

NMI M130 Keypad Instructions

Plug your keypad into a USB port on the PC or laptop that you're using to log onto your NMI Virtual Terminal with.

- The keypad is a plug-n-play device. Once plugged into your PC or laptop, it will automatically power up with a blue screen, prompting you to **Swipe Card or Key-In Card Number**.
- You can unplug the keypad and plug it into other computers/laptops at any time.

Verify your keypad is set in Mode 1

Your keypad should have been shipped to you in **Mode 1** (only prompts you to enter the card number and expiration date when hand-keying a transaction).

After the keypad is powered up and prior to first use, confirm the keypad is set in **Mode 1**.

On the keypad:

- Press the **#Admin** key
- Press the **"1"** key
- Press the **Enter** key
- Press the **Cancel** key

You will never need to complete these steps again, unless the keypad is accidentally switched to a different mode (prompting you to key in anything other than the card number and expirations date for hand-keyed transactions).

Swiped (Card-Present) Transaction

To process a card-present (swiped) transaction:

- Log onto your NMI Virtual Terminal.
- Access your processing screen from the **Home** screen by either clicking on **Credit Cards** in your **Main Menu** on the left and selecting **Sale** or clicking on **Virtual Terminal Card Sale** (green section).
- Leave your cursor in the **Credit Card Number** field.
- Make sure your keypad is plugged into your PC or laptop, powered up and prompting you to **Swipe Card or Key-In Card Number**.
- Swipe the card thru the card reader located at the top of the keypad, with the back of the card facing you.
- The **Card Number**, **Expiration Date** and most likely the **Cardholder's Name** (depending on the issuing bank) will populate on your processing screen.
 - The card number will be truncated (the middle digits of the card number will be replaced with asterisks (*) for security purposes.
 - When this data populates on your screen, you are finished with the keypad. You can now move over to your computer keyboard to complete the rest of the data fields on your processing screen and click on **Charge** to send the transaction out for authorization.

NMI M130 Keypad Instructions

Hand-Keyed (Card-Not-Present) Transaction

- Log onto your NMI Virtual Terminal.
- Access your processing screen from the **Home** screen by either clicking on **Credit Cards** in your **Main Menu** on the left and selecting **Sale** or clicking on **Virtual Terminal Card Sale** (green section).
- Leave your cursor in the **Credit Card Number** field.
- Make sure your keypad is plugged into your PC or laptop, powered up and prompting you to **Swipe Card or Key-In Card Number**.
- Enter the **Card Number** on the keypad, press the **Enter** key on the keypad.
 - The keypad will automatically prompt you to enter the 4-digit expiration date.
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- Enter the **4-digit Expiration Date** on the keypad, press the **Enter** key on the keypad.
- The **card number** and **Expiration Date** will then populate on your processing screen.
 - The card number will be truncated (the middle digits of the card number will be replaced with asterisks (*) for security purposes.
 - The Cardholder's Name will **not** populate on your screen for card-not-present transactions.
 - When the **Card Number** and **Expiration Date** populate on your screen, you are finished with the keypad. You can now move over to your computer keyboard to complete the rest of the data fields on your processing screen and click on **Charge** to send the transaction out for authorization.