

User Instructions – Desktop POS





TYPE / CATEGORY
TRANSACTION

PROCESS - ACTIONS

THE FOLLOWING TRANSACTIONS ARE INITIATED FROM THE CASH REGISTER SYSTEM PROVIDED THAT THE INTEGRATION BETWEEN YOUR POS AND CASH REGISTER SYSTEM HAS BEEN COMPLETED





CARD-PRESENT SALE

- 1 THE TRANSACTION STARTS FROM THE CASH REGISTER SYSTEM
- 2 INSERT OR TAP THE CARD FOR A CONTACTLESS TRANSACTION ON THE TERMINAL.
- 3 ENTER PIN AND PRESS  (IF REQUESTED)
- 4 MERCHANT RECEIPT PRINTING
- 5 PRESS  TO PRINT CUSTOMER RECEIPT



PRE-AUTHORIZATION ENTRY






Used only for completing transactions that have been registered through the 'PRE-AUTHORIZATION' process.

- 1 THE TRANSACTION STARTS FROM THE CASH REGISTER SYSTEM.
- 2 INSERT OR TAP THE CARD INTO THE TERMINAL
- 3 CHECK THE PRE-AUTHORIZATION CODE (RRN) PRESS 
- 4 ENTER PIN AND PRESS  (IF REQUESTED)
- 5 A CUSTOMER RECEIPT WILL FOLLOW / A RECEIPT WILL BE PRINTED NEXT



PACKAGE SUBMISSION

For sending the daily transactions to the bank.

- 1 THE TRANSACTION STARTS FROM THE CASH REGISTER SYSTEM (S)
- 2 PRESS THE LEFT BUTTON WITH THE  SELECT PACKAGE SUBMISSION PRESS 
- 3 ENTER THE MERCHANT ID (MID)(WITHOUT SECOND TWO DIGITS) AND PRESS 
- 4 SELECT 'SUBMIT' AND WITH THE THE  „IMMEDIATELY“ OR AT „NIGHT“ PRESS 
- 5 A PRINT-OUT OF THE SUCCESSFUL TRANSMISSION OF THE PACKAGE WILL FOLLOW



LOGS

Print the transaction records that are pending on the terminal.

- 1 PRESS THE LEFT BUTTON  SELECT 'LOGS' PRESS 
- 2 SELECT 'CURRENT' OR 'PREVIOUS' PACKAGE PRESS 
- 3 SELECT 'DETAILED' OR 'SUMMARY' PRESS 
- 4 A LOG PRINT-OUT WILL FOLLOW



The red CANCEL button deletes the entire line (it also cancels transactions before they are completed).



The yellow DELETE key deletes one digit at a time.



The green ENTER key is used to confirm anything that has been entered on the terminal.



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ProCredit Bank
Η έξυπνη τράπεζα

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PRE-AUTHORIZATION
Amount reservation from the customer's card. Available only for hotels and car-rental businesses. Execution of the 'PRE-AUTHORIZATION ENTRY' is required.

1 PRESS THE RIGHT BUTTON  AND WITH THE  SELECT 'SPECIAL' PRESS 

2 SELECT 'PRE-AUTHORIZATION' PRESS 

3 ENTER THE AMOUNT PRESS 

4 INSERT OR TAP CARD PRESS 

5 FILL IN THE FIELDS THAT FOLLOW PRESS 


6 A RECEIPT WILL BE PRINTED NEXT WITH THE APPROVAL CODE



CANCELLATION
It is performed provided that the transaction is still within the transaction batch.

1 PRESS THE RIGHT BUTTON  AND WITH THE  SELECT CANCELLATION PRESS 

2 INSERT OR TAP CARD

3 ENTER THE MERCHANT CODE (MID) (WITHOUT SECOND TWO DIGITS) AND PRESS 

4 ENTER THE TRANSACTION NUMBER PRESS 

5 ENTER THE AMOUNT OF THE ORIGINAL TRANSACTION PRESS 

6 PRESS CONFIRMATION

7 MERCHANT RECEIPT PRINTING

8 PRESS  TO PRINT CUSTOMER RECEIPT



Reprint
Print the last transaction

1 PRESS THE LEFT BUTTON  AND WITH THE  PRESS REPRINT 

2 A REPRINT OF THE LAST TRANSACTION WILL FOLLOW



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