

The Ingenico iWL250 is a wireless terminal with dial back-up.

It supports WIFI connectivity with Rogers, Telus and Bell

## CONNECTING/INITIALIZING THE TERMINAL

Connect power and Ethernet cables into terminal base

Place terminal on base

Terminal will begin associating.

When Parameter needed appears:

Press F

Press 0 -Telium Manager

Press 3 - Initialization

Press 2 -Hardware

Press 3 - Cradle Set-up

Press 1 - Association

Press 1 -New Base

When complete -Association Successful / Base Update appears and Bluetooth indicator (B) will be blue

Press Cancel

## INTERNET SETUP

Press F

Press 0 -Telium Manager

Press 3 -Initialization

Press 2 -Hardware

Press 2 -Ethernet Setup

Press 1 -Boot Proto

Press 2 -DHCP

The LAN Status indicator should be green for Static

## LOADING & CHANGING THE PAPER ROLL

Pull tab on paper roll cover to release and open cover

Place the paper roll in the compartment as shown

## SETTING ADMIN PASSWORD

Press **ADMIN** to access the Admin menu

Press 3 for **SET-UP**

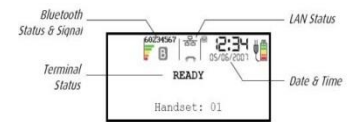
Press 3 for **SYSTEM SET-UP**

Enter default Admin password 000000, press OK

Enter new Admin password

Confirm new Admin password

## Terminal / Keypad Layout



Terminal Base



Merchant Router

## Menu Layout

To power on/off remove from base and simultaneously hold down the **yellow** and **.,#\*** buttons.

The Ingenico iWL 250 menu functions are arranged in two menus: **Transaction** and **Administration**.

To access letters on the numeric keypad, double click the letter key quickly until the desired number appears.

## SYSTEM SET-UP

Press **ADMIN** to access Admin menu

Select 3 for **SET-UP**, press OK

Select 3 for **SYSTEM SET-UP**, press OK

Enter Admin password, press OK

**TERMINAL DATE** will be set automatically by host

**TERMINAL TIME** will be set automatically by host

Set **MAIN COMM** Mode to Ethernet or Dial

If communication mode is Dial set the following configurations:

Set **DIAL PREFIX** (commonly 9) if required

Set **DIAL TYPE** to Tone or Pulse

Set the **LINE DETECTION** to Yes/No

Set the **BAUD RATE** to 1200 or 2400

Set **ENABLE PRE-DIAL** for Debit to Yes/No

Set **ENABLE PRE-DIAL** for Credit to Yes/No

Set **DIAL PARITY** to None/Even

Set **DATA SIZE** to 7 or 8

Set **DIAL STOP BITS** to 1 or 2

For **ETHERNET** Yes when prompted for username and password simply enter OK

Set the wireless **ACCESS POINT** to network provider (on SIM card):

Telus: isp.telus.com

Rogers: internet.com

Bell: pda.bell.ca

For **ETHERNET SETUP** choose Ethernet

For **DNS SETUP** choose automatic Yes/No

If Automatic DNS is set to Yes press OK

If Automatic DNS is set to NO:

Enter primary and secondary IP addresses

For **TERMINAL SET-UP** choose None/Dynamic/Static

If Set to **STATIC**:

Enter Mask IP, press OK

Enter Gateway Address, press OK

## COMMUNICATION TO HOST SET-UP

Press **ADMIN** to access Admin menu

Press 3 for **SET-UP**

Press 2 for **HOST SET-UP**

Enter new Admin password, press OK

Enter the 8 digit **TERMINAL ID (TID)**, press OK

Select Ethernet for **COMMS** Setup

Set **FALLBACK TO DIAL** to Yes if required

All of the communication parameters come pre-configured.

To validate the configurations following the instructions below:

Select **INPUT** Type

**IP** address should set at 206.152.27.137

**NAME** should be set at www.ctpaiement.com

**PORT NUMBER** should be set at: 5085

## PRINTER SET-UP

Press **ADMIN** to access the Admin menu

Press 5 for **PRINT SET-UP**

Set the **NUMBER OF COPIES** (choose 2 for merchant and customer copy), press OK

Set **PAUSE** between copied to YES/NO, press OK

If Pause set to YES, set **PRINTER INTERVAL** in seconds

Set **PRINT DECLINED RECEIPTS** to YES/NO, press OK (recommended to set to YES)

Set **PRINT VOID RECEIPTS** to YES/NO, press OK (recommended to set to YES)

Set **PRINT COMPLETION** to YES/NO, press OK (recommended to set to YES)

Set **PRINT DECLINED RECEIPTS** to YES/NO, press OK (recommended to set to YES)

Set **PRINT VOID RECEIPTS** to YES/NO, press OK (recommended to set to YES)

Set **PRINT COMPLETION** to YES/NO, press OK (recommended to set to YES)

Set **PRINT FORCED RECEIPTS** to YES/NO, press OK (recommended to set to YES)

Set **FOOTER #1** Enter alpha-numeric for first receipt footer line, press OK

Set **FOOTER #2** Enter alpha-numeric for second receipt footer line, press OK

Set **GST #**

## TERMINAL FUNCTIONS/OPTIONS SET-UP

Press **ADMIN** to access the Admin menu

Press 3 for **SET-UP**

Press 1 for **OPTIONS**

Enter Admin Password

Set **TIP OPTION** to YES/NO, press OK

If Tip is YES, set up to 2 TIP PRESET dollar amounts

Set **CASH BACK OPTION** (debit only) to YES/NO, press OK

If Cash Back Option is set to YES you can predefine 2 cashback amounts. Default setting is 0-0-0

Set **CASHBACK SIGNATURE** line to Yes/No

Set **CLERK OPTION** to Yes/No

If CLERK OPTION = Yes:

Choose **CLERK PASSWORD** Yes/No. If Yes, enter password

Set **ENTER LAST 4 DIGITS** (activates fraud validation swiped transactions. Set to Yes/No

Set a **MINIMUM AMOUNT** for applying a **DEBIT SURCHARGE** fee (ex: \$0.00)

Set a **MAXIMUM AMOUNT** for applying a **DEBIT SURCHARGE** fee (ex: \$4.99)

**NOTE:** Amount of surcharge fee is enabled by CT-Payment at the time of account set-up

Set **INVOICE NUMBER** Option to Off, Manual or Automatic

Set **MERCHANT LANGUAGE** to English / French

Set **APPLICATION MODE** Retail / Restaurant

Set **TERMINAL TYPE** Credit / Debit / Both

Set **TERMINAL BACKLIGHT** from 0 (dimkest) to 99 (brightest), press OK

Set **CONTACTLESS** Option Yes/No

## CHANGING MERCHANT AND ADMIN PASSWORDS

Press **ADMIN** to access Admin menu

Press 9 to access Password Menu Options

TO CHANGE MERCHANT PASSWORD		TO CHANGE ADMIN PASSWORD	
Press 1		Press 2	
Enter current password, press OK Set new password, press OK			
ENABLE PASSWORD TO RESTRICT VARIOUS TERMINAL FUNCTIONS			
Press ADMIN to access Admin menu Press 9 to access Password Menu Options			
REPORTS	FINANCIAL (TRANSACTIONS)	MISCELLANEOUS	
Press 3	Press 4	Press 5	
Enter the Admin password, press OK Yes= Turn On      No=Turn Off			
<b>Clerk Report:</b> Set Yes/No <b>Pre-auth Report:</b> Set Yes/No <b>Batch Report:</b> Set Yes/No <b>Terminal Config:</b> Set Yes/No	<b>Refund:</b> Set Yes/No <b>Void:</b> Set Yes/No	<b>Clerk ID Setup:</b> Set Yes/No <b>Print Setup:</b> Set Yes/No <b>Close Batch:</b> Set Yes/No	

## PRINTING REPORTS

Press **ADMIN** to access Admin menu

Press 2 to access **REPORT MENU** Options

Press 1 to print report of **TERMINAL SET-UP**, enter Merchant password, press OK

Press 2 to print **CLERK REPORT**

Choose to print **DETAILS / SUMMARY** clerk report

Press 3 to print **BATCH REPORTS**. Choose from 3 different batch reports

Press 1 to print **TRM DETAILS** – Summary of all transactions in terminal

Press 2 to print **TRM SUMMARY** – Summary of all transactions by card type

Press 3 to print **HST SUMMARY** – Summary of all transactions transmitted to host

Press 4 to print **PRE-AUTHORIZATION REPORT**, enter Merchant password, press OK

## CT-PAYMENT HOST PARAMETER DOWNLOADS

**Step 1:** Press **ADMIN** to access Admin menu

Press 6 for **MAINTENANCE** function, press OK

Press 1 for **DLL PARAMETERS**, press OK

Terminal will automatically connect to Host and update DLL parameters

**Step 2:** Press **ADMIN** to access Admin menu

Press 4 for Key Exchange

Terminal will automatically perform a Key exchange

**Step 3:** Press **ADMIN** to access Admin menu

Press 6 for **MAINTENANCE** function, press OK

Press 2 for **EMV KEY DLL**, press OK

Terminal will automatically connect to Host and update EMV parameters

## CT-PAYMENT KEY EXCHANGE

Press **ADMIN** to access Admin menu

Press 4 for **KEY EXCHANGE** function, press OK

Terminal will automatically connect to Host and update encryption KEYS

## TRAINING MODE

**IMPORTANT NOTE: When terminal is in training mode any Sale transactions will not be processed.  
Please ensure you turn Training OFF to begin accepting payments.**

Press **ADMIN** to access Admin menu

Press 8 for **TRAINING** function, press OK

Enter merchant password, press OK

Select **TRAINING YES/NO**, press OK

Batch must be closed to be in training mode

## REPLACING THE WIRELESS SIM CARD

The terminal must be powered off before replacing a SIM card.

### Turning Off the Power

Remove the terminal from its charging base.

Press the [CENTER] button below the screen, the screen should go blank

### Replacing the SIM Card

Remove the back lid

Remove the SIM card

Slide the new SIM card in the same upper slot. The chip should be facing down towards the sensor

Place back the lid

Turn on the terminal by press OK

