

Ingenico Desk 3500

Card Transaction - Sale

Press **1** for **Sale**.

Press **1** for **Credit** or press **2** for **Debit** (if enabled).

Enter the sale amount and press **Enter**.

Swipe, insert, tap, or key in the customer's card number.

(Optional) Press **2** for a customer copy.

Card Transaction - Void

Press **3** for **Void**.

Press **1** to select **No** for Void Pre-Auth.

Press **5** to search by card number or choose from another available search option.

Enter the last 4 digits of the card number and press **Enter** or swipe the card.

Select the appropriate transaction using the arrow keys and press **Enter**.

Press **2** to confirm voiding the transaction.

(Optional) Press **2** for a customer copy.

Card Transaction - Return

Press **2** for **Return**.

Press **1** for **Credit**.

Enter the return amount and press **Enter**.

Swipe, insert, tap, or key in the customer's card number.

(Optional) Press **2** for a customer copy.

Reprinting Receipt

Press **7** for **Other**.

Press **3** for **Reprint**.

Press **1** for **Last Receipt** or press **2** to search.

Last Receipt

Press **1** for merchant copy, press **2** for customer copy, or press **3** for both.

Search

Press **1** to select No for Reprint Pre-Auth.

Press **5** to search by card number or choose from another available search option.

Enter the last 4 digits of the card number and press **Enter**.



Select the appropriate transaction using the arrow keys and press **Enter**.

Press **1** for merchant copy, press **2** for customer copy, or press **3** for both.

Tip Adjust

Press **1** for **Sale**. 1. Press **5** for **Tip Adjust**.

Press **5** to search by card number or choose from another available search option.

Enter the last 4 digits of the card number and press **Enter** or swipe the card.

Select the appropriate transaction using the arrow keys and press **Enter**.

Enter the tip amount and press **Enter**.

Press **Enter** to confirm the tip adjustment.

Press **1** to exit tip adjustment or press **2** to adjust the tip of another transaction.

Settlement/Batch

Press **6** for **Settlement**.

Press **2** to **Close the Batch** and deposit funds.

Press **2** to print the report or wait 15 seconds for it to print automatically.

Report

Press **.,#*** for the **Admin Menu**.

Press **1** for the **Reports Menu**.

Select a report, and any subsequent options.

Press **1** to print the report or press **2** to display the report.

Adding a Server

Press **.,#*** for the **Admin Menu**.

Press **2** for the **Server Menu**.

Press **1** for **Add ID**.

Enter a **Server ID** and press **Enter**.

Press **2** to add another **Server ID** or press **1** to return to the **Server Menu**.