

# Preparing for Your New Point of Sale Devices

# **1.UPDATING POINT OF SALE CONTROLLER (POSC)** Software

In order to take advantage of your new ingenico Move 5000 Devices, you must update POSC software on each computer with which the Move 5000 will be utilized in taking card payments.

The supported POSC version for the Move 5000 will be 1.13.2 or greater

Information on installing/upgrading, and downloading the version of POSC needed is located within the <u>TouchNet Client Community</u>

If utilizing the Validated Point to Point Encryption (VP2PE) via our partnership with BlueFin, you must also complete Steps 2 and 3.

### **2.**Receiving and Inspecting Your Shipment

NOTE: When you receive your device in the mail, it will not work until the following steps are taken.

NOTE: You must check in your device as soon as you receive it, but keep it in the tamper bag until you are ready to begin using it.

1) On your home screen of the <u>P2PE Device Portal</u>, there will be a notification that there is an open shipment

2) Navigate to the "Shipments" tab

3) Click on the view button on the left side of the shipment you would like to receive

tou	slobal Payments Company	hboard Devices	Shipments Attestations		
In-co	oming Shipments				
25	✓ entries on page			Searc	h:
	<b>♦</b> Client	¢ Carrier	Tracking	🔻 Date Shipped	Date Received
۲	for symplectic data and set of the set of	FedEx	101001-00110	12/10/2019 5:28 PM	12/11/2019 10:04 AM
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#### 4) Click on the "Receive" button next to the device

touchnet®	Dashboard	Devices	Shipments						
Shipment details									
Devices can be received	individually or usi	ng the batch	receive option.						
Shipment			Devices						
Client:	Endpointer Par Streetily	-	Serial Number	4 Alternate Key	Device Name	e ∲ Tampe Label	r	Received	Received
Tracking:			21469176	18101PP214691	76	<< not received	>> In Trans	it	Receive
Carrier: Shipment Type:	FedEX KIF Shipment		21469320	18101PP214693	20	<< not received	In Trans	it	Receive
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Date Receiveu.			21469817	18101PP214698	17	<< not received	In Trans	it	Receive

5) Open the box but do not open the tamper bag. Your P2PE hardware will be wrapped in a tamper evident bag with a numbered tamper seal on the closure. You will need information from both the hardware unit and tamper seal. (Do not remove hardware from the tamper evident bag before you are ready to complete the receiving and inspection steps. Do not throw away the tamper evident bag and tamper seals.)





6) Look through the bag and find the serial number and tamper label from the outside of the bag, enter them here and click "OK."

Rep	orts Order Equipment	Deploy Equipment	Opt Out	Documentation	Contact S
	Receiving devi	ce 1111***23			
I	6				- 1
	Serial number or Alte	rnate key ^			
	11115823				<u> </u>
	Tamper label				
	BF12345				✓
				ОКС	ancel

Once complete, the device state will change from "InTransit" to Stored. You **MUST** complete this step for each device received.

Shipment details								
Shipment		Devices						
Tracking: Carrier:	FedEx	Serial Number	*	Alternate Key 🍦	Device Name 🍦	Tamper Label 🍦	Device State	Received Date
Shipment Type:	KIF Shipment	11115823			SREDKEY	BF12345	Stored	05/27/2016 8:36 AM
Ship Date:	05/27/2016 12:00 AM	11115824			SREDKEY	BF12345	Stored	05/27/2016 8:37 AM
Date Received:	05/27/2016 8:37 AM							



## **3.ACTIVATING YOUR NEW DEVICE**

1) Navigate to the "Devices" tab

2) Locate the device that you would like to activate and click on the pencil icon on the left

tou A Gia	chnet <sup>®</sup>		Devices							
Devic	es									
25	✓ entries on page									Search:
	A Serial Number	Alternat	te Key	<b>♦ Name</b>	Device Type	Device Sta	te 🍦 🤆	Client Name	Location Name	Activation Date
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1	240428	10.0277	1000		ICMP 122	Stored	1	ottentacilitate Genetity Policettes	Main Campus	03/25/2021 3:25 PM

3) Update the Device State to 'Activating' and Save

#### De tice State \*

Current State: Stored	Activating					
Device Type *	<< Change Device State >> Damaged Retired					
ISC Touch 250	Tampered Malfunctioning					
Client	Lost RMA Pin Pad					
California Diamonto da com	Activating					

4) Your Device is now ready to begin processing cards.

5) For your iCMP and/or iSC250 devices, once new devices are in place you should update the status to Retired and store in a safe location. This will keep the devices from unauthorized utilization.

Device State *							
Current State: Activated	<< Change Device State >>						
Device Type *	<< Change Device State >> Damaged						
ISC Touch 250	Retired Tampered						
Client	Lost RMA Stored						
10449-02409-0	Pin Pad						