

# **Semi-Integrated Credit Authorization for MyPOS Connect with TSYS**

## Setup Guide



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# Installation

## Pre-requisites

Users must be running Windows 7 or higher  
Close MyPOS Connect prior to installing

## Installation Step 1: Setup iCT250 PIN Pad

### Ethernet

Requirements and Information required:

- Ethernet connection to network
- PIN Pad Manager Password (provided by TSYS)
- Network Information
  - o IP Address of Gateway
  - o Subnet Mask of Gateway
  - o Available IP Address

To find an available IP address on your network, after the Semi Integrated Payment Software has been installed in Step 2, you can execute the **TRS IP Finder** program, found in the Windows Programs menu under Tri-City Retail Systems. This software will find available IP Addresses on you network.

### PIN Pad Settings

On the iCT250 PIN Pad

In order to use your PIN Pad, it must be Authenticated.

This link will explain the process:

<https://www.tsys.com/solutions/products-services/merchant/merchant-support/terminal-account/authenticate-terminal/>

- Press [.,#\*] key (Punctuation Admin Key above Green Enter key)
- Press [4] key for Maintenance Menu
- Press [4] key for Authenticate
- Enter V by pressing the number 8 followed by the F key located above the red button 3 times until the 8 changes to a V. Enter 032820140 and press [Enter]
- Enter merchant location ZIP code and press [Enter]
- Terminal will authenticate and will print a receipt saying “activated”. If terminal prints a receipt saying “not authenticated”, please call Merchant Support at 800-654-9256

Set the semi-integrated settings.

- Press the [.,#\*] button
- Press [9] - Misc. Options
- Press [2] - Semi-Integrated
  - o Press [F1] – On
  - o Press [2] – Communication Type
  - o Press [4] – Ethernet
  - o Enter port number then press [Enter] (port 555 is generally a usable port number)
- Press [3] –Receipt Options
  - o Press [1] – ECR
- Press [Cancel] (red button)
- Press [Cancel] (red button)
- Press [3] – Setup Menu
  - o Enter Manager password and press [Enter]
- Press [2] – Communications
  - o Press [3] – Ethernet
  - o Press [2] – Terminal Setup
  - o Press [2] – Static IP
    - Press [1] – Terminal IP – Enter the static IP address then press [Enter]
    - Press [2] – Gateway IP – Enter the static Gateway IP address then press [Enter]
    - Press [3] – IPSUBMask - Enter the network Subnet Mask IP then press [Enter]
    - Press [4] – PriDNSIP – Enter the Primary DNS IP Address (Google’s 8.8.8.8 can be used)
    - Press [5] – SecDNSIP – Enter the Secondary DNS IP Address (Google’s 8.8.4.4 can be used)
    - Press [Cancel] (red button) until PIN Pad returns to the ‘Welcome’ screen or reboots


The PIN Pad may reboot if any settings have changed. Wait for the ‘Welcome’ screen before continuing.


## Installation Step 2: Install and Initialize MyPOS Semi Integrated Payment Software

Right click “myPOSSIPaymentSetup-TSYS-x.x.x.x.exe” and choose “Run as Administrator” to install MyPOS Semi Integrated Payment Setup. Follow the prompts (Next → Next → Install → Finish).

Once the installation is complete, open MyPOS Connect and go into Back Office → Click System Setup → About

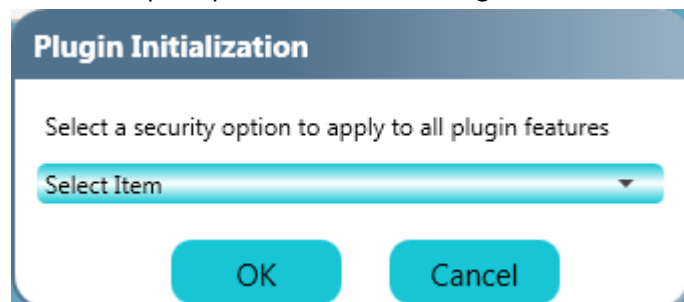
On the bottom of the screen, locate the “Loaded Plugins” section

 First, use the drop down and select “SIPaymentPlugin”

 Second, click the “Initialize Plugin” button

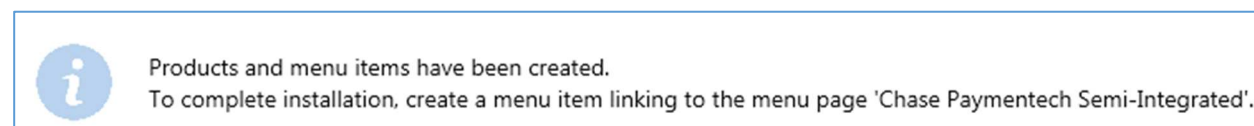


You will be prompted with the following screen:



The next action that the installation will take will be to create a new Menu (Touchscreen) for you with the various functions (setup, close batch, force post, etc.). If you have security profiles setup in MyPOS Connect and would like all of these buttons to have this profile applied, choose it from the dropdown. Otherwise, click OK. You can always set security on these buttons individually later.

You will see the following message.



Click OK and your new Menu Layout will be created. The next step will describe how you can link this new Menu Layout to your home page or another page where you can access it.

## Installation Step 3: Configure MyPOS Connect

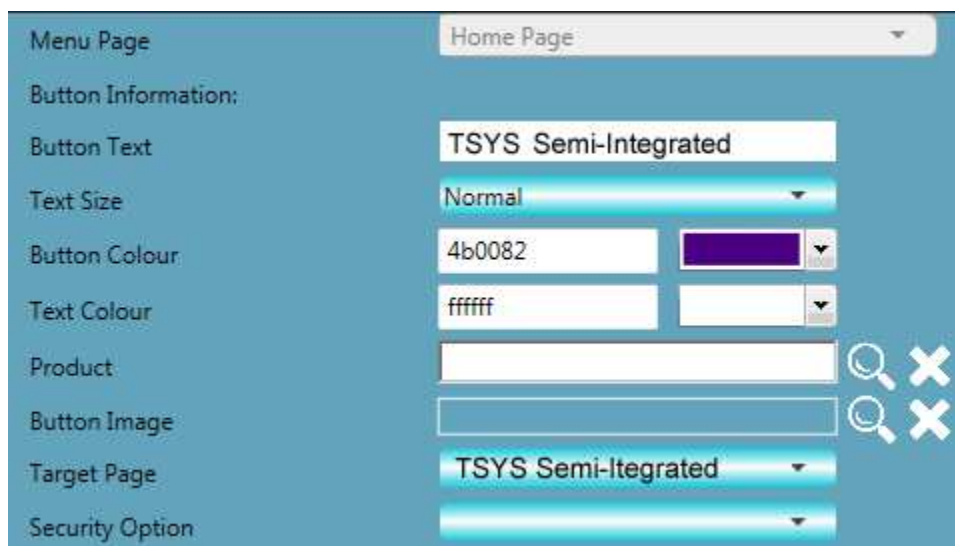
### Menu Layout

In MyPOS Connect Back Office, click Data Setup → Menu Layout

Note that you now have a “TSYS Semi-Integrated” Menu Layout. This will be the screen that you link to your Home Page or another page so that you can access the new Functions page.

Click Select beside your Home Page (or another page where you would like to add this button)

Choose a location for the button and using the drop down beside “Target Page” choose “TSYS Semi-Integrated”



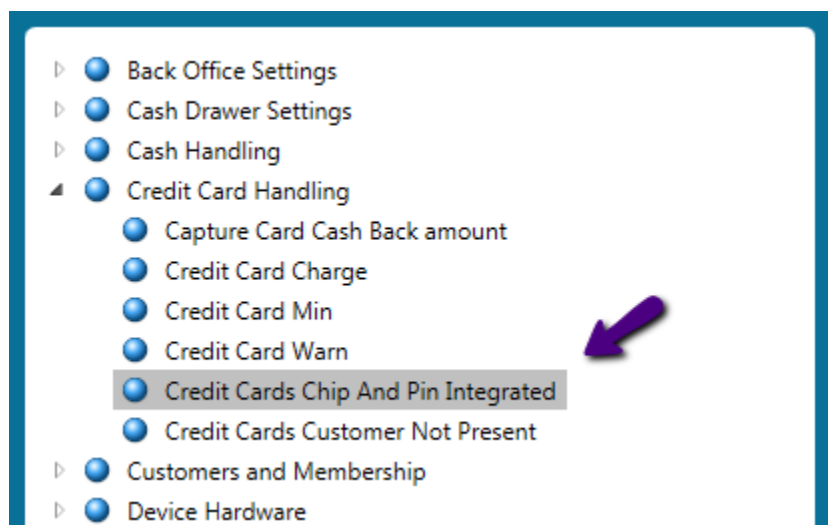
The screenshot shows the 'Menu Layout' configuration interface. At the top, 'Menu Page' is set to 'Home Page'. Under 'Button Information:', the 'Button Text' is 'TSYS Semi-Integrated', 'Text Size' is 'Normal', 'Button Colour' is '4b0082' (purple), and 'Text Colour' is 'ffffff' (white). The 'Product' and 'Button Image' fields are empty. The 'Target Page' dropdown is set to 'TSYS Semi-Integrated'. The 'Security Option' dropdown is also visible. On the right side, there are search and close icons.

### Device Options

Still in MyPOS Connect Back Office, click System Setup → Device Options → Credit Card Handling → Credit Cards Chip And Pin Integrated.

Set this option to “TRUE” to enable the Semi-Integrated Integration

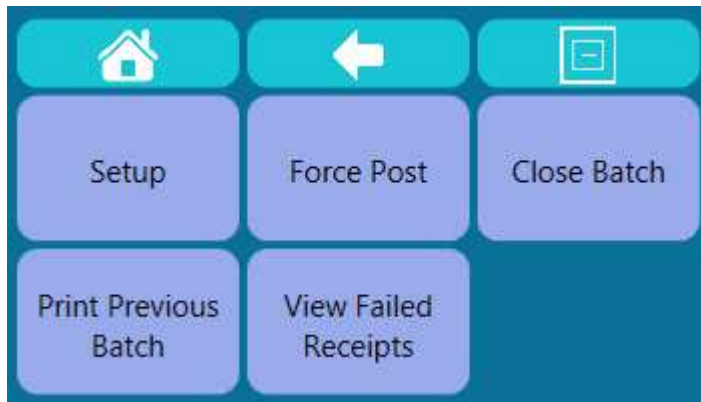
Save your changes.



## Installation Step 4: PIN Pad Setup

The final step before testing is the pin pad setup. Click the Till button in MyPOS Connect and located your new functions (or whatever you called it) button.

You will see a new Menu Layout with the following buttons. Click Setup.



**Semi-Integrated**

PIN Pad Connection

☒ Ethernet ☐ USB/Serial

PIN Pad Settings

IP Address:

Port:

Choose Ethernet

Type in the IP address that was assigned to the pin pad in step 1.

Type in the Port that was assigned in step 1.

**IMPORTANT:** Each Till (Device) will have a different IP Address – this step must be performed at each till that will have an ICT250.

Setup is complete! It is recommended that you perform a number of test transactions (credit and debit) to ensure everything is working as expected.

## Troubleshooting

### Communication Problems

In the event of communication problems, your first course of action will be to ensure that your internet is up and running. This is a good test to see if you have contact with “the outside world”. If you do have internet access your next step should be to power the PIN Pad off and then on again by unplugging it, visually confirming that the screen has gone dark and plugging it back in again. You will want to ensure that the network cable running to the “magic box” is connected.

Should communication problems persist, consider changing from a Dynamic IP address to a Static IP address. Before beginning you will need to get an available IP address for your network, your gateway IP address and optionally get your DNS IP addresses. Follow the instructions below on your ICT 250 terminal:

Press the [.,#\*] button

Choose 3 – Setup Menu and enter the Manager Password

Choose 2 – Communications

Choose 3 – Ethernet

Choose 1 – Current setup to view the existing settings (use the red button to back out)

Choose 2 – Ethernet setup

Choose 2 – Static IP

Choose 1 – Terminal IP and type in the IP address you wish to assign.

Press the green **[Enter]** button when finished

Choose 2 – Gateway IP and type in the IP address you wish to assign.

Press the green **[Enter]** button when finished

Choose 4 – PriDNSIP and type in your primary DNS (if unsure, you can try using Google’s - 8.8.8.8)

Press the green **[Enter]** button when finished

Choose 5 – SecDNSIP and type in your secondary DNS (if unsure, you can try using Google’s - 8.8.4.4)

Press the green **[Enter]** button when finished



For complete instructions, refer to the Ingenico ICT 250 Terminal User Guide.

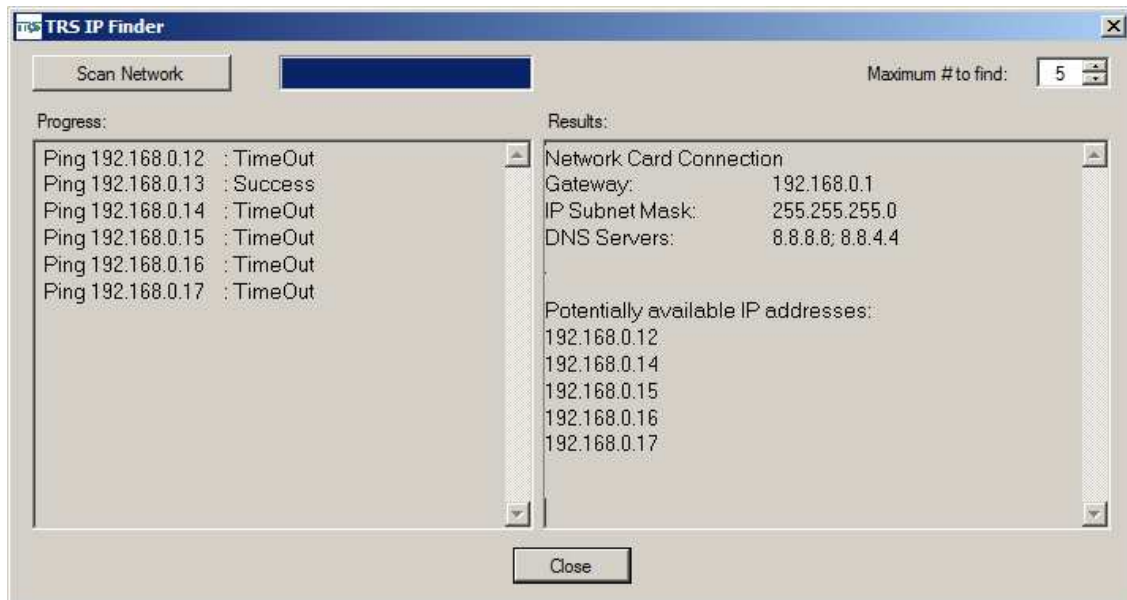
### TRS IP Finder

If you need to find an IP Address to use for your PIN Pad, a utility is installed with the software to find available IP Addresses on the local network.

The program can be found in the Windows Programs under “Tri-City Retail Systems”. The program is called “TRS IP Finder”.



Run this program and it will automatically search for available IP Addresses. It needs to be executed on a computer within the same local network that the PIN Pad needs to be part of.



By default, the program will list the first 5 (Maximum # to find) potentially available IP Addresses that could be used. The network gateway, subnet mask and DNS server information is also displayed.