

ICT220 - Quick Reference Guide

Credit/Debit Sale

1. Press 1 – SALE
2. Select 1 for CREDIT OR 2 FOR DEBIT
3. Input the sale amount and press ENTER
4. Confirm amount by pressing F1 or ENTER for yes or F4 or CANCEL for no
5. Swipe, insert, or tap* card, or manually enter the account # and press ENTER**
6. For swiped and chip cards, the transaction will process and print a receipt

*** Do NOT remove the chip card until directed so by the prompts on the display.
Doing so will cause a duplicate transaction along with a settlement failure.**

**** Some prompts may vary based on the terminal setup.**

Refund

1. Press 2 – RETURN
2. If prompted, enter password ***** and ENTER
3. Select 1 for CREDIT
4. Input amount and press ENTER
5. **IMPORTANT!** Confirm amount F1 or ENTER for yes or F4 or CANCEL for no
6. Swipe, insert, or tap* card, or manually enter the account # and press ENTER**
7. Enter expiration date (XXXX) ENTER
8. If prompted, enter password ***** and ENTER Select ALL to view all transactions, 2 Reference to use reference number from receipt, or 3 Approval Code)

*** Do NOT remove the chip card until directed so by the prompts on the display.
Doing so will cause a duplicate transaction along with a settlement failure.**

**** Some prompts may vary based on the terminal setup.**

Manually Keyed Security Prompts

1. Input expiration date (XXXX) and press ENTER
2. Select YES to indicate card present
3. Input CVV code or press ENTER to bypass
4. Input numerical street address and press ENTER or press ENTER to bypass
5. Input zip code and press ENTER or press ENTER to bypass
6. Transaction will process and print a receipt

Reprint Receipt

1. Press 8
2. Select 2 – REPRINT
3. Select 1 for last receipt or 2 to search

Detail/Summary Reports

1. Press 8
2. Select 1 – REPORTS
3. Select 1 to view or 2 to reprint
4. Select 1 for Detail or 2 for Summary
5. Select 1 to print or 2 to display



(800) 386-0711



customersupport@basyspro.com



basyspro.com



15300 W 105th Terrace
Lenexa, KS 66219

ICT220 - Quick Reference Guide

Settlement

1. Be sure to print report
2. Press 7
3. if prompted, enter password ***** ENTER
4. Select F1 or ENTER to close batch
5. Accept totals by pressing F1
6. ENTER through next screen (gift cards)

Forced Transaction

(only use after obtaining voice authorization)

1. Press 4 – FORCE
2. Select 1 for CREDIT
3. Input amount and ENTER
4. To confirm, press F1 or ENTER
5. Swipe, insert, or tap* card, or manually enter the account # and press ENTER**
6. Enter expiration date (XXXX) ENTER
7. Select YES to indicate card present
8. Input approval code and press ENTER

*** Do NOT remove the chip card until directed so by the prompts on the display.
Doing so will cause a duplicate transaction along with a settlement failure.**

**** Some prompts may vary based on the terminal setup.**

Void a Transaction

(must be unclosed batch)

1. Press 3 – VOID
2. If prompted, enter password ***** and ENTER
3. Select ALL, Reference #, or Approval Code
4. Locate transaction you wish to void
5. Select the correct transaction

VERY IMPORTANT: Select F1 on terminal to confirm the void

Daily Batch Reports

(If your terminal auto settles, this report will automatically print)

1. Press 8
2. Select REPORTS menu
3. Press 1 for Detail or 2 for SUMMARY
4. Select 1 to view or 2 to print

Obtain a Voice Authorization

For ALL cards

1. Call 1.800.834.0409
2. Your Merchant ID is: _____
3. Please obtain an authorization code and follow the steps for a forced transaction.

WARNING: Do NOT enter transaction as a normal sale.



(800) 386-0711



customersupport@basyspro.com



basyspro.com



15300 W 105th Terrace
Lenexa, KS 66219

ICT220 - Quick Reference Guide

AVS Response Codes

Visa Codes

- Y Address & 5-digit or 9-digit ZIP match (Domestic only)
- A Address matches, ZIP code does not
- S AVS not supported at this time (Domestic only)
- R Issuer's authorization system is unavailable, try again later (Domestic only)
- U Unavailable – AVS system unavailable or issuer does not support AVS.
- Z Either 5-digit or 9-digit ZIP matches, address does not or not included in request
- N Neither the ZIP, nor the address matches

Mastercard Codes

- Y Exact, all digits match, 5-digit ZIP Code
- A Address matches, ZIP code does not
- S AVS not supported at this time
- R Retry, system unable to process
- U Unavailable – AVS system unavailable or issuer does not support AVS.
- Z 5-digit ZIP matches, but address does not
- N Neither the ZIP, nor the address matches
- W For U.S. addresses, 9-digit ZIP code matches, but address does not; for address outside U.S., ZIP code matches, but address does not
- X Address and 9-digit ZIP code matches

Discover Codes

- Y Address only matches
- A Address and 5-digit ZIP code match
- S AVS not supported at this time
- U Unavailable – AVS system unavailable or issuer does not support AVS.
- Z 5-digit ZIP matches, but address does not
- W No data from issuer
- X Address and 9-digit ZIP code matches

American Express Codes

- Y Yes, address and ZIP codes are both correct
- A Address only is correct
- S AVS not supported at this time
- R System unavailable; retry
- U Unavailable – AVS system unavailable or issuer does not support AVS.
- Z Zip Code only is correct
- N Neither the ZIP nor the address matches



(800) 386-0711



customersupport@basyspro.com



basyspro.com



15300 W 105th Terrace
Lenexa, KS 66219