



# FD100 Terminal

## Quick Set-Up Guide (Merchants)



# Thanks for choosing the First Data™ FD100 Terminal.

The FD100 Terminal is one of the fastest, most secure point-of-sale terminals available. Installation is quick and easy. Simply follow the instructions and begin accepting debit and credit card transactions today.

## What's in the box?

- FD100 Terminal
- 3" Paper Roll
- Telephone Cord
- AC Power Supply
  - consists of two pieces

## Additional items from larger box.

- Stickers
  - Visa, MasterCard, etc.
- Reference Materials
- Credit Card Receipts
- Extra 3" Paper Rolls
- Merchant ID Imprinter Plate
  - For manual credit card transactions, please note your unique merchant number is on the plate
  - To reorder paper rolls or receipts, please call your client service line.

## What else will you need?

### If connecting through Cable:

- Router
- Modem
- Ethernet Cable
- Coaxial Cable

### If connecting through DSL:

- Router
- Modem
- Ethernet Cable (2)

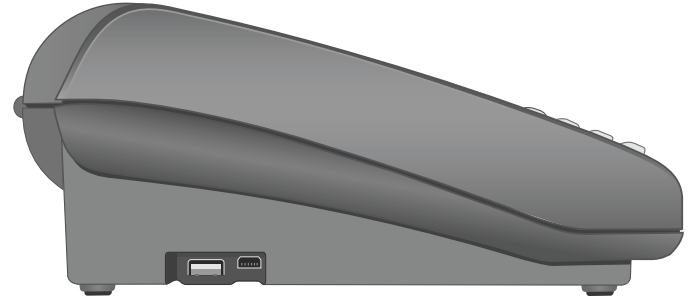
### If connecting through Dial-up:

- Splitter (optional)

## Please Note:

To prevent damage to the FD100 Terminal and connected devices, we strongly recommend using a surge protector or UPS (Uninterruptible Power Supply) with a battery backup and phone/fax protection.

# Getting to know the FD100 Terminal



## Ports for additional peripherals

A third USB port and a mini USB port allow you to connect additional devices, such as the FD10 and/or FD10C, ViVO-pay® 4000, MagTek® MiniMICR, and MagTek® MICRImage.

## Port connections

The ports on the back of the FD100 Terminal enable you to process transactions and add peripherals such as a check reader.

### → Phone (blue)

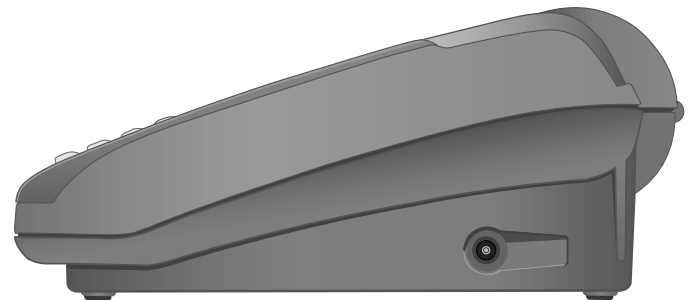
For dial-up transactions using a phone line.

### → USB (gray) and Serial (green)

You may connect additional peripherals to the USB or COM ports, such as the FD10 and/or FD10C, ViVOpay® 4000, MagTek® MiniMICR, and MagTek® MICRImage.

### → Ethernet (yellow)

For Internet transactions using Cable or DSL.



## AC input

To connect your power supply to a wall outlet.

# Let's get started...

Typical set-up time: 15-20 minutes

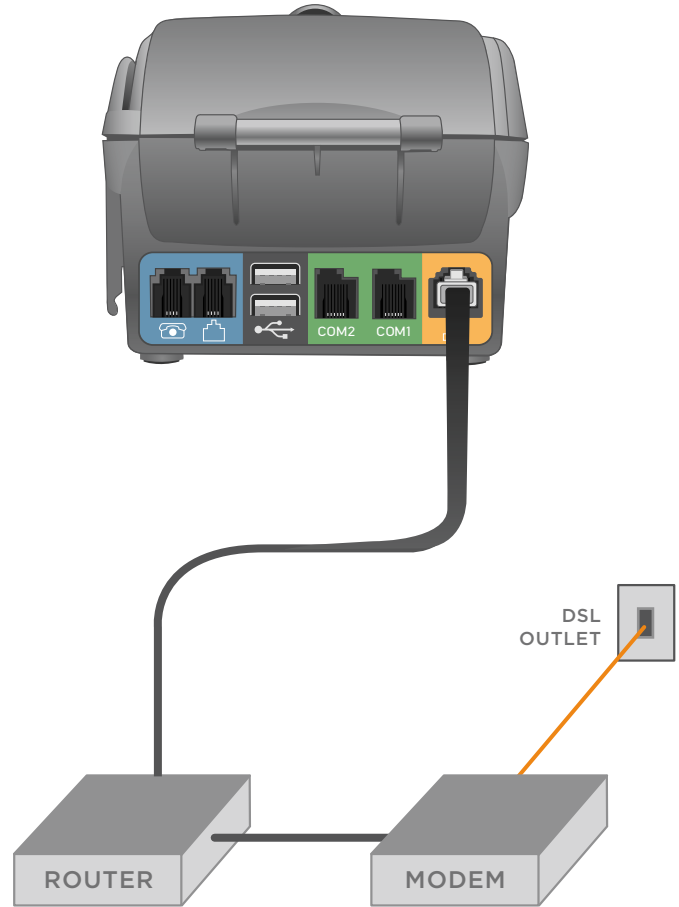
## Where to put the FD100 Terminal

Place the terminal on a desk or tabletop. Avoid areas with direct sunlight or objects that radiate heat, excessive dust, and electrical devices that cause excessive voltage.

## Get connected

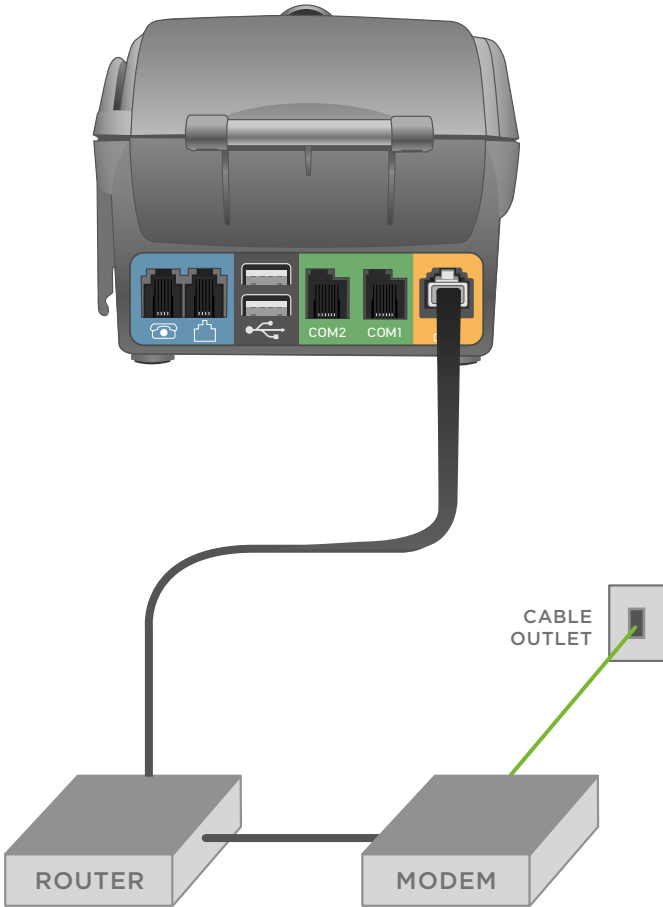
You may choose an IP connection (DSL or Cable) or dial-up through a dedicated phone line. If you choose dial-up, you can use the same line as your fax machine or any other jack not plugged into a phone system or LAN (Local Area Network). You must use a dedicated phone line.

## DSL



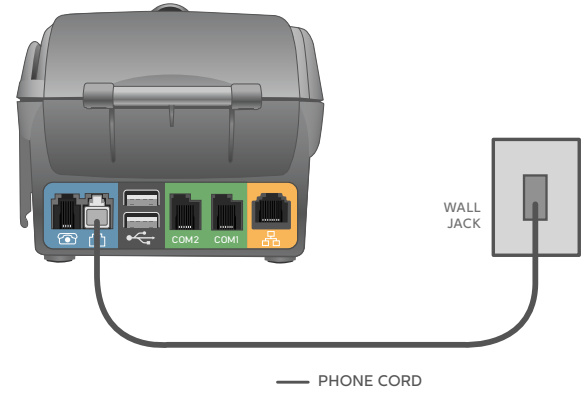
— ETHERNET CABLE  
— PHONE CORD

## Cable

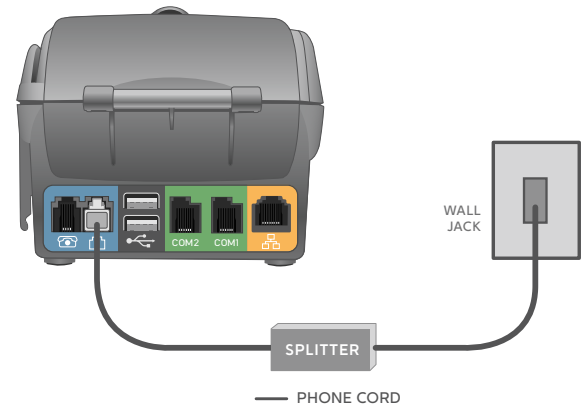


— ETHERNET CABLE  
— COAXIAL CABLE

## Dial-up (dedicated line) Option 1



## Dial-up Option 2



NOTE: You may connect a standard telephone or fax machine to the other modular jack on the back of the terminal (leftmost blue-colored jack with picture of telephone).

## Plug in the power

Before using the power supply, please connect all peripherals to the terminal. Not doing so may result in damage to the unit or connected devices.

Connect the power cord to the power supply via the three-prong end and receiver.

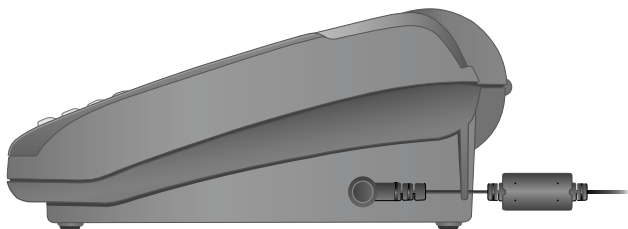


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Find the power input on the right side of the terminal.

Connect the single pole AC adapter plug to the power input at the right side of the terminal. Turn the plug so that cord is directed toward the back of the terminal.

The power supply should be the last item connected to the unit. Plug the adapter into a surge protector (strongly recommended) or a standard 120V electrical outlet.



## You're all set!

Ready to make a transaction?

Get your merchant ID number from the metal imprinter plate provided and call our merchant activation line from a phone that you won't be using to process transactions.

