

FD150 Quick Reference Guide

Thank you for Choosing a First Data™ Terminal

First Data terminals are some of the fastest, most secure point-of-sale terminals available. Installation is quick and easy. Simply follow the instructions and begin accepting card transactions today.

What's in the box?

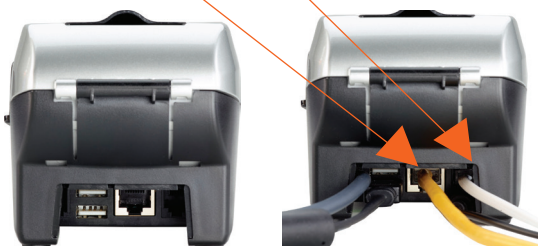
- FD150 Terminal
- Privacy Shield
- IP Cable
- PSTN Dial Cable
- BT Splitter
- Power Cable
- AC/DC power adapter block
- Paper rolls (x2)
- Quick Reference Guide

1. Connect the Cables

- If present, remove the plastic cover over the ports at the back of the terminal before proceeding.
- Insert the power cable into the power supply port on the left hand side of the terminal.



- Insert the IP cable into the Ethernet port
- Insert the PSTN dial cable into the phone line port



2. Install the Print roll

- Open the paper cover by lifting the black paper latch on the top of the FD130 terminal.



- Drop the paper roll into the paper tray. The thermal print side of the paper will feed out facing you.



- Close the cover of the FD130 terminal until you hear a click, then tear off any excess paper.



- You are now ready to start using your new terminal. See over for more detail.

Contact information

First Data Merchant
Solutions Helpdesk

877-828-0720

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Below is a guide to performing the most common transactions on your new FD130 terminal.

1. Sale – Chip & PIN transaction

1. Select "Transaction" from the terminal idle screen and follow the on screen prompts.
2. Key in the amount of the sale using the terminal keypad.
3. Insert (Present, Swipe or manually key in) the card and press Enter.
4. A "cash back" option may appear; select the desired option "cash back – Yes or No"?
 - 4.a. Enter the "cash back" amount (if this facility has been set-up).
5. Prompt the customer to Enter their secure PIN.
6. The transaction will proceed to conclusion and a receipt will be printed.

2. Refund – Chip & PIN transaction

1. Select the "Transaction" option from the terminal's idle screen.
2. Select the "refund" option.
3. Enter your administrative password and press Enter.
4. Key in the customer's original transaction amount.
5. Insert (Present, Swipe or manually key in) the customer's card and press Enter.
6. The transaction will proceed to conclusion and a receipt will be printed. Select the clear button to return to the main idle screen.

3. Reconciliation and Reporting

Reports

1. Select "menu" from the terminal idle screen.
2. Select "additional" from the menu screen.
3. Select "reports".
4. Select the desired report from the options: "End of day", "End of Shift" or "Clerk Totals".

Reconciliation

1. Select "menu" from the terminal idle screen.
2. Select "additional" from the menu screen.
3. Select "reconcile totals".
4. Select the appropriate host and the terminal will print the reconciliation report.

4. Sale - Contactless transaction

1. Select "Transaction" from the terminal idle screen.
2. Key in the amount of the sale using the keypad.
3. Present the card to the terminal.
4. The terminal will show "Print customer receipt Yes or No?". Select the desired option.
5. The transaction will be completed. Select Enter to return to the home screen.

Note:

- "Cash back" is not permitted in contactless transactions.