

Ingenico iWL Series

RETAIL

Credit Sale (Swiped/Tapped)

- > Press 1 - SALE
- > Press 1 - CREDIT
- > Enter Sale Amount and press ENTER
- > Swipe Card or Tap Payment Device
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Debit Sale (Swiped)

- > At the Idle Screen, swipe customer card
- > Press 2 - DEBIT
- > Enter Sale Amount and press ENTER
- > Customer keys PIN number, presses ENTER
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Manual Credit Sale

- > At the Idle Screen, press 1 - SALE
- > Press 1 - CREDIT
- > Key Sale Amount, and press ENTER
- > Key Card Number, and press ENTER
- > Key Expiration Date (MM/YY), and press ENTER
- > Key CVV, and press ENTER
- > Press F1 - YES (CARD PRESENT)
- > Key customer House Number, and press ENTER
- > Key customer Zip Code, and press ENTER
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Refund

- > At the Idle Screen, press 2 - RETURN
- > Press 1 - CREDIT
- > Key Refund Amount, and press ENTER
- > Swipe Card or Tap Payment Device
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Reprint Last Receipt

- > At the Idle Screen, press 8 - OTHER
- > Press 2 - REPRINT
- > Press 1 - LAST RECEIPT

1=Merchant Copy
2=Customer Copy

Void

- > At the Idle Screen, press 3 - VOID
- > Press 1 - ALL
- > Locate transaction (using arrow keys)
- > Press F4 - SELECT
- > Press F1 - YES
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Credit Card Force

- > At the Idle Screen, press 5 - FORCE
- > Press 1 - CREDIT
- > Key Sale Amount, and press ENTER
- > Swipe customer card
- > Key Approval Code, and press ENTER
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Reports

- > At the Idle Screen, press #
- > Press 0 - REPORTS MENU
- > Press 1 - PRINT or 2 - DISPLAY

1=Detail
2=Batch Summary
4=Open Tab

Batch Settlement

- > At the Idle Screen, Press 4 - SETTLEMENT
- > Press 1 - CREDIT/DEBIT/EBT
- > Press F1 - YES

Short Cut Keys Retail

F1, F2, F3
No Function

F4
English/Spanish

1
Sale

2
Refund

3
Void

4
Settlement

5
Force

6
Balance Inquiry

7
Pre Auth

8
Other
(Adjust and Reprint)

9
No Function

F
System Manager

0
No Function

.,#*
Admin Menu

Cancel
No Function

Clear
Paper Feed

Enter
Transaction Menu

Short Cut Keys Restaurant

F1, F2, F3
No Function

F4
English/Spanish

1
Sale

2
Refund

3
Void

4
Settlement

5
Force

6
Tab

7
Tip Adjustment

8
Balance Inquiry

9
Other
(Adjust and Reprint)

F
System Manager

0
No Function

.,#*
Admin Menu

Cancel
No Function

Clear
Paper Feed

Enter
Transaction Menu



iWL Series



Quick Reference Guide



For more information
please contact:
888.579.4667



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Ingenico iWL Series

RESTAURANT

Credit Sale (Swiped/Tapped)

- > Press 1 - SALE
- > Press 1 - CREDIT
- > Enter Sale Amount and press ENTER
- > Swipe Card or Tap Payment Device
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Debit Sale (Swiped)

- > At the Idle Screen, swipe customer card
- > Press 2 - DEBIT
- > Enter Sale Amount and press ENTER
- > Customer keys PIN number, presses ENTER
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Manual Credit Sale

- > At the Idle Screen, press 1 - SALE
- > Press 1 - CREDIT
- > Key Sale Amount, and press ENTER
- > Key Card Number, and press ENTER
- > Key Expiration Date (MM/YY), and press ENTER
- > Key CVV, and press ENTER
- > Press F1 - YES (CARD PRESENT)
- > Key customer House Number, and press ENTER
- > Key customer Zip Code, and press ENTER
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Refund

- > At the Idle Screen, press 2 - RETURN
- > Press 1 - CREDIT
- > Key Refund Amount, and press ENTER
- > Swipe Card or Tap Payment Device
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Void

- > At the Idle Screen, press 3 - VOID
- > Press 1 - ALL
- > Locate transaction (using arrow keys)
- > Press F4 - SELECT
- > Press F1 - YES
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Credit Card Force

- > At the Idle Screen, press 5 - FORCE
- > Press 1 - CREDIT
- > Key Sale Amount, and press ENTER
- > Swipe Card or Tap Payment Device
- > Key Approval Code, and press ENTER
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Tip Adjustment

- > At the Idle Screen, press 7 - TIP ADJUST
- > Press 1 - ALL
- > Locate transaction (using arrow keys)
- > Press F4 - SELECT
- > Key Tip Amount, and press ENTER
- > Press F1 - ACCEPT
- > Merchant receipt is printed
- > Press F1 - YES to adjust another transaction or press F4 - NO

Reprint Last Receipt

- > At the Idle Screen, press 9 - OTHER
- > Press 2 - REPRINT
- > Press 1 - LAST RECEIPT

1=Merchant Copy
2=Customer Copy

Reports

- > At the Idle Screen, press #
- > Press 0 - REPORTS MENU
- > Press 1 - PRINT or 2 - DISPLAY

Batch Settlement

- > At the Idle Screen, Press 4 - SETTLEMENT
- > Press 1 - CREDIT/DEBIT/EBT
- > Press F1 - YES

Open Tab

- > At the Idle Screen, press 6 - TAB
- > Press 1 - OPEN
- > Press F1 to accept default tab amount, or press F4 to change amount
- > Swipe Card or Tap Payment Device
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Close Tab

- > At the Idle Screen, press 6 - TAB
- > Press 2 - CLOSE
- > Press 1 - ALL
- > Locate transaction (using arrow keys), and then press F4 - SELECT
- > Press F1 to use the same card, or press F4 to use different card
- > Press F1 - ACCEPT
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO



Ingenico iWL Series

EBT

EBT Sale - Food Stamp/Cash Benefit

- > Swipe customer card
- > Press 3 - EBT
- > Press 1 - FOOD STAMPS/CASH BENEFIT
- > Key Sale Amount, and press ENTER
- > Customer keys PIN number on PIN pad, and presses ENTER
- > Merchant receipt is printed
- > Print Customer Receipt F1 - YES or F4 - NO

Balance Inquiry - Food Stamp/Cash Benefit

- > At the Idle Screen, press (RETAIL) 6 - BALANCE INQUIRY or (RESTAURANT) 8 - BALANCE INQUIRY
- > Swipe customer card
- > Customer keys PIN number on PIN pad, and presses ENTER
- > Merchant receipt is printed

3=Food Stamp
4=Cash Benefit