

Card Present - Credit Card Terminal Setup

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For scale houses that support credit card processing, this documentation outlines the external hardware Navusoft is compatible with, along with the configuration settings required within Navusoft to successfully process transactions.



Credit Card Terminal Setup requires additional configuration and system resources. **Before proceeding, please submit a Request Ticket to Support.**

External Hardware

A compatible credit card terminal must be ordered through Fiserv. The required model is the Lane/7000.



Division Setup Requirements

Setup for a credit card terminal is configured at the Division-level from the **Credit Card / ACH Processing** tab. Review the settings below for a successful terminal setup.

The screenshot shows the 'DIVISION SETUP' interface with a modal window for 'Credit Card / ACH Processing'. The modal has two main sections: 'Card Not Present' and 'Card Present'. The 'Card Present' section is highlighted in yellow and contains the following fields:

- PROCESSOR: CardPointe
- MERCHANT ID: 122345
- WAIT FOR TERMINAL TIMEOUT (SEC): [Dropdown]
- ENABLE NON-INTEGRATED CREDIT CARD TERMINAL: Yes
- ENABLE PIN-BASED DEBIT: Yes
- ENABLE CARD-NOT-PRESENT ON SCALE: Yes
- ENABLE CC NUMBER ENTRY ON TERMINAL: Yes
- ENABLE POSTAL CODE PROMPT: No
- REQUIRE SIGNATURE: No
- MIN. AMOUNT DUE FOR SIGNATURE REQUIRED: 0.00

Field Descriptions

Review each of the fields outlined below for **Card Present**. Not all fields are required.

Field	Description
Processor	The credit card processing provider used for terminal transactions.
Merchant ID	A unique identifier provided by CardPointe that links transactions from this terminal to your merchant account. Enter the Merchant ID exactly as issued to ensure successful processing and settlement of payments.
Wait for Terminal Timeout (Sec)	Specifies how long the system will wait for a response from the credit card terminal before timing out. If the terminal does not respond within the defined number of seconds, the transaction will be canceled and may need to be retried.
Enable Non-Integrated Credit Card Terminal	When enabled, allows users to record credit card payments that are processed outside of the system (e.g., standalone terminal). This option is useful when the terminal is not directly integrated, but payments still need to be tracked within Navusoft.
Enable PIN-Based Debit	When enabled, allows the terminal to accept PIN-based debit card transactions. This requires that your CardPointe account and terminal are configured to support debit processing.
Enable Card-Not-Present on Scale	Allows users to manually key CC information when accepting payment in the scale ticket payment tab details. <i>Not advised to maintain PCI compliance.</i>
Enable CC Number Entry on Terminal	When enabled, allows users to manually enter a credit card number directly on the physical terminal instead of swiping, dipping, or tapping the card. This is typically used when a card cannot be read by the terminal. <i>Not advised to maintain PCI compliance.</i>

Enable Postal Code Prompt	Prompts the card holder to enter the zip code associated with the card.
Require Signature	Displays a signature screen and requires a signature capture from the card holder, which can be further enforced with a minimum transaction amount.
Min. Amount Due for Signature Required	Option to require signature capture for transactions at or above the minimum amount defined here.

Card Present Setup Process

1. From the Processor drop down, select **CardPointe** and enter the **Merchant ID** in the Merchant ID field.
 2. Enable **Non-Integrated Credit Card Terminal** from the Yes/No drop down options.
 - Allows menu selection to use external/non-integrated CC terminal.
 - Once CC terminal setup is completed and accepting payments it is recommended to disable.
 3. **Enable pin-based debit.**
 - Allows accepting of a debit card and user entered PIN.
 4. **Enable Card Not Present on Scale**
 - Allows users to manually key CC info when accepting payment in the scale ticket payment table details.
 - Not advised to maintain PCI compliance.
 5. **Enable CC Number Entry on Terminal**
 - Not advised to maintain PCI compliance.
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