press **○**.

### View Any Transaction (By Card #)

1. Press **⊙**.
2. Scroll using **▲▼** and select **MERCHANT**.
3. Select **REVIEW**.
4. Select **PAN**.
5. Input card # and press **○**.

### Print Out Detail Report

1. Press **⊙**.
2. Scroll using **▲▼** 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 using **▲▼** 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 using **▲▼** and select **MERCHANT**.
3. Select **BATCH TOTAL**.
4. Select **HOST/GRAND TOTAL**.
5. Press **○** to print out or press **✖** to exit.



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