

# Smart Guide: iCT250 - Turn on Manual Entry



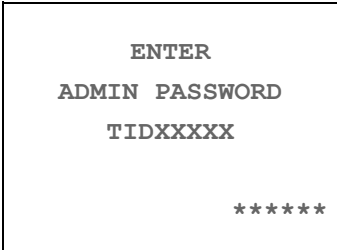


## Ingenico iCT250 - Turn on Manual Entry




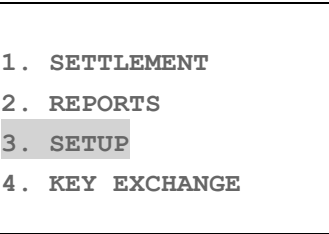
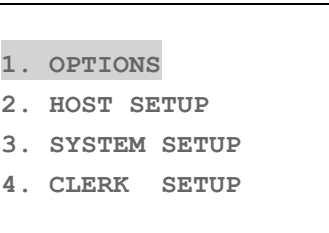

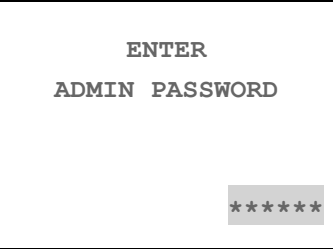

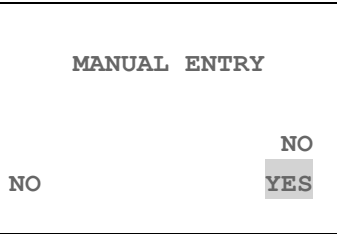

- In FDPayment ver 126 – Manual entry is by default is turned OFF, not allowing the ability to perform a manual transaction (manually entering the card number and expiry date instead of swiping or inserting the card).
- If a merchant would like to perform a manual entry, they will need to follow the below steps to turn it ON
- When manual entry is turned on, this allows the customer the ability to manually enter a card number and exp date to perform a transaction. **It is recommended to perform the transaction and turn off manual entry.**


### **\*RISK\*:**

**\*\*If the merchant wishes to leave this feature on after the initial transaction, they may be liable for any fraud transactions. This may occur where a fraudster will manually enter a compromised card number/expire date when performing the transaction.**

**\*\* If the merchant wishes not to turn this feature off – please document in your notes as such, and that they understand the risk.\*\***

Steps	Button Commands/Action Steps	Screen Commands/Terminal Display	Helpful Info
1.	From the Welcome   Bienvenue screen, one at a time, press F2 then F3 quickly. You will be prompted for a password.	 Press F2 then F3	
2.	Enter your Administrator password (the default is 222222) and press the  OK key.		
3	Select F1 for 		

		F1	F4	
4	Select F1 for <b>ADMIN</b>	  		
5	Select <b>3. SETUP</b>			
6	Select <b>1. OPTIONS</b>			
7	Enter your Administrator password (the default is 222222) and press the  OK key.			
8	Scroll through using the  OK key until you see the MANUAL ENTRY option			
9	Select YES (F4) to change option to YES. Or Select NO (F1) to change option to NO	 F1 F4		
10	Back all the way out to the First Data screen by pressing the press the red key 			

11	Enter your Administrator password (the default is 222222) and press the  OK key.	<div><div>ADMIN</div><div>PASSWORD + OK</div><div>*****</div></div>	
12	You will return to the Welcome   Bienvenue	<div><div>FirstData</div><div>Welcome   Bienvenue</div></div>	