

The Ingenico iCT 200 series are Ethernet based terminal with dial backup and PIN pad connectivity capability

## CONNECTING/INITIALIZING THE TERMINAL

Turn over terminal and plug the various ends of the “magic box” connector into the corresponding outlets in the back of terminal.  
 Plug Ethernet or phone cable, power cable into the other end of the magic box.  
 (Power connector turns terminal on/off).

## PIN Pad SETUP

Connect PIN pad into RS232 Port of magic box  
 Press F  
 Press 0 -Telium Manager  
 Press 3 - Initialization  
 Press 1 - Parameters  
 Scroll and choose PIN Pad  
 Select - Autodetect

## 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  
 Press red cancel button to exit and save

## 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



## Menu Layout

The Ingenico iCT 220 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.

Use yellow button to go back one step and red button to cancel.

## 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 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

## 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](http://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 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