COLLECTIVEPOS
Helping your business become more profitable

Ingencio i5310/i7910 Quick Reference Guide

Debit/Credit Transactions

Swipe card*
or
Select Sale from the Main Screen

SALE
PRE-AUTH
PRE-AUTH COMP
REFUND

Use the down arrow to select more options

SALE VOID
REFUND VOID
FORCED POST

NOTES

Default Password: 1234

Terminal ID: 3500 _ _ _ _

Debit Purchase

SALE / DEBIT CREDIT → SALE AMOUNT / $0.00 → PRESS ENTER AND PASS TERMINAL TO CUSTOMER → SALE SWIPE CARD → PRESS ENTER AND PASS TERMINAL TO CUSTOMER

Credit Purchase

SALE / DEBIT CREDIT → SALE AMOUNT / $0.00 → SALE SWIPE CARD → SALE SENDING/RECEIVEING

Credit Refund

MANAGER PASSWORD → SALE VOID / DEBIT CREDIT → REFUND AMOUNT / $X.XX → REFUND SWIPE CARD → REFUND SENDING/RECEIVEING

Debit Void

MANAGER PASSWORD → SALE VOID / DEBIT CREDIT → SALE VOID ORIGINAL TRAN # / XX → VERIFY VOID # ENTRE TO CONFIRM / $X.XX → PRESS ENTER AND PASS TERMINAL TO CUSTOMER

Credit Void

MANAGER PASSWORD → SALE VOID / DEBIT CREDIT → SALE VOID ORIGINAL TRAN # / XX → VERIFY VOID # ENTRE TO CONFIRM / $X.XX → SALE VOID SENDING/RECEIVEING

Batch Close

PRESS THE ADMIN BUTTON → ADMIN - SELECT / REPORTS OTHER → MANAGER PASSWORD → CLOSING BATCH PLEASE WAIT → CLOSE BATCH? / YES NO

*Swiping a card will take you directly to the 'Amount' prompt