

# Aralco Moneris iCT250

## Installation and Setup Instructions

### Basic Install Overview

- Set communications type to Ethernet
- Set terminal type to static IP
- Set terminal address to pinpad IP address
- Set mask ID
- Set gateway
- Check port number
- Set DNS, primary and secondary addresses
- Change connection timeout
- Semi-Integrated mode, change to receipts at ECR (electronic cash register)
- Install Aralco Moneris driver;
- Edit PaymentProcessor.cfg file
- Change settings in Aralco

### Install Preparation

- Run ipconfig to grab network settings and decide on an IP address for the pinpad:
  - o Open the Command Prompt window by **Windows Key + R**;
  - o Type in CMD and click OK;
  - o Under the Type in **ipconfig /all**
  - o Scroll up until you see the “Local Area Connections”;
  - o Record addresses for **IP Address, Subnet Mask, Default Gateway, and DNS Servers**;
  - o Using the **IP Address** of the PC as a guideline, decide on an IP address that appears outside of the DHCP scope; i.e. if the workstation IP address is 192.168.1.53, something like 192.168.1.217 is probably not in the DHCP scope and is a safe choice. Ping this IP address to make sure there is no other device currently using it by typing ping <ip address> from the Command Prompt window; i.e. ping 192.168.1.217. If it responds “Reply from 192.168.1.217: Destination host is unreachable” then you can use that address. If it responds something like “Reply from 192.168.1.217: bytes=32 time=1ms TTL=128” then you’ll have to pick another address.

### Install Details

#### Set Communication Type

- On the pinpad, press the **,#\* .** key;
- Arrow down to **CONFIGURATION** and press the **O** button;
- Select **GENERAL PARAMS**
- Select **COMMS TYPE**
- Select **ETHERNET**
- Press the **X** button to exit.

## Set Terminal Type

- On the pinpad, press the **,#\* .** key;
- Arrow down to **CONFIGURATION** and press the **0** button;
- Select **ETHERNET CFG** and press the **0** button;
- Select **TERMINAL SETUP** and press the **0** button;
- Select **TERMINAL TYPE** and press the **0** button;
- Select **STATIC** and press the **0** button;
- Press the **X** button to exit.

## Set Terminal Address

- On the pinpad, press the **,#\* .** key;
- Arrow down to **CONFIGURATION** and press the **0** button;
- Select **ETHERNET CFG** and press the **0** button;
- Select **TERMINAL SETUP** and press the **0** button;
- Select **TERMINAL ADDRESS** and press the **0** button;
- Enter the IP address that the pinpad will be using followed by the **0** button – press **0** and then the **,#\* .** key for a . (period). For example, if the IP address is 198.1.0.102 you would type **1920 ,#\* . 10 ,#\* . 00 ,#\* . 102** followed by the **0** button;
- Note: This should match with the configuration file from Aralco;
- Press the **X** button to exit.

## Set the Mask ID

- On the pinpad, press the **,#\* .** key;
- Arrow down to **CONFIGURATION** and press the **0** button;
- Select **ETHERNET CFG** and press the **0** button;
- Select **TERMINAL SETUP** and press the **0** button;
- Select **MASK ID** and press the **0** button;
- Enter the subnet mask (usually 255.255.255.0) followed by the **0** button – press **0** and then the **,#\* .** key for a . (period).;
- Press the **X** button to exit.

## Set the Gateway

- On the pinpad, press the **,#\* .** key;
- Arrow down to **CONFIGURATION** and press the **0** button;
- Select **ETHERNET CFG** and press the **0** button;
- Select **TERMINAL SETUP** and press the **0** button;
- Select **GATEWAY** and press the **0** button;
- Enter the gateway's IP address followed by the **0** button – press **0** and then the **,#\* .** key for a . (period);
- Press the **X** button to exit.

## Set the DNS

- On the pinpad, press the **,#\* .** key;
- Arrow down to **CONFIGURATION** and press the **0** button;
- Select **ETHERNET CFG** and press the **0** button;
- Select **DNS SETUP** and press the **0** button;
- Select **PRIM ADDRESS** and press the **0** button;

- Enter the primary DNS IP address followed by the  button – press **0** and then the .
- Select **SEC ADDRESS** and press the  button;
- Enter the secondary DNS IP address followed by the  button – press **0** and then the .
- Press the  button to exit.

### Change Connection Timeout

- On the pinpad, press the  key;
- Arrow down to **CONFIGURATION** and press the  button;
- Select **ETHERNET CFG** and press the  button;
- Select **CONNECT T-OUT** and press the  button;
- This should already default to 20, which is fine. If you want something else, enter the connection timeout in seconds followed by the  button;
- Press the  button to exit.

### Change to Semi-Integrated mode

- On the pinpad, press the  key;
- Press  key a second time;
- Enter **53** followed by the  button for the for the admin code;
- You may be prompted to swipe admin card;
- Select **RCPTS AT ECR** followed by the  button;
- Press the  button to exit.

### Check Semi COMM CFG

- On the pinpad, press the  key;
- Arrow down to **CONFIGURATION** and press the  button;
- Arrow down to **SEMI COMM CFG** and press the  button;
- Arrow down to **ETHERNET** and press the  button;
- Press the  button to exit.

### Check Port Number

Note: This should normally be set to 1.

- Arrow down to **CONFIGURATION** and press the  button;
- Select **ETHERNET CFG** and press the  button;
- Select **TERMINAL SETUP** and press the  button;
- Select **PORT NUMBER** and press the  button;
- Set to **1** and press the  button - this should match with the configuration file from Aralco;
- Press the  button to exit.

### Initialization

- On the pinpad, press the  key;
- Arrow down to **CONFIGURATION** and press the  button;
- Select **INITIALIZATION** and press the  button;
- You will be prompted to swipe the admin card;
- Enter your Merchant ID (this was included with your **Welcome e-mail** from Moneris - call Moneris if you do not have this information);
- Phone number can be left blank by pressing the  button.
- Press the  button to exit.

## Support Tools

### Login / Logout

- CT250 does not require initialization from the Aralco POS;
- To login / logout of the Moneris pinpad:
  - o On the pinpad, press the **,#\* .** key;
  - o Select **ADMIN** followed by the **○** button;
  - o Select either **LOGIN** or **LOGOUT** followed by the **○** button;
- You will need your admin card to proceed.

### To view all pinpad settings

Run the configuration report:

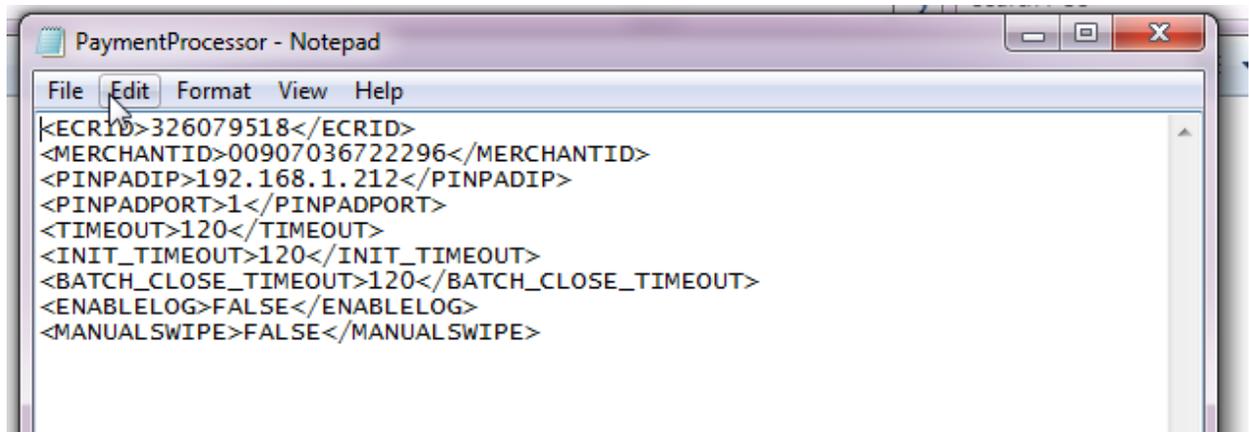
- On the pinpad, press the **,#\* .** key;
- Arrow down to **REPORTS** and press the **○** button;
- Select **CONFIG LIST** and press the **○** button;
- Press **YES** or **NO** to include the preprogrammed trailer messages, and press the **○** button;
- Make sure you have lots of paper in the pinpad as this prints out a whole lot of information!
- Press the **X** button to exit.

## Aralco POS settings

### Install or Update Moneris processing software

This setup needs to be repeated on each POS register.

- (VX810 Update only) IMPORTANT: If you are updating from the VX810 pinpad to the iCT250 pinpad, rename the PaymentProcessor.cfg file located in \Aralco\POS\ to PaymentProcessorVX810.cfg;
- (i3070 or VX810 Update only) Uninstall any previous versions of the Moneris payment processing software and/or drivers;
- Install the Aralco's new Moneris Payment Processing software;
- Using Notepad, edit the new **PaymentProcessor.cfg** file to reflect your settings for ECRID (*leave this as <ECRID></ECRID> if an ECR number is not provided*), MERCHANTID, PINPADIP (IP address), PINPADPORT (should be 1), etc. See the example below:



```
PaymentProcessor - Notepad
File Edit Format View Help
<ECRID>326079518</ECRID>
<MERCHANTID>00907036722296</MERCHANTID>
<PINPADIP>192.168.1.212</PINPADIP>
<PINPADPORT>1</PINPADPORT>
<TIMEOUT>120</TIMEOUT>
<INIT_TIMEOUT>120</INIT_TIMEOUT>
<BATCH_CLOSE_TIMEOUT>120</BATCH_CLOSE_TIMEOUT>
<ENABLELOG>FALSE</ENABLELOG>
<MANUAL SWIPE>FALSE</MANUAL SWIPE>
```

## Change PINPAD

- In Aralco POS select **Setup » Software Options » Settings**;
- Enter a user login/password with privileges to enter this area;
- Expand **Bank Authorization**;
- Select **Card Type**;
- Set to **CT250**;

## Payment Methods

Each payment method that is being authorized through the pinpad needs to be setup. If all POS registers use the same setting, use Method A, if you have POS registers that are different and you **don't want** the settings to be set on all registers use Method B.

### Method A

- In Aralco Back Office select **POS » Tender Key Setup**;
- Enter a user login/password with privileges to enter this area;
- For each credit card and debit card that requires authorization through the pinpad the following fields should be selected:
  - o Credit/debit card
  - o Authorization

### Method B

- In Aralco POS select **Setup » Software Options » Tender Key Setup**;
- Enter a user login/password with privileges to enter this area;
- For each credit card and debit card that requires authorization through the pinpad the following fields should be select:
  - o Credit/debit card
  - o Authorization

## License

- Customer must have a license for Card Authorization.