



## Move5000 Quick Reference Guide

### Turning on

1. Sit the terminal on the base and hold down the **ENTER** key

### Turning off

1. Remove terminal from the base and hold down the FUNC and **CLEAR** keys at the same time until the screen shows "SHUT DOWN IN PROGRESS"

### Purchase

1. Press F1 and then enter in the purchase amount and press **ENTER**
2. Present customer card
3. Customer selects account and enters pin

### Cash Out

1. Press F2 and then enter in the cash amount before pressing **ENTER**
2. Present customer card
3. Customer selects account and enters pin

## Refund

1. Press the F3 and swipe the merchant card you have obtained from Worldline/Paymark
2. Type in the Merchant pin and press **ENTER**
3. Type in the refund amount and press **ENTER**
4. Customer swipes/inserts card, enters their account and pin number

## Log On

1. Press the F4 button located at the bottom right corner of the touch screen



## Reboot

1. Sit the terminal on the base, hold down the **CLEAR** and the FUNC keys at the same time until the screen reads 'Reboot in progress'

## Settlement

1. Press the silver menu button located at the top right-hand corner of the keypad above the **CANCEL** key
2. Select option 2 for the Admin Menu
3. Select option 2 for Inquiry or Option 3 for a Cutover

## Customer receipt options

1. Press FUNC followed by 7415 and then **ENTER**
2. Press **ENTER** until you reach "PRINT CUST COPY" and use the down arrow key at the top of the keypad to turn this ON/OFF
3. If turning ON, the next question will ask if you want to PROMPT CUST COPY which you can use the downward arrow to turn ON/OFF

4. Keep pressing **ENTER** until you are back at the Paymark screen and reboot

### **Adding a surcharge**

1. Press FUNC followed by 8 and then press **ENTER**
2. Press **ENTER** to Enable Surcharging
3. Press **ENTER** if you want to Enable Contactless/PayWave Surcharging or **CANCEL** if you do not
4. Enter the surcharge percentage i.e., for 2.5%, enter in 2.50 then press **ENTER**
5. Enter in the surcharge minimum amount i.e., if you don't want anything under \$10 to incur a surcharge, change this figure to \$10.00, then press **ENTER**
6. Once you are back at the Paymark screen, reboot the terminal

### **Card Not Present Transaction**

1. Press F1 and type in the purchase amount then press **ENTER**
2. At the Present Card screen, press FUNC and begin typing in the card number then press **ENTER**
3. Type in the Expiry Date then press **ENTER**
4. Select Yes or No to answer CSC number if available
5. Type in the CSC Number and press **ENTER**
6. Select option 1 if this is a single transaction or option 2 if this is a recurring payment

### **Enabling/Disabling PayWave/Contactless Transactions**

1. Press FUNC 7418 and then **ENTER**
2. When you see "Multi Merchant Setup" press key 7
3. This will then read "Activate CTL?" press **ENTER** to activate.
4. If you are de-activating, this will read "Deactivate CTL?" press enter to deactivate.
5. This will then read "Contactless Activated/Deactivated", then press **ENTER**

6. This will then take you back to “Multi Merchant Setup”, so then press **CANCEL**
7. Once you are back to the Paymark screen, perform a REBOOT

## Replacing Paper

