

Ingenico Tetra iPP31 PIN pad

User Manual



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The PINpad

This is an optional piece of hardware. When connected to your terminal it is used by the customer to enter information and select options regarding the transaction. If you don't have a PINpad, the customer will use the terminal to enter information.

- 1. Function keys**

The **F1** and **F4** keys can be used to select onscreen options.
- 2. Navigation keys**

Use the **F2** and **F3** arrow keys to navigate the screens and menus.
- 3. Command keys**
 - **Cancel**
 - **Correction**
 - **OK (or Enter)**
- 4. Card readers**
 - Insert chipped cards
 - Swipe cards
 - Contactless cards

If you use a PINpad, you must process card transactions on it except manual which is processed on the terminal.



Changing the paper roll

- 1.** Gently pull up on the paper chamber panel along the top of terminal and remove the old paper roll.
- 2.** Unwrap a new paper roll and place it in the paper chamber so that the loose end of the paper feeds up from under the paper roll towards you.
- 3.** Press down on the panel until it clicks shut and ensure there is a enough paper sticking out from the chamber that it touches the top of the terminal screen.

The Stylus

A stylus is provided with each terminal. It is located on the back of the terminal. It can help you select screen elements more accurately and keep your touchscreen clean by limiting finger contact. To find the stylus:

- 1.** Turn over the terminal so that the back is facing you.
- 2.** Along the left edge there is a groove that contains a dark grey stylus.
- 3.** Pull the stylus out of the groove and use it instead of your finger to touch the screen.

If you are concerned about losing the stylus, it has a small hole on its head so that you can anchor it to an object.