

## Switching from Semi-Integrated Mode to Standalone Mode for Ackroo Gift Cards

- Your Terminal is configured to integrate with your POS system in “semi-integrated” mode to take prompts automatically for debit and credit payments.
- \*Remember\* to process debit & credit payment FIRST and then complete the steps below to process gift cards SECOND.
- To switch to “Standalone Mode”:
  - Press the ‘F1’ key at the Top Left of the keypad (‘—’ Symbol)
  - The Screen will prompt **“Are you sure Standalone Mode?”**
  - Press the ‘F1’ key to Select **“Yes”**



- You will now see the Payment Home Screen.
- To process an Ackroo Gift Card:
  - Press the GREEN key to enter the Payment Menu options
  - Press the Scroll Up ‘^’ key at the top of the pin pad to quickly jump to the bottom of the menu.
  - Choose **‘Third Party’** and then choose **‘ACKROO’**.
  - Process your Gift card transaction as usual (Fund Card, Redeem Card, Check Balance, etc.).
- To Switch back to “Semi-Integrated” mode to process Debit and Credit:
  - Press the Red (cancel) button to return back to the Payment home screen.
  - Press the ‘F1’ key
  - You will be in Semi-Integrated mode when you see the “Welcome/Bonjour” message again:

