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# **Table of contents**

Introduction	
Getting Started	. 4
System requirements	. 4
Getting help	. 5
Configure Retail Account	. 6
EMV Server	. 7
Hardware Install	16
Ingenico iSC250	17
VX805	19

## Introduction

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#### Welcome

This instruction manual will help you enable chip reader functionality with RTS. First, you will need to update your account information in RTS. This can be found in the Configure Retail Account section. Next, you will install the EMV Server, also executed on your server computer. Instructions are located in the EMV Server Install section.

Your hardware will also need to be updated. Please see the appropriate hardware instructions to update your card readers.

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## **Getting Started**

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### System requirements

Please contact Vantiv/Mercury Payment Systems for your Deployment ID number and to confirm your account is configured for credit card transactions only. RTS does not handle debit transactions.

To complete the instructions you will need the following:

1) Ingenico or VeriFone card readers installed on your workstations

2) Deployment ID supplied by MPS/Vantiv

3) All stations and deposit closed for the day. You can verify your stations are closed by navigating to reports - stations - Open and Reports - Stations - Closed. If any stations, including Internet Ticking, are open, please close the stations and your deposit accordingly. Once you have verified your stations have closed, you may proceed with the installation.

4) Activation of chip readers can only occur when sales are not taking place. RTS recommends either completing these steps before opening for the day or after closing out to permit for the appropriate amount of time.

## Getting help

If you require any assistance, please contact RTS Technical Support during standard business hours Monday through Friday.



Ready Theatre Systems

(865) 212-9703 Ext.120

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## **Configure Retail Account**

\*\* As mentioned on System Requirements, it is essential to make sure **all stations and the deposit are closed prior to initializing chip functionality**. To check, navigate to reports - stations open. You may also check Reports - Stations - Close. If any Stations or Internet Ticketing is open, please close the stations and deposit accordingly.

1) Navigate to Setup - Credit Cards on the **RTS Server**. To confirm you are on the server computer, navigate to Help - About and verify the window displays "Server" and not "Workstation." Server will also display at the top of your RTS window.



2) Select "Retail"

3) Enter the RTS password logged into the system with the appropriate privileges.

4) RTS will then prompt for your secure user name and password. The secure user name and password was previously used when closing out your deposit at the end of the night. If you do not have records of your secure login credentials, please contact your theatre administrator. If you are not able to locate your secure user name and password, please contact RTS technical support during standard business hours Monday through Friday to reset credit cards.

5) Change the Merchant ID number provided by MPS/Vantiv. Please make note of the precious Merchant ID number in case the ID needs to be set back to previous data. Press save.

6) Enter RTS password followed by secure user name and password. If passwords are entered incorrectly, please repeat the above steps.

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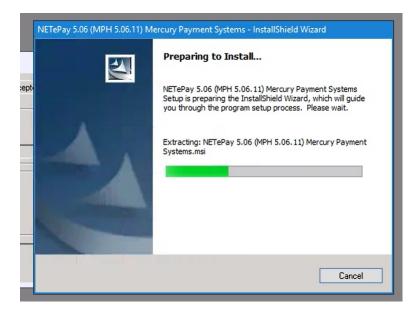
#### **EMV Server**

1) Navigate to Setup - Credit Card **on the RTS Server**. To confirm you are on the server computer, navigate to Help - About and verify the window displays "Server" and not "Workstation." Server will also display at the top of your RTS window.

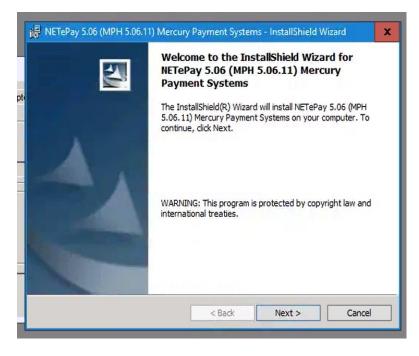
- 2) Select the EMV Server Tab
- 3) Make sure that RTS Server is Marked
- 4) Click Download

🖳 Setup Credit Cards	×
Account EMV Server Accepted Cards Sig	nature PCI Third Party
Transaction Server Rts Server DIP Address EMV Server Not installed	Download Start
Save	Cancel

5) After the program downloads, it will begin the installation program as pictured below.



#### 6) Click Next



7) Change the agreement to "I accept" and click Next.

i	NETePay 5.06 (MPH 5.06.11) Mercury Payment Systems - InstallShield Wizard	x
	License Agreement Please read the following license agreement carefully.	P
	Datacap Systems, Inc.	Â
	End User License Agreement	
	PLEASE READ THIS SOFTWARE LICENSE AGREEMENT ("LICENSE") CAREFULLY BEFORE USING THIS SOFTWARE. BY USING THIS SOFTWARE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS LICENSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE RETURN THE DATACAP SOFTWARE TO THE PLACE WHERE	~
	I accept the terms in the license agreement	
Т	O I do not accept the terms in the license agreement	
1	< Back Next Cancel	

8) Leave the information as provided and click next.

	🖟 NETePay 5.06 (MPH 5.06.11) Mercury Payment Systems - InstallShield Wizard 🛛 🗙	
	Customer Information Please enter your information.	
pt	User Name: VillageServer	
_	Organization: Windows User	
-	InstallShield	
	< Back Next Cancel	

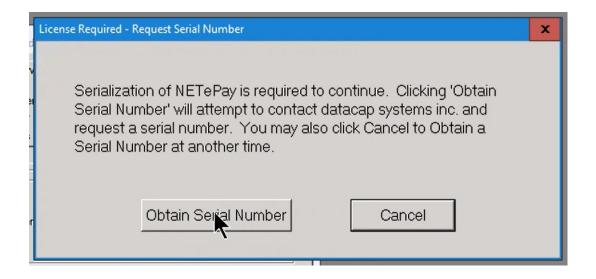
9) Click Install

	i RETePay 5.06 (MPH 5.06.11) Mercury Payment Systems - InstallShield Wizard
	Ready to Install the Program The wizard is ready to begin installation.
t	If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard. Current Settings:
	Setup Type:
	Destination Folder: C:\Program Files (x86)\Datacap Systems\NETePay\
	User Information: Name: VillageServer Company: Windows User
	InstallShield Cancel

#### 10) Click Finish

	i 💭 NETePay 5.06 (MPH 5.06.11) Mercury Payment Systems - InstallShield Wizard	x
	InstallShield Wizard Completed	
t	The InstallShield Wizard has successfully installed NETePay 5.06 (MPH 5.06.11) Mercury Payment Systems. Click Finish to exit the wizard.	
	< Back Finish Cancel	

- 6) Restart computer when prompted.
- 7) After computer has restarted, return to the EMV Server tab by navigating to Setup Credit Cards
- 8) Press Start
- 9) A message will prompt. Select "Obtain Serial Number"



10) The application will then locate the serial number. The program will then open.

Fi	👷 NETePay (Mercury Payment Systems) OFFLINE OFFLINE 📃 🗖 🗙
g	File Setup Help
1	[3] ?
E AND	Dial / Internet Traffic
-	
	DSIMercury/P_Dial X
	DSIMercury/P_Dial
	Configuration not Set! - Use Setup   Merchant Parameters
<	
1	
	Ready NUM //

11) Navigate to Setup - Setup Information

2	NETePay	(Mercury Payment Systems)	OFFLINE	OFFLINE
File	Setup	Help		
9	S	etup Information		
Dia	/ Interne	Traffic		

12) The Setup Merchant Parameters Window will prompt. Select "Load New Parameters"

Vehicle Tag Service     Original     Or
Listen on Port (s)
C Both (9000/9100)
Credit/Debit (9000)
C PrePaid/Gift (9100)
CVM Support
C All
C Signature
C None
8778471343
gits Duplicate Handling on DIAL
Host Dupe Check (Legacy)
gite Duplicate Handling on DIAL Host Dupe Check (Legacy)
econds.
Lane Setup

13) You will see the following message. Click Yes

Transport		isten on Port (s)	
IP Only		🖲 Both (9000/9100)	
C IP with DIAL Back	kup	C Credit/Debit (9000)	
SIMercuryIP_Dial			
- not found for	this Serial Number		
Attempt Activa	ation?	Yes No	
		Yes No Authorization Phone Number	
i com	ial Prefix Mercur		
i com	tial Prefix Mercuri 18778	Authorization Phone Number	

#### 14) Select "I have my Deployment ID"

C IP with DIA	L Backup 🔹 🚺 Credit/Debit (3000)	
Collect Mer	rchant Information X	
	I Have My Deployment ID	
-	I Do NOT Have My Deployment ID	
}a		
n Port	Dial Prefix Mercury Authorization Phone Number	_

#### 15) Enter Deployment ID number supplied by Vantiv/MPS

 E to De la contra de la		>
Enter Deployment ID	×	
Deployment ID		
OK Cancel		
UK Lancel		

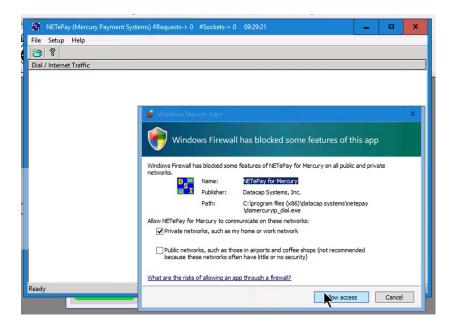
16) After you have entered your deployment ID, a screen will appear verifying your information. Upon verification, please select "Yes, this is the Correct Merchant"

Retail	Merchant Category     Vehicle Tag Service       Retail <ul> <li></li></ul>		ice
Transport © IP Only © IP with DIAL Bar © DIAL Only	skup	Listen on Pott (s)	3000)
EMV Support	Attempting Activation	via PSCS	/ Support
Dial Backup Information Comm Port		cury Authorization Phone 778471343	Number
Assigned BIN (6) Digi			
IP Connection Information		onds.	Mercury /Server Password

17) After activation you will see the following prompt. Select "Ok"

C DIAL Option DSIMercuryIP_Dial	C. PrePaid/Gift (9100)
Parameters Success Some Changes ma	sfully Loaded y not take effect until you 'OK' the Setup Screen.
7	ОК

18) Click Ok Again. On the Windows Firewall screen please select "Allow Access"



19) Exit the setup. Click Save on the Credit Card Setup window.

🖳 Setup Credit Cards	= <b>-</b> ×
Account EMV Server Accepted Cards Si	ignature PCI Third Party 🚺 🕨
Transaction Server Rts Server IP Address EMV Server The EMV server is already installed	Download Start
Save	Cancel

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## Hardware Install

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## Ingenico iSC250

- 1) Navigate to Setup Local Computer
- 2) Select the Card Reader Tab

🖳 Local Compu	.ter Setup	×
Connections De	evice Options Other Kiosk Scale Reserved Tickets Drivers Pickup Card Reader BarCode	
Card Reader	None or Keyboard Wedge 🔹 9600 💌	
Ingenic	Card Reader 20 1SC250 Test Setup EMV F sable signature on card reader Vantiv Field	
Do For	Reader Not Change Keyboard Light rce Caps Off sable NCR Drivers	
	Save	Control Panel Printers

3) Change your EMV reader to the appropriate device with EMV

🖳 Local Computer Setup	83
Connections Device Options Other Kiosk Scale Reserved Tickets Drivers Pickup Card Reader BarCode	1
Card Reader None or Keyboard Wedge 💽 9600 💌	
Secure Card Reader Ingenico ISC250 EMV Test Setup EMV Reader Disable signature on card reader Vantiv Field Loader	
Card Reader Do Not Change Keyboard Light Force Caps Off Disable NCR Drivers	
Save Close Control Panel Prin	nters

4) For Ingenicos, Click "Vantiv Field Loader"

http://ww	vw.readyticket.n 5,754,416	et/Download/Mp/DatacapVantiv Bytes Received 63,292 Time Remaining 00:00:37			
		Cancel			
	🔡 Local Compu	iter Setup			×
	Connections D	evice Options   Other   Kiosk   Sca	ale   Reserved Tickets   Drivers   Picku	P Card Reader BarCode	
	Card Reader	None or Keyboard Wedge	▼ 9600	T	
				Test Card Reader	
	-Secure (	Card Reader			
	Ingenio	co ISC250 EMV ▼	Test	Setup EMV Re	eader
		sable signature on card reader	1 m 1	and the second second	
		5		Vantiv Field L	order
	Do Fo	Reader I Not Change Keyboard Light Irce Caps Off sable NCR Drivers			
		Save	Close	_	Control Panel Printers

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### **VX805**

- 1) Navigate to Setup Local Computer. Choose the Card Reader Tab.
- 2) Change your card reader type to VeriFone Xx805 EMV

🔜 Local Computer Setup	×
Connections Device Options Other Kiosk Scale Reserved Tickets Drivers Pickup Card Reader BarCode	
Card Reader None or Keyboard Wedge 9600 Test Card Reader	
Secure Card Reader VeriFone Vx805 VeriFone Vx805 VeriFone Vx805 VeriFone Vx805 VeriFone Vx805 Env Ingenico ISC250 Ingenico ISC250 Env Card Reader Do Not Change Keyboard Light Force Caps Off	
Save Close Control Panel Printers	

3) Click Init EMV Reader

🔜 Local Computer Setup	×
Connections Device Options Other Kiosk Scale Reserved Tickets Drivers Pickup Card Reader BarCode Card Reader None or Keyboard Wedge	
Test Card Reader	
Secure Card Reader           VeriFone Vx805 EMV         Test         Init EMV Reader           Disable signature on card reader         Vantiv Field Loader	
Card Reader Do Not Change Keyboard Light Force Caps Off Disable NCR Drivers	
Save Close Control Panel Printers	,

4) You will see the follow message if successfully initialized.

	▼ 9600 RTS POS ×	Test 0
<u> </u>	Working	
	ОК	

5) Please repeat the above steps on each terminal with a VeriFone card reader

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