


### If you're using Static IP

Contact your Internet Service Provider (ISP) to gather the following information: terminal's IP address, Mask ID and Gateway address.

1. Press the **Admin** key twice, key in **o8** and press **OK**.
2. Press **OK** to select COMMS TYPE.
3. Scroll down to ETHERNET and press **OK**.
4. Press **OK** to select TERMINAL SETUP.
5. Press **OK** to select TERMINAL TYPE.
6. Scroll down to STATIC, and press **OK**.
7. Press the **Can/Ann** key to return to the ETHERNET SETUP menu.
8. Scroll down to TERMINAL ADDR and press **OK**, then key in the **terminal's IP Address** and press **OK**.  
**Note:** To key in a decimal point, press the **o (zero)** key and then the **Admin** key.
9. Scroll down to MASK ID and press **OK** then key in the **terminal's Mask ID** and press **OK**.
10. Scroll down to GATEWAY and press **OK**, then key in the **Gateway Address** and press **OK**.
11. Press the **Can/Ann** key twice.
12. When the screen says "TCP HOST CONNECTION OK PRESS OK," press **OK**.  
**Note:** If the screen says "TCP CONNECTION FAILED," make sure the communication cables are properly plugged in (router/switch/hub/internal wiring, etc.), and then wait for the  icon to display. If you are not sure, please refer to the Moneris IP Readiness Checklist available at [moneris.com/checklist](http://moneris.com/checklist).
13. When the screen says "TERMINAL SETUP REQUIRED," proceed to *Initialization and logon* in this guide.

## Initialization and logon

1. Press the **Admin** key twice, key in **o1** and press **OK**.
2. When "MERCHANT ID" displays, key in your current 13-digit **Merchant ID number** and press **OK**.
3. When "PHONE NUMBER" displays, key in the **number as follows**, and press **OK**.

If your merchant number begins with:	Key in:
00301	1-888-699-7299
00302	1-888-358-8602
00304	1-888-332-8433

4. The terminal will communicate with the Moneris Host. Over the next few moments, the screen will display "SENDING," "RECEIVING" and "PROCESSING."
5. When the Initialization is successful, the terminal will display "PLEASE LOGON."
6. Press the **Admin** key twice, key in **o2** and press **OK**, then **swipe one of the POS Admin cards** (provided with your new terminal).
7. Wait while the terminal communicates with the Moneris Host again.

8. When finished, the terminal should display "PURCHASE ENTER AMOUNT." This will always be your main screen (i.e. the "READY screen") when the terminal is ready to be used.
9. Your terminal is ready to process transactions.

## Charging the battery

Place the terminal on the communications base or the charge-only base.

- When charging the battery for the first time, it should be left on the base for a minimum of three hours.
- Full charging time after the initial charge is two hours.
- The first three times the battery is used, allow the battery to fully discharge and then charge it to its full capacity.

For information on managing the rechargeable 8200 battery, please refer to the *Using Your Terminal* guide in this package.

## Additional options

### Enabling Tip, Cashback or Invoice Number

1. Press the **Admin** key twice, key in **o8** and press **OK**.
2. Use **F1** to scroll down to the option that you want to enable (e.g. TIP ENTRY, CASH BACK or INVOICE NUMBER) and press **OK**.  
**Note:** For Tip Entry, you must then select the card type option (i.e. DEBIT or DEBIT & CREDIT), press **OK**, select a tip entry type (i.e. by dollar amount, percent or both), and press **OK**.
3. Enable the option by pressing **F1** (YES).
4. The screen will return to the GENERAL PARAMETERS menu.
5. Press the **Can/Ann** key twice to return to the READY screen.  
**Note:** To change the default values for the tip and cashback options, refer to the Moneris Mobile 8200 Operating Manual. Visit [moneris.com/8200](http://moneris.com/8200) to download a copy.

### Changing printer options

The printer is set up to automatically print the second receipt 10 seconds after it prints the first receipt.

**Note:** If you don't want to wait, simply press **OK** to print the second receipt immediately.

#### To change this setting:

1. Press the **Admin** key twice, key in **14** and press **OK**.
2. Scroll down to PRINT DELAY and press **OK**.
3. Key in the number of seconds that the printer should wait before automatically printing the second receipt and press **OK**.  
**Note:** If you key in 99, the printer will always wait until OK is pressed before printing the second receipt.
4. Press **OK** to return to the PRINTER CFG menu.
5. Press the **Can/Ann** key twice to return to the READY screen.  
**Note:** Shop for point-of-sale supplies and paper online at [shopmoneris.com](http://shopmoneris.com).

### Changing the terminal language

1. Press the **Admin** key twice, key in **o4** and press **OK**.
2. Scroll to a language and press **OK**.
3. Press the **Can/Ann** key to return to the READY screen.

### Enabling a loyalty program or gift cards

Didn't order a loyalty program or gift cards but would like to find out more? Please call us at **1-866-319-7450**.

1. Press the **Admin** key once.
2. Scroll down to ERNEX and press **OK**.
3. Scroll down to SETUP and press **OK**.
4. Press **OK** to select ENABLE ERNEX.
5. Press **F1** to select YES.
6. Press **OK** to select INITIALIZATION.
7. Key in the **Ernex Terminal ID** (provided to you when Moneris confirmed your terminal order) and press **OK**.
8. The terminal will communicate with the Moneris/Ernex Host.
9. If the terminal displays "CLEAR TERMINAL STORAGE," press **F1** to select YES.
10. Press the **Can/Ann** key to return to the READY screen.

Your terminal is ready to process gift and/or loyalty card transactions. For instructions on performing:

- gift card transactions, please refer to your *Using Your Terminal for Gift* guide.
- loyalty card transactions, please refer to your *Using Your Terminal for Loyalty* guide.

### Enabling tip entry (gift cards)

1. Press the **Admin** key twice, key in **310**, and press **OK**.
2. Scroll down to TIP ENTRY and press **OK**.
3. Press **F1** to select YES.
4. Press the **Can/Ann** key to return to the READY screen.  
**Note:** To change the default values for Tip Entry (gift cards), refer to the Mobile 8200 Operating Manual. Visit [moneris.com/8200](http://moneris.com/8200) to download a copy.

### Settlement options

For detailed instructions, please refer to the *Moneris Mobile 8200 Using Your Terminal* guide included in this package.

### Online statements and reports

Check your monthly statement online using Moneris Merchant Direct. Merchant Direct provides 24/7 access to daily card transaction data (available by 7 a.m. the next morning and stored for six months) and monthly consolidated statements (available by the third day of the next month and stored for up to two years).

For detailed instructions, please refer to the *Thank You for Your Business* guide and page 9 of the *Merchant Operating Manual* included in this package. Alternatively, please visit [moneris.com](http://moneris.com) to download a copy.

### For more information

- On performing transactions and end-of-day procedures, please refer to the *Moneris Mobile 8200 Using Your Terminal* guide in this package.
- On all of the options available on your terminal and how to enable them, please refer to the *Moneris Mobile 8200 Operating Manual*. Visit the Moneris Mobile 8200 product webpage at [moneris.com/8200](http://moneris.com/8200) to download a copy.



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Your credit and/or debit card processing is separately governed by the Terms and Conditions of your Moneris VISA Merchant Agreement, your Moneris MasterCard Merchant Agreement and/or your Moneris Debit Card and Terminal Agreement (collectively the "Merchant Agreements"), as applicable with Moneris. It is the merchant's responsibility to ensure that proper card processing procedures are followed at all times. Please refer to your Merchant manuals and the Terms and Conditions of your Merchant Agreement(s) for details. The *Moneris Merchant Operating Manual* is available for free download at [moneris.com/en/Support/Downloads/MerchantManuals.aspx](http://moneris.com/en/Support/Downloads/MerchantManuals.aspx).

82-SUYT-E (02/12)



# Setting up Your Terminal

## Moneris® Mobile 8200



## IMPORTANT: READ FIRST

If this is your first POS terminal with Moneris:

Enclosed you should find your Moneris Visa Merchant Agreement/Moneris MasterCard Merchant Agreement/Moneris Debit Card and Terminal Agreement, Terms and Conditions.

If this document is not enclosed, please do not proceed with this installation. Instead, contact us at **1-866-319-7450**. Once you have obtained the required document, please proceed with your installation.

## Before you get started

1. Please confirm that you received:
  - The Moneris Mobile 8200 terminal.
  - The battery (for the terminal).
  - The base (communications base or charge-only base).
  - The power cable.
  - The dial and/or Ethernet cables.
  - The white POS Admin card.
2. Make sure that you have the following information (provided to you when we contacted you to confirm your terminal order):
  - Your 13-digit **Merchant ID**. If you currently have a nine-digit merchant ID beginning with a 1, 2 or 4, simply add 0030 to the beginning (i.e. 123456789 becomes 0030123456789).
  - Settlement type: **System Close** (Moneris automatically settles your transactions at the end of each day) or **Merchant Close** (you are responsible for settlement/close batch at the end of each day).
  - Communications type: **IP/Ethernet** with dial as backup.
  - Optional features: e.g. **loyalty cards, gift cards, Ernex Terminal ID**.

If any of the above required elements are missing, please call the General Inquiries number below:

**Manual Authorizations: 1-866-802-2637**

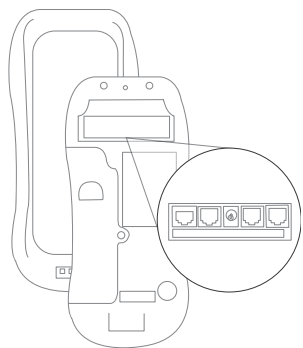
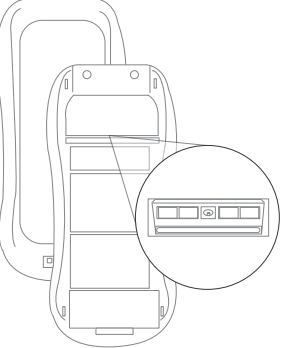
**General Inquiries: 1-866-319-7450**

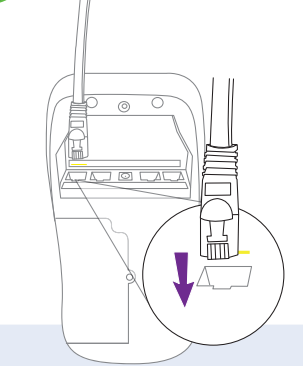
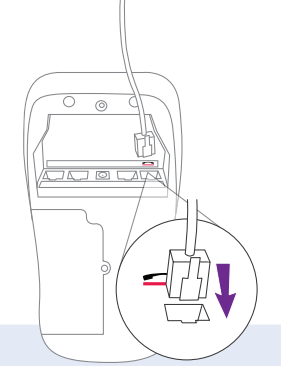
### Tips for moving through the menus

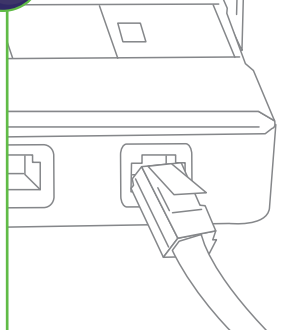
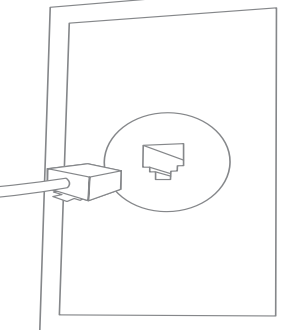
- Press **F1** to say "yes" to any questions and to scroll down.
- Press **F3** to say "no" and to scroll up.
- Press **OK** to select a menu item or finish entering information and move on to the next step.


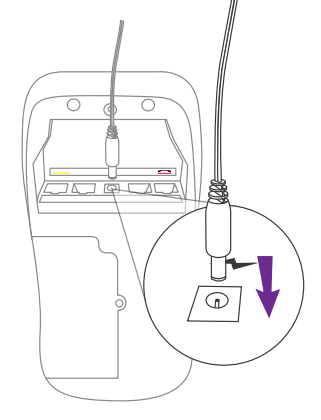
## Follow these easy steps

Follow the appropriate steps based on the type of base you received.

1 Communications Base	Charge-only Base
	
<ul style="list-style-type: none"><li>• Communicates with up to five terminals and the Moneris Host.</li><li>• Charges the battery.</li></ul> <p><b>If you received a communications base, start at Step 2.</b></p>	<ul style="list-style-type: none"><li>• Charges the battery.</li></ul> <p><b>If you received a charge-only base, start at Step 4.</b></p>

2 High-Speed Ethernet Setup	Dial Backup Setup
	
Plug one end of the Ethernet cable into the port above the yellow bar on the back of the base.	Plug one end of the dial cable into the port above the red bar on the back of the base.

3 High-Speed Ethernet Setup	Dial Backup Setup
	
Plug the other end of the Ethernet cable into a router/switch/hub/internal wiring – whatever is applicable to the high-speed Internet service at your specific location. (Please refer to the <i>Moneris IP Readiness Checklist</i> if necessary.) <b>Recommendation:</b> Connect the dial cable as well as the Ethernet cable so that, if IP is unavailable during a transaction, the terminal can use dial communications as backup. Follow Steps 2 and 3 of the <i>Dial Backup Setup</i> instructions.	Plug the other end of the dial cable into an analog phone jack. <b>Recommendation:</b> Use a dedicated phone line for the terminal. Sharing the line with another device (e.g. a fax machine) can cause communication problems with the terminal. If using a splitter, test both devices, and be aware that the terminal and the other device cannot use the phone line at the same time.



4	
Locate the power cable (which may be in a white box) and plug this end of the cable (see diagram) into the middle port above the  icon on the back of the base.	

5	
Plug the other end of the power cable into a power source. <b>Recommendations:</b> Always plug the power cable into the power source last to avoid power surges. Use a power bar equipped with surge protection where possible. Do not use the power cable from your existing terminal, as it may damage your new terminal. <b>IMPORTANT: You must use the exact power adaptor and cables provided by Moneris Solutions to work with the Moneris Mobile 8200 terminal and base. Failure to do so may affect the operability of, or cause damage to, the equipment.</b>	

6	
Ensure that the green base status light turns on. (If it is a communications base, the light will blink continuously.)	

7	
Remove the red tab from the bottom of the terminal to expose the gold-coloured contacts.	

8	
Place the terminal onto the base so that the contacts on the battery are touching the leads on the base. The terminal will power on. (The cycle should take approximately two minutes.)	


9	
Wait while the terminal powers up. When the screen says "TERMINAL SETUP REQUIRED," and displays the  and  icons, proceed to <i>Register the terminal to a base</i> in this guide.	

## Register the terminal to a base

Register the terminal to the communications base through which it will communicate with the Moneris Host.

**Note:** If you received a charge-only base, you must still register the terminal to a working communications base.

- If using IP communications: max. five (5) terminals registered to one (1) base.
- Every terminal must be registered individually.
- A terminal can only be registered to one communications base at a time. To use a different base, register the terminal to that base.

1. Record the eight-digit Base ID: Look on the bottom of the communications base that the terminal will use for the "MON E" sticker. The Base ID starts with "12."
2. Press the **Admin** key twice, key in **17** and press **OK**.
3. Press **OK** to select REGISTER BASE.
4. Key in the **Base ID** you recorded in step 1, and press **OK**.
5. Press the **Can/Ann** key twice to display the TERMINAL SETUP REQUIRED screen.  
**Note:** When the  icon displays on the screen (in 10-15 seconds), it means that the terminal has successfully established a link to the communications base. The base status light will stop blinking and remain on.
6. Proceed to *Communications setup* in this guide.

## Communications setup


### If you're using Dial Backup:

If you need to dial a prefix (e.g. 9) to connect to an outside line:

1. Press the **Admin** key twice, key in **15** and press **OK**.
2. Press **OK** to select PREFIX, then key in the **Prefix number** (e.g. 9) and press **OK**.
3. Press the **Can/Ann** key twice.
4. When the screen says "TERMINAL SETUP REQUIRED," set up your IP parameters. Proceed to *If you're using Dynamic IP* or *If you're using Static IP* in this section.

### If you're using Dynamic IP:

1. Press the **Admin** key twice, key in **08**, and press **OK**.
2. Press **OK** to select COMMS TYPE.
3. Scroll down to ETHERNET and press **OK**.
4. Press the **Can/Ann** key.
5. When the screen says "TCP HOST CONNECTION OK PRESS OK," press **OK**.

**Note:** If the screen says "TCP CONNECTION FAILED," make sure the communication cables are properly plugged in (router/switch/hub/internal wiring, etc.), and then wait for the  icon to display. If you are not sure, please refer to the Moneris IP Readiness Checklist available at [moneris.com/checklist](http://moneris.com/checklist).

6. When the screen says "TERMINAL SETUP REQUIRED," proceed to *Initialization and logon* in this guide.

**NEED HELP? 1-866-319-7450**