

# PIC Middleware and Elavon ICT 250 Setup Guide

## PIC Middleware Configuration

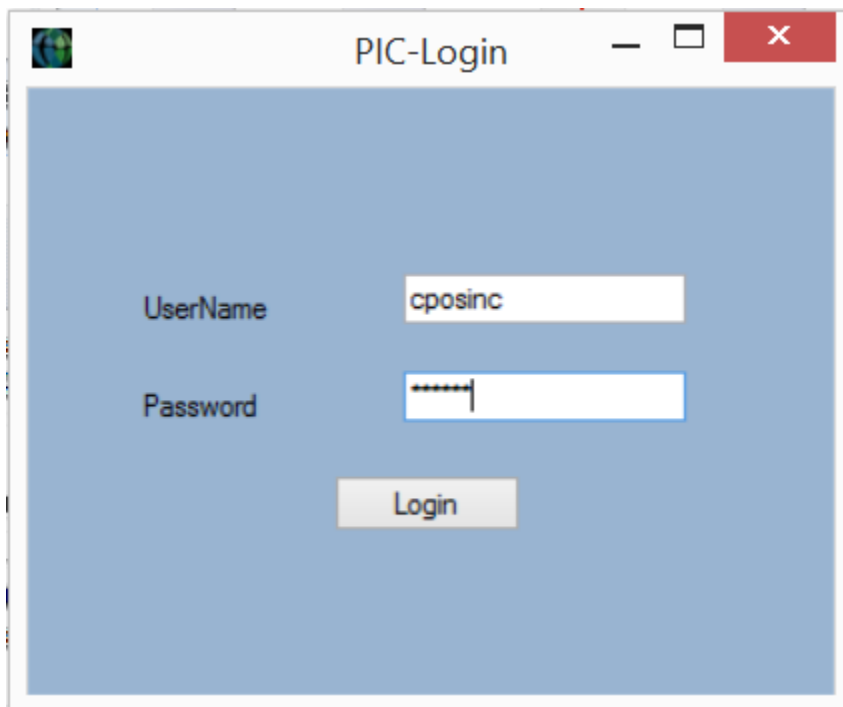
### **Step 1:**

Download and run **PIC Windows V1.0.1.exe** from the link sent to the customers' email from PIC Middleware. PIC Software will automatically create a desktop shortcut as show below.



### **Step 2:**

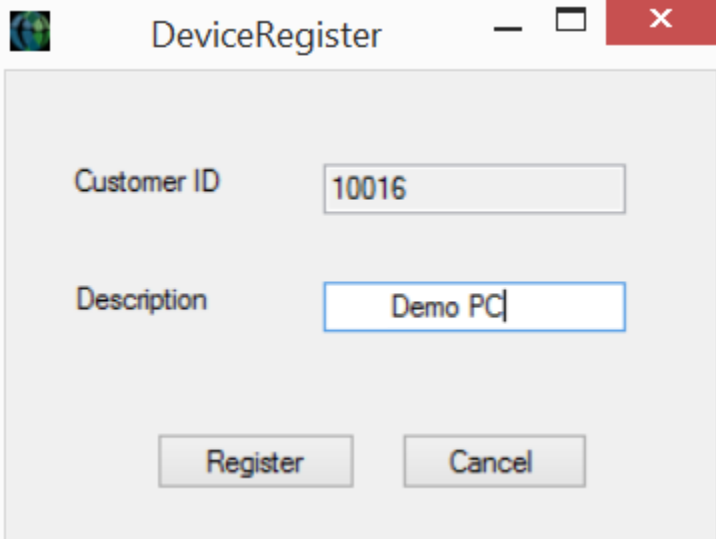
Double click on the PIC icon and then enter the username and password provided to the customer from PIC Middleware and click login. (Username, Password and the PIC Software link is sent to the customers' email during sign up). See picture below.



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### **Step 3:**

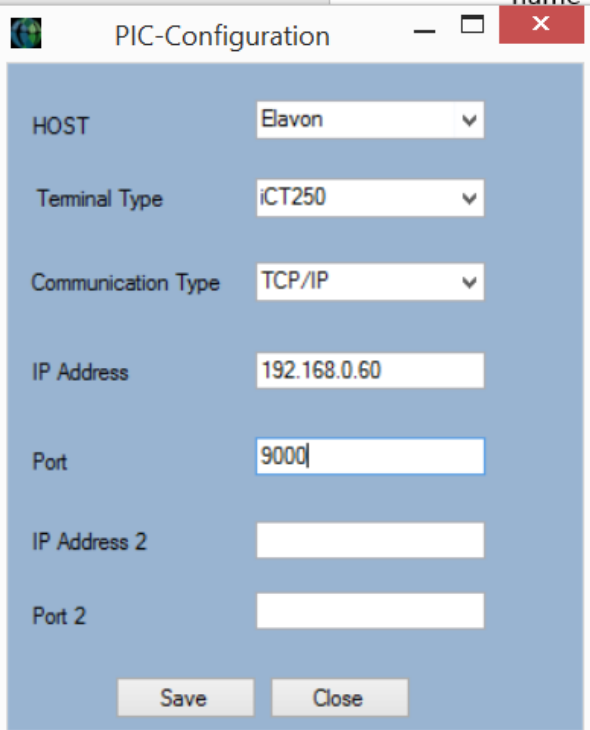
First time login will require the user to register the device. Enter the computer name or location name in the description field and click register. (See picture below)



The screenshot shows a window titled "DeviceRegister". It has a standard Windows title bar with a globe icon, a minimize button, a maximize button, and a close button. The main content area contains two text input fields. The first is labeled "Customer ID" and contains the text "10016". The second is labeled "Description" and contains the text "Demo PC". Below these fields are two buttons: "Register" and "Cancel".

### **Step 4:**

Once the device is registered successfully, select the HOST as Elavon or Global then type the IP address and Port configured on the ICT 250 terminal. (See picture below)



The screenshot shows a window titled "PIC-Configuration". It has a standard Windows title bar with a globe icon, a minimize button, a maximize button, and a close button. The main content area contains several configuration fields. "HOST" is a dropdown menu with "Elavon" selected. "Terminal Type" is a dropdown menu with "iCT250" selected. "Communication Type" is a dropdown menu with "TCP/IP" selected. "IP Address" is a text input field containing "192.168.0.60". "Port" is a text input field containing "9000". There are also empty text input fields for "IP Address 2" and "Port 2". At the bottom of the window are two buttons: "Save" and "Close".

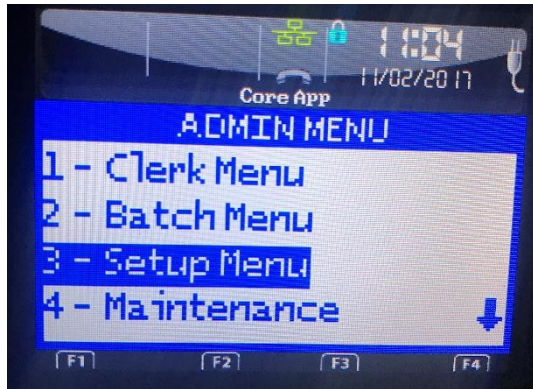
**Ignore ip address 2 and port 2 fields**

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## Elavon ICT 250 Terminal Configuration

### Step 5: Static IP setup on the terminal

Press the pound key (.,#\*) then press 3 for Setup Menu. (Some terminals may need the Admin Password: 1234567F). Follow the screens below to change the terminal IP to a Static IP address.



Screen 1



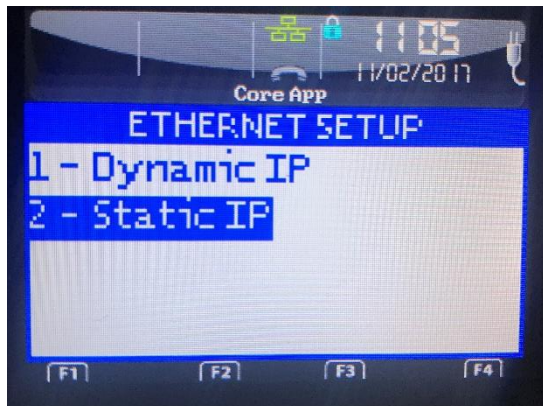
Screen 2



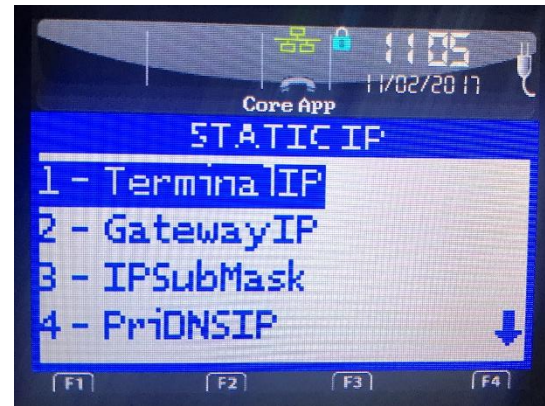
Screen 3



Screen 4



Screen 5



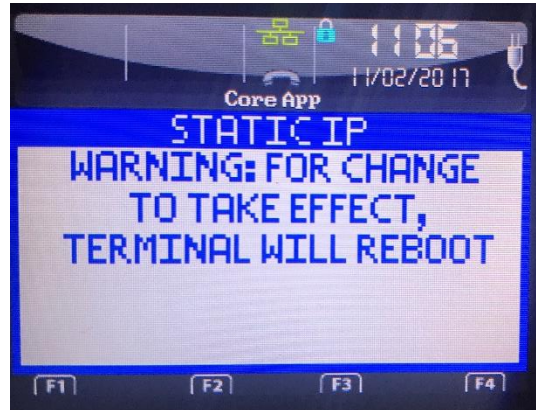
Screen 6



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Screen 7



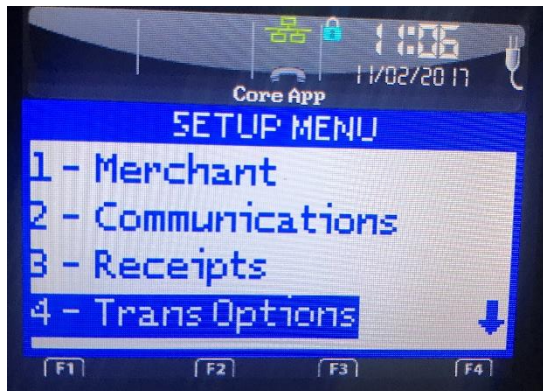
Screen 8

Press the red cancel button until you see the Welcome/Bonjour home screen and the terminal will reboot

### **Step 6: Invoice Number setup on the terminal**

Press the pound key (.,#\*) then press 3 for Setup Menu and then follow the screens below

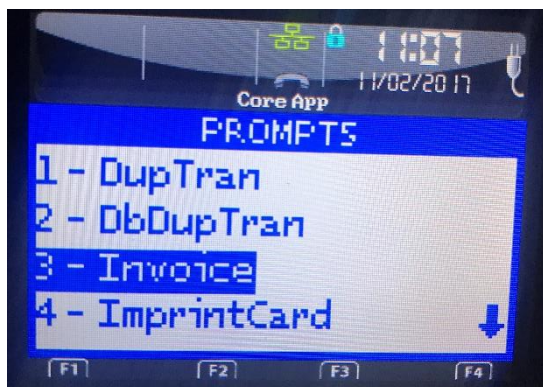
**Some terminals may have the Trans Options as option number 5.**



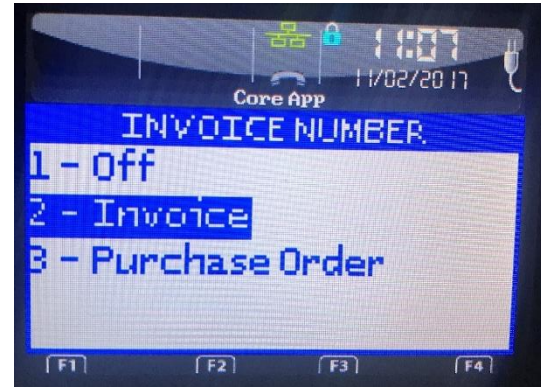
Screen 1



Screen 2



Screen 3



Screen 4

Press the red cancel button until you see the Welcome/Bonjour home screen

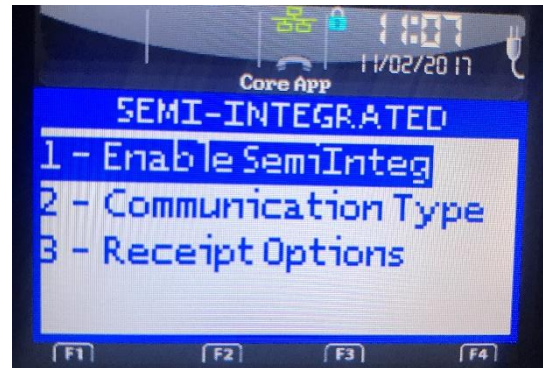
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### Step 7: Semi-Integration setup on the terminal

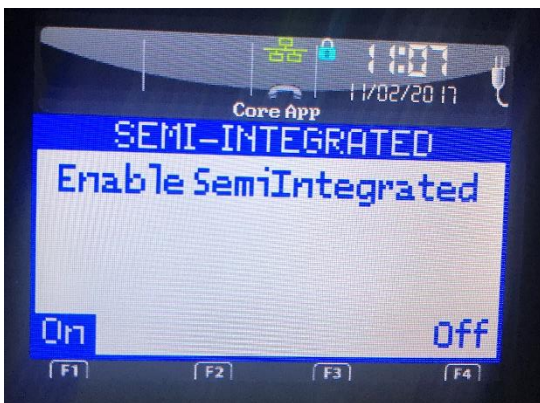
Press the pound key (.,#\*) then press 9 for Misc. Options and follow the screens.



Screen 1



Screen 2



Screen 3

This setup will change the terminal to semi-integration mode and terminal can't be used for key in transactions but will now allow transactions from the POS through PIC Middleware.

**Note: If required, Semi-integration mode should be turned off to perform key in transactions.**



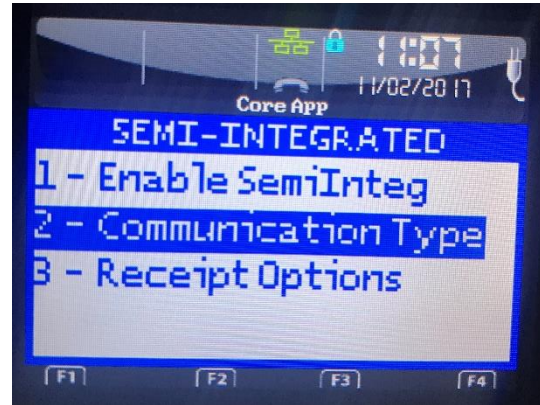
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### Step 8: Communication Type setup for semi-integration mode on the terminal

Press the pound key (.,#\*) then press 9 for Misc. Options and follow the screens below



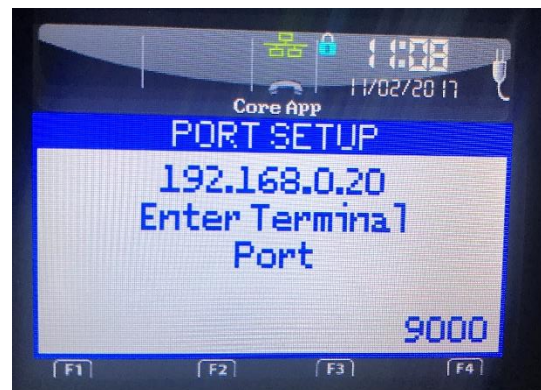
Screen 1



Screen 2



Screen 3



Screen 4

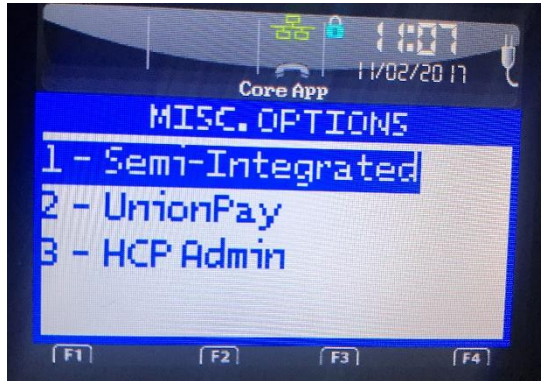
IP address and port number should be the same as in the PIC middleware configuration

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### Step 9: Receipt setup for semi-integration mode on the terminal

(This will stop the receipt from printing on the terminal and will print the receipt on the POS printer)

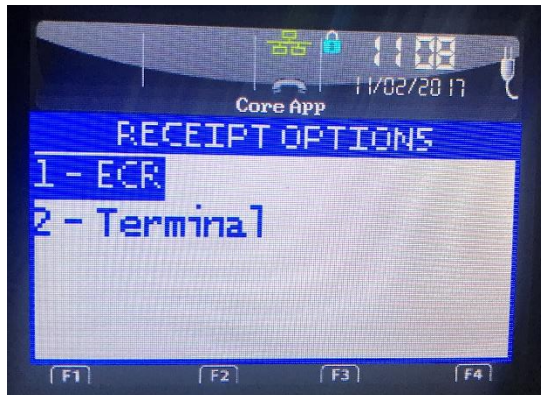
Press the pound key (.,#\*) then press 9 for Misc. Options and follow the screens



Screen 1



Screen 2



Screen 3

Press the red cancel button until you see the Welcome/Bonjour home screen and the terminal is ready for use. Run a test transaction from your POS to confirm the integration.

Note: You may choose to turn receipt printer off on the POS if required.

For further support, contact us Payments Integration at (888) 761-7021 Ext 103