



Instructions for Theatre NS Pinpad Device

Items on Loan: PinPad, USB Cable

Required for use: Microsoft computer with internet access, Internet Explorer or Mozilla Firefox browsers, **updated** Java Platform (www.java.com)

***Allow sufficient time to install and test. TNS recommends set-up at least 24 hours in advance.**

Installation Process:

1. Go to <https://esqa.moneris.com/connect/en/download/drivers/index.html> and download the file *7800NativeUSBDriver.zip* (may appear as “Moneris 7800 (3070) PINpad Native USB Driver”)
2. Unzip the file and run the executable (CP210xVCPIInstaller.exe) so that the driver is installed to your computer
3. Connect Pinpad to computer with the USB cable—the Pinpad should power on, go through several authentication screens, and then show “welcome/bonjour” on the screen.
4. Open Firefox or Internet explorer and go to www.esselectplus.ca
5. Click the “Log In” button which will open another page and prompt you to fill in the log-in information.

Username: _____

Contact Name: _____

Store ID: _____

Password: _____

**When you are finished with the device,
don't forget to LOG OUT**



6. **Activate Pinpad device:** click on “Terminal” and then “chip initialization”. If this is the first time you are using the pinpad device on the computer, the chip initialization process may prompt you to restart our browser. **If prompted, restart the browser and go through initialization process again. Repeat this step until screen shows “Initialization complete.”** Transactions may now be processed.

Purchases:

1. Click on “Terminal” and then “purchase”.
2. **Do NOT use the “Cash” option for purchases**
3. **Debit/Credit Card Purchases:** select “Debit/Credit Card – Pinpad” under payment method.
 - a. **Do NOT** type anything in “Order ID”
 - b. **DO** enter the customer’s name under “Customer ID” (additional details on the type of purchase may be added—eg. “Toby Belch – Donation for Macbeth Theatre”)
 - c. Enter payment amount, including decimals for cents
 - d. Select “Card Swipe” to swipe cards or use chip, Select “Keyed” for **manual entry of credit card numbers. Keyed entry is less secure and incurs a higher transaction fee.**
 - e. Click “Process Transaction”
4. After a purchase has been successfully processed, you will have the option to print a receipt. If no printer is available, the “email” option may be selected to send the receipt.
5. For another transaction, press “purchase” again and repeat the process.

Technical Difficulties:

If you are having any difficulties with the software or processing transactions, you may call the Moneris Merchant Contact Center at **1-866-319-7450**. Make sure to use the contact name. Quote “Theatre Nova Scotia” as the store/organisation name, our address, and our Moneris Merchant ID if prompted.

Moneris Merchant ID #: 0030206712392

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