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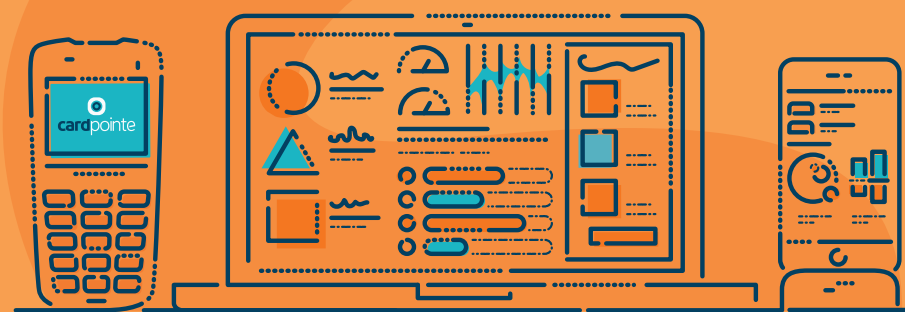


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Don't miss the best  
of CardPointe.



This terminal is integrated with the CardPointe desktop and mobile app so you can easily accept and manage transactions whenever, wherever your business takes you.

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TERMINAL



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VISA



 SUPPORTS EMV & NFC

Quick Reference Guide for the CardPointe Terminal (iCT250) with **Standard/Retail Application.**

# Your CardPointe Terminal Quick Reference Guide

Telium Series | iCT250

## Sale

1. Press 1 for Sale.
2. Press 1 for Credit or press 2 for Debit (if enabled).
3. Enter the sale amount and press ENTER.
4. To confirm the amount, press F1 for Yes or F4 for No.
5. Swipe, dip, tap or key the customer's card number.
6. Press F1 for Customer Copy or press F4 for No Customer Copy.

## Void

1. Press 3 to void a transaction.
2. Select void; select no for pre auth by pressing F4.
3. Select a search option and press ENTER.
4. Enter information and press ENTER.
5. Confirm and press ENTER.

## Reprint Receipt

1. Press 7.
2. Press 3 to reprint a receipt.
3. Press 1 to reprint the last receipt or press 2 to search for a receipt.
  - a. Press F4 to not Reprint Pre-Auth.
  - b. Select a search option and press ENTER.
  - c. Enter information and press ENTER.
  - c. Confirm and press ENTER.
4. Press 1 for Merchant Copy, press 2 for Customer Copy, or press 3 for both.

## Return

1. Press 2 to return/refund a transaction.
2. Press 1 for Credit.
3. Enter the refund amount and press ENTER.
4. Swipe, dip, tap or key the customer's card number.

## Settlement/Batch

1. Press 6 to settle transactions.
2. Press F1 to Close Batch and Deposit Funds.
3. Press F1 to print reports and F4 to not print reports.

## Reports

1. Press # for the Admin Menu.
2. Press 1 for the Reports Menu.
3. Select a report option.
4. Press 1 to print the report or press 2 to display the report.

## Adding a Server

1. Press # for the Admin Menu.
2. Press 2 for the Clerk Menu.
3. Select 1 to add a Clerk ID.
4. Enter a Clerk ID and press ENTER.
5. Enter a Clerk Name and press ENTER.

