

Secure Processing – A Step by Step Guide

Protecting your theatre from fraudulent credit card activity requires two levels of security – changes to your credit card account and additional hardware. This guide will explain how to configure your retail and internet accounts and installing your hardware.

Step One – Contacting Vantiv

Before RTS can be configured, your retail and ecommerce accounts are required to be setup with Vantiv. Hardware needs to be purchased as well. Seth Rodeheffer can assist with configuring your accounts and also selecting which type of readers you would like to purchase. Contact information is provided below.

Seth Rodeheffer Sales Executive Toll Free <u>800-846-4472 x4900</u> Direct <u>970-335-4900</u> Fax <u>970-335-4758</u> srodeheffer@mercurypay.com

Vantiv provides two options for credit card readers. The VX805 and iSC250. The VX805 is \$250 and the iSC250 is \$594. The readers must be purchased from Vantiv so the processor can properly encrypt the readers.



When discussing your accounts with Vantiv, you will be setting up two accounts. For your retail account, the account will need to be setup with the following RTS version:

RTS v 7.1 dsiEMVUS/dsiPDCX E2E/MToken

It is important to configure an Ecomerce account as well. This will allow for your theatre to process credit cards securely online. Without this account credit cards will no longer process online.

When Vantiv boards you with your ecommerce account, there will be instructions provided with the dealer letter explaining how to generate your hosted checkout password. Follow the instructions and generate the password by logging in to your mercury portal and saving the password. Copy the password and email to RTS Technical Support at support@rts-solutions.com. The password will be used when configuring your account in RTS.

Step Two – Setting Up Your Hardware

Before your accounts can be modified from your existing account to your new secure processing account, your card readers will need to installed and tested. The following instructions will be executed depending on which card readers you are using. Please have the card readers plugged in to your units when installing.

VX805

1) In RTS, navigate to Help – Support – RTS Support Website

2) Click on the" VX805" link. A zip folder will download.

<u>Ingenico iSC 250 USB Driver</u> <u>Ingenico iSC 250 USB Driver - Windows 8</u> <u>VX805</u> <u>dsiPDCX</u>

3) Save the folder to your desktop. Once the folder is done downloading, navigate to the desktop. Extract the zip drive by right clicking on the zip drive and selecting "Extract All."

4) Once contents have completed extraction, you will see five options. Double click on the setup.exe to run the executable.

Release_notes_1_0_0_52.txt	5/25/2017 10:29 A	Text Document	14 KB
🕞 setup.exe	5/25/2017 10:29 A	Application	9,035 KB
💿 silent.bat	5/25/2017 10:29 A	Windows Batch File	1 KB
silent_vfiTO.bat	5/25/2017 10:29 A	Windows Batch File	1 KB
Vx_UnInst_1.0.5.zip	5/25/2017 10:29 A	Compressed (zipp	2,362 KB

5) Select "I accept" to the agreement.



6) The program will now install.



7) When the window disappears, navigate in RTS to Setup – Local Computer and choose the card reader tab.

🖳 Local Computer Setup	×
Connections Device Options Other Kiosk Scale Reserved Tickets Drivers Pickup Card Reader BarCode Restaurant	
Card Reader None or Keyboard Wedge	
Secure Card Reader VeriFone Vx805 Test Setup EMV Reader Lane ID Vantiv Field Loader Vantiv Field Loader	
Card Reader Do Not Change Keyboard Light Force Caps Off Disable NCR Drivers	
Save Close Control Panel Pri	nters

8) Change the Secure Card Reader type to Verifone VX805 and select Test. The module will now check the comm ports to see if the reader is working. If properly installed and the reader is functional, you will see a working screen after the test function has run through the comm ports.

iSC250

1) In RTS, navigate to Help – Support – RTS Support Website

2) Click on the "Ingenico isc 250 USB Driver." If you are using a Windows 8 operating system or above, choose the Windows 8 driver.

<u>Ingenico iSC 250 USB Driver</u> <u>Ingenico iSC 250 USB Driver - Windows 8</u> <u>VX805</u> <u>dsiPDCX</u>

3) An executable file will download. After download, save to the desktop. Navigate to the desktop and run the link.

4) When running the .exe the installer will launch. Click Next



5) Click Next

🕞 Ingenico USB Drivers Package (JUNGO v36) 2.60 Setup 🛛 – 🗌 🗙
Choose Install Location Choose the folder in which to install Ingenico USB Drivers Package (JUNGO v36) 2.60.
Setup will install Ingenico USB Drivers Package (JUNGO v36) 2.60 in the following folder. To install in a different folder, click Browse and select another folder. Click Next to continue.
Destination Folder
S:\Program Files (x86)\ingenico\ingenicoUS8Drivers Browse
Space required: 94.0KB
space available, 703,430
Ingenico (Beyond Payment)

6) Click Next

Ingenico USB Drivers Package (JUNGO v36) 2.6	60 Setup — 🗆 🗙
Usb Driver parameters This page allows to set parameters used by USB Dr	river.
Force COM Port Feature enabled Select by Product ID Product ID (PID) V V V V V V V V V V V V V V V V V V	Virtual COM Port (decimal range 1-256)
Select by Connection Order (Enter decimal Value	of COM port) Kenter Sector Cancel

7) Click Next

Ingenico USB Drivers Package (JUNGO v36) 2.60 Setup −	\times
Advanced parameters	No.
This page allows to set advanced options. Select if old versions of Usbser driver will be deleted.	J
Advanced Options	
Uninstall Microsoft Usbser drivers(s)	
Command line:	_
Ingenico (Beyond Payment)	
< Back Next > Ca	incel

8) Select Install

Ingenico USB Drivers Package (JUNG	O v36) 2.60 Setup	- 🗆 🗙
Choose Start Menu Folder		2000
Choose a Start Menu folder for the Inge shortcuts.	nico USB Drivers Package (JUNGC) v36) 2.60 🛛 🕡
Select the Start Menu folder in which you can also enter a name to create a new fi	u would like to create the program older.	n's shortcuts. You
Ingenico \Ingenico USB Drivers Package	(JUNGO v36) 2.60	
Accessibility		^
Accessories Administrative Teolo		
Chrome Apps		
Dell		
Dell Audio		
doPDF 8		
firstobject EixMe IT Expert		
Google Chrome		
HelpNDoc		~
Do not create shortcuts		
genico (Beyond Payment)		
genico (beyond r dynienc)		

9) The installation will now run. Once completed, the installation will prompt to reboot the computer. Select "yes" to restart the computer.

10) After your station restarts. Navigate in RTS to Setup – Local Computer and select the card reader tab.

Connections Dev	terSetup viceOptions Other Kiosk	Scale Reserved Tickets	Drivers Pickup	Card Reader BarCode	Restaurant
Card Reader	None or Keyboard Wedge		9600	-	
				Test Card Reader	
Secure C	ard Reader ISC250	Te	st	Setup EMV	/ Reader
Lane ID	ble signature on card reader			Vantiv Fiel	d Loader
Card R	leader Not Change Keyboard Light ce Caps Off able NCR Drivers				
	Save	Close			Control Panel Printers

11) Change the Secure Card Reader type to Ingenico iSC250 and select Test. The module will now check the comm ports to see if the reader is working. If properly installed and the reader is functional, you will see a working screen after the test function has run through the comm ports.

Step 3 - Configuring RTS

When all readers are tested and working and your accounts are ready with Vantiv, RTS is now ready to to start processing securely. Please call RTS Technical Support at least 30 minutes prior to opening for business so a technician may configure your accounts accordingly. Please have the following prepared.

- 1) All hardware tested and working
- 2) Hosted checkout password emailed to support
- 3) Your secure username and password for closing your deposit at the end of the night
- 4) Stations and Deposit closed from the previous business day

Step 4 – EMV

This setup guide only configures your account for secure processing. Please see the instruction manual corresponding with your card reader to enable chip functionality on your readers.

If you have any questions during the setup process, please contact RTS Technical Support for assistance.



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