Getting started with your First Data terminal

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Step 1: Getting connected

Using your terminal requires an Internet connection, such as DSL, cable or dial up connection. If you chose a dialup connection, a dedicated phone line is recommended.

- Telephone port (Blue)
- Ethernet port (Yellow)
- USB ports (Black)
- RS-232 port (Green)

Underside of a FD130 terminal shown below.

Telephone Port

Ethernet Port — Modem — Cable or DSL Outlet
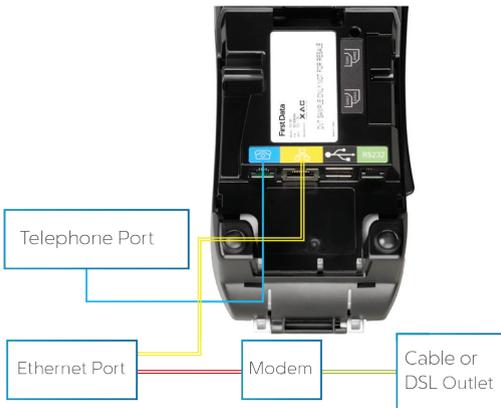
Note: Actual port connection locations may vary depending on the specific termin.model. Color codes are the same on all terminals.

Step 2: Add an (optional) device

If you have another device(s) to connect to the terminal, such as the RP10 PIN pad or MagTek® MiniMICR Check Reader, you can now connect them to either the USB or RS-232 port. Please see the device-specific installation instructions.

Step 3: Load printer paper

To load a roll of paper, open the printer cover's latch as shown below. Insert the roll of paper into the printer. and make sure that the roll has the leading edge of the paper exiting the bottom edge of the printer. Close the cover and tear off any excess paper.

Step 4: Connect to a power supply

To assemble the power supply, plug to assemble the power supply. Plug the power cord into the power adapter (A).
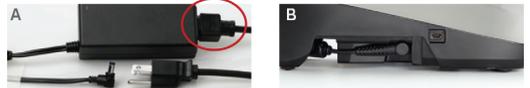
Next connect the small end of the power plug to the terminal (B). Rotate the plug so that the cord is pointed toward the back of the terminal and ensure it lies flat and underneath the terminal.

Plug the AC power cord into a surge protector (recommended) or a standard electrical outlet. Your terminal should all be connected and power up. The screen will light up and display the home screen.

Wi-Fi (optional)

To support Wi-Fi (wireless) connectivity, you'll need a wireless access point, modeml or router supporting 802.11 b/g/n; and Broadband Internet Service.

To set up your terminal for connectivity to your Wi-Fi system, touch the Tool icon displayed on the home screen. Touch Wi-Fi then Security.

Security

Verify the security mode matches your Wi-Fi system's settings (That is, WPA1-TKIP, WPA1-AES or WPA2-AES). To change, touch the drop-down arrow and select a new option.

SSID is the name assigned to your Wi-Fi network. It is a case sensitive text string up to 32 bytes long. All devices in the network must use the SSID to communicate over Wi-Fi, and you will also need your password (key). Ensure that the key and SSID match your Wi-Fi system settings. A USB keyboard may be connected to the terminal to enter this information.

Signal strength

To test signal strength, return to the home screen, touch the Tool icon, then Wi-Fi and View Status.

Basic operations

Settlement

To settle the batch on your terminal and clear it of all transaction information, you can set the device to auto-close or manually manage the close.

For auto-close settings, please call the help desk (see sticker on the side of your device).

To settle the batch manually:

1   From the home screen, select "Other."

2   Depending on your specific terminal model, select "CLOSE" or "Close Batch."

3   Select OK via the touch screen (or press 3 for non-touch screen terminals.)

4   The terminal will now complete the batch settlement.

For more information or if you have questions, go to businesstrack.com/terminalguides or contact your help desk at the number on the sticker on your device.

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The following operations are meant to cover the most common transactions. For more detailed assistance, please refer to businesstrack.com/terminalguides.

Sale

To begin a sale, your customer may offer a card for payment in one of three ways:

1   By inserting a "chip card" into the slot at the front of the terminal or PIN pad, called the "dip slot."

Reminder. the chip card must remain in the dip slot until the device prompts the customer to remove it.

2   By swiping the card through the magnetic stripe reader.

3   By tapping a contactless card or phone.

Then

- Follow the on-screen prompts

- If prompted, your customer will enter their PIN or can press Cancel X to bypass

- The device will automatically print a receipt or prompt for customer receipt. To skip this step, press ENTER or CANCEL (red button).

Refund

To issue a refund to the cardholder:

1   From the home screen, Select "Other."

2   Select Refund.

3   Enter the amount.

4   Instruct your customer to insert, swipe or tap their card.

5   Select Credit.

6   The device will automatically print a receipt or prompt for customer receipt. To skip this step, press ENTER or CANCEL (red button).

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