

Quick guide.

Saturn 1000F2 Portable.

Purchase.

1	Pressing the <Power> button on the left side switches on the terminal.	
2	Select <Transactions> to open the transaction overview.	<Transactions>
3	A new transaction is started by selecting <Purchase>.	<Purchase>
4	Enter amount and confirm with <OK>. The separation of the amount (e.g. euro/cents or francs/cents) is done by a decimal point.	<Amount> 
5	Depending on the card type, the card must be inserted into the chip card reader, held against the contactless reader or fed through the swipe reader. If the customer uses the wrong reader for their card, they will be prompted to use the correct reader.	
6	Amount is displayed to your customer. For a card that requires a PIN, the customer is asked to enter the PIN code (4 to 6 digits) and confirm with <OK>. For a card without a PIN, only the amount needs to be confirmed. When making a contactless payment for a small amount, the customer usually does not need to do anything else. The transaction can be cancelled with the red <STOP> button. Please acknowledge the message "Please return terminal" by pressing the <OK> button at the bottom right to return the terminal to its default state.	<PIN> 
7	Payment is processed and authorised online if necessary. Chip cards: The card must remain inserted into the chip reader during the transaction until the prompt to remove the card appears.	
8	Receipt is printed. Please follow the instructions of the terminal: If the customer's signature is required, please ask for this.	
9	Print copy of receipt: select <Copy>. Do not print a copy of the receipt: Select <No Copy>. If no selection is made, the copy is printed automatically after 10 seconds.	Copy or No copy

Reversal*.

This function cancels **the last transaction** that was carried out.

1	Pressing the <Power> button on the left side switches on the terminal.	
2	Select <Transactions> to open the transaction overview.	<Transactions>
3	Select <Reversal>.	<Reversal>

* this function is not available for Bancontact transactions

4	Enter the password of the terminal and confirm with <OK> (for the password, please see the configuration sheet).	<Password> 
5	The amount of the last transaction is displayed and confirmed with <OK>.	
6	The cancellation is processed and authorised online if necessary.	
7	Receipt is printed.	
8	Print a copy of the receipt: Select <copy>. Do not print a copy of the receipt: Select <No Copy>. If no selection is made, the copy is printed automatically after 10 seconds.	Copy or No copy

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Credit*.

If a transaction can no longer be cancelled, a credit can be made at any time.

1	Pressing the <Power> button on the left side switches on the terminal.	
2	Select <Transactions> to open the transaction overview.	<Transactions>
3	Select <Credit>.	<Credit>
4	Enter the terminal's password and confirm with <OK>.	<Password> 
5	Enter the amount and confirm with <OK>. The separation of the amount (e.g. euro/cents or francs/cents) is done by a decimal point.	<Amount> 
6	Only when the Dynamic Currency Conversion (DCC) is activated: Enter the date of the original booking and confirm with <OK>.	<Date> 
7	Depending on the card type, the card must be inserted into the chip card reader, held against the contactless reader or fed through the swipe reader.	
8	Cashier signs receipt as confirmation.	

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Daily closing statement (close out).

With a daily closing statement, all transactions carried out are submitted and closed. The amounts are credited with the daily closing statement. At least once a day – ideally after closing time – a daily closing statement should be performed. The day- and shift counters are set to "0". With the shift change, you can easily track which transactions were carried out during this time period (shift). The shift change is purely informative, and **does not replace a daily closing statement**.

Important information.

- Software updates are performed at night, and only when the shift is completed. Therefore, do not open a new shift in the evening after the daily closing statement.
- After "End of shift", a cancellation can no longer be performed.

Pressing the <Power> button on the left side switches on the terminal.	
Select the <Balances> function and then <Daily closing>.	<Balances> <Daily closing>

Tip %.

The Tip Percentage function allows you to set fixed tip percentages on your terminal, offering customers the option to choose from predefined tip percentages or enter a custom amount.

1	Select <Settings>.	<Settings>
2	Scroll down and select <Tip configuration> and then <Tip Percentage>.	<Tip configuration> <Tip percentage>
3	Activate or deactivate the Tip % function by clicking either <Enable Percentage> or <Disable Percentage> at the top of the menu.	<Enable percentage> <Disable percentage>
4	Click on <Set Percentage Rates> to establish fixed tip percentages for each predefined option (Option 1, Option 2, and Option 3), confirming each entry by pressing <OK> before proceeding. These values will be displayed during the customer's payment process.	<Set percentage rates> <Option 1> <Option 2> <Option 3> 
5	The Tip Percentage is now configured, you can return to the main menu by pressing the <Back> button.	<Back>

After confirming your purchase, customers will have the opportunity to select their preferred tip amount on the screen. You can also set a maximum tip amount by navigating to <Tip configuration> and then <Maximum Tip>.

Quick Payment.

Created for your businesses rush hour, the Quick Payment feature allows you to efficiently process multiple transactions in quick succession, eliminating the need to return to the main menu between each transaction. Follow these steps to enable or disable this function:

1	Select <Settings>	<Settings>
2	Select <Enable Quick Payment> to activate the feature. To deactivate it, choose <Disable Quick Payment>.	<Enable quick payment> <Disable quick payment>

Queries and settings.

Queries (Journal).

Select the <Query> function.

The following options are then available:

- Shift counter (current status of the active shift)
- Daily counter (current status since last daily closing statement)
- Trx memory (current status of transactions after the last data transmission)
- Print DCC rates (optional)
- Print last receipt

Settings.

Select the <Settings> function.

There are several options open to you:

- Trm Language
(Temporary change of the terminal language)
- Service PW (service password)
- Network setup
- Android settings



Notes about the terminal.

Please note! Worldline carries out software updates at night in order to enable you to use your payment terminal without interruption during the day. For this reason, **your payment terminal must be left switched on at night with a constant Internet connection.**



Warning! The terminal **cannot be connected to both the charging station** (or communication station) **and USB cable at once**, as it may result in damage to the computer's and (or ECR's) USB port.

Function.	Description.	Keys.
Switch on terminal.	Pressing the <Power> button on the left side switches on the terminal.	
Setup.	These menu items can only be accessed with a terminal password.	<Setup> <Password> 
Configuration.	The terminal ascertains the latest configuration parameters.	<Setup> <Password>  <Configuration>
Initialisation.	Individual (or all) card issuers are reinitialised.	<Setup> <Password>  <Initialisation>
SW update.	The terminal loads the latest software version. Attention! Downloading the software may take a few minutes. Do not pull the plug under any circumstances.	<Setup> <Password>  <SW update>>
Trm Reset.	This function is only open to service technicians, and is protected with a special password.	<Setup> <Password>  <Trm Reset>
Info.	The terminal ID and the current software version are displayed.	<Setup> <Password>  <Info>
Print HW info.	This function is only available to service technicians, and is protected with a special password.	<Setup> <Password>  <Print HW info>
System.	Use this function only if you are asked to do so by our hotline.	<Setup> <Password>  <System>

Varia

Set up and activate WiFi.	Select <Settings> and then <Network setup>. Enter your merchant password. Select <WLAN> (WiFi) and <Android Settings>. You will now be taken to the Android settings. Now select <Network & Internet>, activate WiFi by clicking on <Use Wi-Fi> and click on <+ Add network>. Then select your WiFi network and enter your WiFi password.	<Settings> <Network setup> <Enter merchant password> <WLAN> <Android Settings> <Network & Internet> <Wi-Fi> <Use Wi-Fi> <+ Add network> <Enter WiFi and password>
Booking following a tel. authorisation.	Select <Transactions> and then <Tel. authorised>. Enter the amount and confirm with <OK>. Enter the authorisation code and confirm with <OK>. The authorisation code will be given to you over the phone by a person from the credit card company. Now enter the card number and the validity date (MMYY) and confirm with <OK>.	<Transactions> <Tel. authorised>  <Tel. authorised Auth Code>  <Tel. authorised card number>  <Validity date (MMYY)> 



Further information.

Are you looking for detailed information about your payment terminal?
Product flyers can be found on our website.

worldline.com/merchant-services/terminals

Your local point of contact can be found at: worldline.com/merchant-services/contacts