





Quick Reference Guide

Keyboard Details and Functionality



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 ● .	5. Input amount and press O .
2. Once transaction is completed, ask customer to sign on the screen or press O .	Terminal will prompt to print customer's copy.
3. Select SALE at main menu.	7. Insert/Swipe/Tap Card/Input Card#.
 Terminal will print out merchant's copy receipt. 	 Press O to print out the customer's copy or press x to exit.
Sale (Restaurant Merchant)	
1. Press ⊚.	 Once transaction is completed, ask customer to sign on the screen or press O.
2. Select SALE at main menu.	 Terminal will print out merchant's copy receipt.
3. Input amount and press O .	8. Terminal will prompt to print

- 4. Input Tips or press O to pass.
 9. Press O to print out the customer's copy or press x to exit.
- 5. Insert/Swipe/Tap Card/Input Card#.

Sale (Tips Entry)

1.	Press ⊚.	6.	Once transaction is completed, ask customer to sign on the screen or press O .
2.	Select SALE at main menu.	7.	Terminal will print out merchant's copy receipt.
3.	Input amount and press O .	8.	Terminal will prompt to print customer's copy.
4.	Input Tips or press O to pass.	9.	Press O to print out the customer's copy or press x to exit.

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



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.
- Press O to print out the customer's copy or press × to exit.

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1. Press ●.	6. Input Tip Amount and press O .
2. Select TIPS ADJUST at main menu.	7. Press O to confirm amount.
3. Input amount and press O .	8. Once transaction is completed, terminal will print out the TIP Adjust Sale receipt.
4. Select Search record method: TRACE#/ PAN/INVOIC#/TRANSACTION AMOUNT.	 Terminal will prompt to print customer's copy.
5. Press O to confirm selection.	10. Press O to print out the customer's copy or press X to exit.

Void

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

Offline Sale	(Offline function is only available for selected merchants)
1. Press ●.	 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 ●.	 (SETTLE ALL HOSTS selected) – Terminal will print out the settlement receipt for all card types.
2. Scroll and select SETTLEMENT .	 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

Press ●.
 Once transaction is completed, ask customer to sign on the screen or press O.
 Select PRE-AUTH at main menu.
 Terminal will print out merchant's copy receipt.
 Select PRE-AUTH.
 Terminal will prompt to print customer's copy.
 Input amount and press O.
 Press O to print out the customer's copy or press × to exit.
 Insert/Swipe/Tap/Input Card#.

Pre-Auth Completion (For Visa [®] /Mastercard [®] /JCB)		
1. Press ●.	7. Input Invoice number and press O .	
2. Select PRE-AUTH at main menu.	8. Insert/Swipe/Tap Card/Input Card#.	
3. Select PRE-AUTH COMP (VM/J/D/A).	9. Once transaction is completed, ask customer to sign on the screen or press O .	
4. Input the Pre-Auth amount and press O.	10. Terminal will print out merchant's copy receipt.	
5. Input the new amount and press O .	11. Terminal will prompt to print customer's copy.	
6. Input the Auth code and press O .	12. Press O to print out the customer's copy or press X to exit.	

Pre-Authcomp	(For	CUP)
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1. Press ●.	7. Input Invoice number and press O .
2. Select PRE-AUTH at main menu.	8. Insert/Swipe/Tap Card/Input Card#.
3. Select PRE-AUTHCOMP CUP .	9. Once transaction is completed, ask customer to sign on the screen or press O .
4. Input the Pre-Auth amount and press O.	10. Terminal will print out merchant's copy receipt.
5. Input the new amount and press O .	11. Terminal will prompt to print customer's copy.
6. Input the Auth code and press O .	12. Press O to print out the customer's copy or press X to exit.

Void Pre-Auth (Card Present)

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

7. Press O.

Void Pre-Auth (Card Not Present)	
1. Press ⊚.	7. Input Invoice number and press O .
2. Select PRE-AUTH at main menu.	8. Input last 4 digit of Card # and press O .
3. Select VOID PRE-AUTH.	 Terminal will print out merchant's copy receipt
4. Input the Pre-Auth amount and press O.	 Terminal will prompt to print customer's copy.
5. Touch the screen to switch to # & Alphabet keyboard.	 Press O to print out the customer's copy or press x to exit.
6. Input Auth code and press O .	

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

Reprint Last Transaction

- 1. Press .
- 2. Scroll and select MERCHANT.
- 3. Select REPRINT.

- 5. Terminal reprint last transaction receipt (merchant copy).
- Terminal will prompt to print customer's copy.
- Press O to print out the customer's copy or press x to exit.
- 4. Select the **LASTTRANSACTION**.

Reprint Specific Transaction	
1. Press ⊙ .	5. Input Invoice # and press O .
2. Scroll and select MERCHANT .	6. Terminal print selected transaction receipt.
3. Select REPRINT .	 Terminal will prompt to print customer's copy.
4. Select the ANYTRANSACTION.	 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.

View Any Transaction (By Trace #)

- 1. Press .
- 2. Scroll and select **REPRINT**.

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

4. Select the TRACE NUMBER.

4. Select the LAST SETTLEMENT.

5. Terminal will print out the last settlement.

3. Select REVIEW.

View Any Transaction (By Invoice #)	
1. Press ●.	4. Select the INVOICE NUMBER .
2. Scroll and select MERCHANT .	 Input Invoice Number (INV No.) and press O.
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3. Select **REVIEW**.

View Any Transaction (By Amount)

1. Press .

4. Select the TRANSACTION AMOUNT.

5. Select the host at Select Host menu.

6. Terminal will print out detail Report.

- 2. Scroll and select MERCHANT.
- 5. Input amount and press O.

3. Select REVIEW.

View Any Transaction (By Card #)

1. Press .

- 4. Select PAN.
- 2. Scroll and select MERCHANT.
- 5. Input card # and press **O**.

4. Select DETAIL.

3. Select **REVIEW**.

Print Out Detail Report

- 1. Press .
- 2. Scroll and select MERCHANT.
- 3. Select REPORT.

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

4. Select the SUMMARY.

Print Out Batch Total

1. Press .

- 4. Select HOST/GRAND TOTAL.
- 2. Scroll and select MERCHANT.
- 5. Press O to print out or press x to exit.

3. Select BATCH TOTAL.



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