



## Move2500 Quick Reference Guide

### Keyboard details and functionality

The scroll keys scroll between options in the main menu page

The menu key accesses the menu page from idle/default screen.

The red key cancels the procedure in progress

The yellow key cancels the last character

The green key validates input selections and information. It is also used to switch on the terminal.

The feed key will eject the thermal paper a few centimeters over the tear line, if pressed for more than two seconds

# First Data<sup>®</sup>

## Move2500

### Quick Reference Guide



#### SALE (Retail merchants)

1. Press **⊙**.
2. Press 1 for **SALE** at main menu.
3. Input amount and press **○**.
4. Insert/Swipe/Tap Card/Input Card#.
5. Terminal will print out merchant's copy receipt.
6. Terminal will prompt to print customer's copy.
7. Press **○** to print out or press **✖** to exit.

#### SALE (Restaurant merchants)

1. Press **⊙**.
2. Press 1 for **SALE** at main menu.
3. Input amount and press **○**.
4. Input TIP amount or press **○** to pass.
5. Insert/Swipe/Tap Card/Input Card#.
6. Terminal will print out merchant's copy receipt.
7. Terminal will prompt to print customer's copy.
8. Press **○** to print out or press **✖** to exit.

#### SALE (TIPS entry)

1. Press **⊙**.
2. Press 1 for **SALE** at main menu.
3. Input amount and press **○**.
4. Input TIP amount or press **○** to pass.
5. Insert/Swipe/Tap Card/Input Card#.
6. Terminal will print out merchant's copy receipt.
7. Terminal will prompt to print customer's copy.
8. Press **○** to print out or press **✖** to exit.

## TIPS ADJUSTMENT

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|---|--|
| <ol style="list-style-type: none"> <li>1. Press <b>⊙</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>2. Scroll using <b>▲▼</b> and select <b>TIPS ADJUST</b> at main menu.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>3. Input amount and press <b>○</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>4. Select Search record method:<br/>TRACE#/PAN/INVOIC#/TRANSACTION AMOUNT.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>5. Press <b>○</b> to confirm selection.</li> </ol> <hr/> | <ol style="list-style-type: none"> <li>6. Input Tip Amount and press <b>○</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>7. Press <b>○</b> to confirm amount.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>8. Once transaction is completed, terminal will print out the TIP Adjust Sale receipt.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>9. Terminal will prompt to print customer's copy.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>10. Press <b>○</b> to print out or press <b>✖</b> to exit.</li> </ol> <hr/> |
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## VOID

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|---|--|
| <ol style="list-style-type: none"> <li>1. Press <b>⊙</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>2. Select 4 for <b>VOID</b> at main menu.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>3. Input Invoice#, then press <b>○</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>4. Press <b>○</b> to confirm transaction AND amount.</li> </ol> <hr/> | <ol style="list-style-type: none"> <li>5. Once transaction is completed, terminal will print out the merchant's copy receipt.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>6. Terminal will prompt to print customer's copy.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>7. Press <b>○</b> to print out or press <b>✖</b> to exit.</li> </ol> <hr/> |
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## REFUND

(Please note that the Refund function is only available for selected merchants).

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| <ol style="list-style-type: none"> <li>1. Press <b>⊙</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>2. Select 3 for <b>REFUND</b> at main menu.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>3. Input amount and press <b>○</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>4. Insert/Swipe/Tap Card/Input Card#.</li> </ol> <hr/> | <ol style="list-style-type: none"> <li>5. Terminal will print out merchant's copy receipt.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>6. Terminal will prompt to print customer's copy.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>7. Press <b>○</b> to print out or press <b>✖</b> to exit.</li> </ol> <hr/> |
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## OFFLINE SALE

(Please note that the Offline function is only available for selected merchants).

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| <ol style="list-style-type: none"> <li>1. Press <b>⊙</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>2. Scroll using <b>▲▼</b> and select <b>OFFLINE</b> at main menu.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>3. Input password and press <b>○</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>4. Input amount and press <b>○</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>5. Insert/Swipe/Tap Card/Input Card#.</li> </ol> <hr/> | <ol style="list-style-type: none"> <li>6. Input the Auth code.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>7. Press <b>○</b>.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>8. Terminal will print out merchant's copy receipt.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>9. Terminal will prompt to print customer's copy.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>10. Press <b>○</b> to print out the customer's copy or press <b>✖</b> to exit.</li> </ol> <hr/> |
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## SETTLEMENT

(Merchants are advised to choose 'Settle all hosts' for their own convenience).

1. Press **⊙**.
2. Scroll using **▲▼** and select **SETTLEMENT**.
3. Input password and press **○**.
4. Select **SETTLE ALL HOSTS** or **SETTLE BY HOST**.
5. (**SETTLE ALL HOSTS** selected) – Terminal will print out the settlement receipt for all card types.
6. (**SETTLE BY HOST** selected) – Select host type.
7. Terminal will only settle and print out the specific host settlement receipt.

## PRE-AUTH

1. Press **⊙**.
2. Scroll using **▲▼** and select **PRE-AUTH** at main menu.
3. Select **PRE-AUTH**.
4. Input amount and press **○**.
5. Insert/Swipe/Tap/Input Card#.
6. Terminal will print out merchant's copy receipt.
7. Terminal will prompt to print customer's copy.
8. Press **○** to print out or press **✗** to exit.

## PRE-AUTH COMPLETION (for VISA®/MASTERCARD®/JCB)

1. Press **⊙**.
2. Scroll using **▲▼** and select **PRE-AUTH** at main menu.
3. Select **PRE-AUTH COMP** (VM/J/D/A).
4. Input the Pre-Auth amount and press **○**.
5. Input the new amount and press **○**.
6. Input the Auth code and press **○**.
7. Input Invoice number and press **○**.
8. Insert/Swipe/Tap Card/Input Card#.
9. Terminal will print out merchant's copy receipt.
10. Terminal will prompt to print customer's copy.
11. Press **○** to print out or press **✗** to exit.

## PRE-AUTHCOMP (for CUP)

1. Press **⊙**.
2. Scroll using **▲▼** and select **PRE-AUTH** at main menu.
3. Select **PRE-AUTHCOMP CUP**.
4. Input the Pre-Auth amount and press **○**.
5. Input the new amount and press **○**.
6. Input the Auth code and press **○**.
7. Input Invoice number and press **○**.
8. Insert/Swipe/Tap Card/Input Card#.
9. Terminal will print out merchant's copy receipt.
10. Terminal will prompt to print customer's copy.
11. Press **○** to print out or press **✗** to exit.

## VOID PRE-AUTH

1. Press **⊙**.

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2. Scroll using **▲▼** and select **PRE-AUTH** at main menu.

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3. Select **VOID PRE-AUTH**.

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4. Input the Pre-Auth amount and press **○**.

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5. Input Auth code and press **○**.

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6. Input Invoice number and press **○**.

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

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8. Terminal will print out merchant's copy receipt.

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9. Terminal will prompt to print customer's copy.

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10. Press **○** to print out or press **✖** to exit.

## REPRINT LAST TRANSACTION

1. Press **⊙**.

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2. Scroll using **▲▼** and select **MERCHANT**.

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3. Select **REPRINT**.

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4. Select the **LAST TRANSACTION**.

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5. Terminal reprint last transaction receipt (merchant copy).

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6. Terminal will prompt to print customer's copy.

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7. Press **○** to print out or press **✖** to exit.

## REPRINT SPECIFIC TRANSACTION

1. Press **⊙**.

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2. Scroll using **▲▼** and select **MERCHANT**.

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3. Select **REPRINT**.

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4. Select the **ANY TRANSACTION**.

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5. Input Invoice # and press **○**.

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6. Terminal print selected transaction receipt.

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7. Terminal will prompt to print customer's copy.

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8. Press **○** to print out or press **✖** to exit.

## REPRINT LAST SETTLEMENT RECEIPT

1. Press **⊙**.

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2. Scroll using **▲▼** and select **MERCHANT**.

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3. Select **REVIEW**.

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4. Select the **LAST SETTLEMENT**.

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5. Terminal will print out the last settlement.

## VIEW ANY TRANSACTION (by Trace#)

1. Press **⊙**.

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2. Scroll using **▲▼** and select **REPRINT**.

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3. Select **REVIEW**.

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4. Select the **TRACE NUMBER**.

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

## VIEW ANY TRANSACTION (by Invoice#)

1. Press **⊙**.
2. Scroll using **▲▼** and select **MERCHANT**.
3. Select **REVIEW**.
4. Select the **INVOICE NUMBER**.
5. Input Invoice Number (INV No.) and press **○**.

## VIEW ANY TRANSACTION (by Amount)

1. Press **⊙**.
2. Scroll using **▲▼** and select **MERCHANT**.
3. Select **REVIEW**.
4. Select the **TRANSACTION AMOUNT**.
5. Input amount and press **○**.

## VIEW ANY TRANSACTION (by Card#)

1. Press **⊙**.
2. Scroll using **▲▼** and select **MERCHANT**.
3. Select **REVIEW**.
4. Select **PAN**.
5. Input Card# and press **○**.

## PRINT OUT DETAIL REPORT

1. Press **⊙**.
2. Scroll using **▲▼** and select **MERCHANT**.
3. Select **REPORT**.
4. Select **DETAIL**.
5. Select the host at Select Host menu.
6. Terminal will print out detailed Report.

## PRINT OUT SUMMARY REPORT

1. Press **⊙**.
2. Scroll using **▲▼** and select **MERCHANT**.
3. Select **REPORT**.
4. Select the **SUMMARY**.
5. Select the **ALL HOSTS** or **BY HOST** at Select Report Option menu.
6. If select **BY HOST**, select the host at Select Host menu.
7. Terminal will print out Summary Report for all hosts or a specific host (depending on selection).

## PRINT OUT BATCH TOTAL

1. Press **⊙**.
2. Scroll using **▲▼** and select **MERCHANT**.
3. Select **BATCH TOTAL**.
4. Select **HOST/GRAND TOTAL**.
5. Press **○** to print out or press **✕** to exit.