ditronetwork

Technical Manual
TELEMATIC REGISTER

REVISION	DESCRIPTION	AUTHOR
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1) REGISTRATION

This function allows you to register the terminal with the Revenue Agency (RA).
The Telematic Register sends the CSR file to the RA, which, in return, transmits the device certificate valid for 8 years from that moment.

To perform the registration, enter:
<4> <KEY> <9900> <CONFIRM> <SELECT> until "RICH.X509"

| SERVICE RICH. X509 | ⇨ Press **CONFIRM**. |

| RICH. X509 OK | ⇨ If the request is accepted, the display will show '**OK**', otherwise an error message will be displayed with a specific error code. |

Telematic Register Status = REGISTERED

2) ACTIVATION

The Telematic Register must be 'Activated' by connecting to a specific operator.
The activation step assumes that the operator has been accredited by the web service 'Invoices and Fess'.

To perform the activation, enter:
<4> <KEY> <9900> <CONFIRM> <SELECT> until 'ACTIVATION'

TR SERVICE ACTIVATION	⇨ Press **CONFIRM**.
FISC. COD. TECHNICIAN	⇨ Enter the fiscal code of the technician and press **CONFIRM**.
VAT NO. TECHNICIAN	⇨ Enter the VAT number of the office of the technician and press **CONFIRM**.
VAT OPERATOR	⇨ Enter the VAT number of the operator and press **CONFIRM**.
START TR MODE MANUAL	⇨ Choose the 'Activation' mode (Manual/Programmed, modifiable with 'Subtotal'). Enter the VAT No. of the operator and press **CONFIRM**. If 'Programmed', specify the data of the activation from which the register will change its operating mode from ordinary 'Fiscal Register' to 'Telematic Register'.

As a rule, this date MUST ALWAYS coincide with the beginning of the year following the year in which the operator decides to opt for electronic sum transmission. Only in the case of a 'new activity' may the activation date be different from the first day of the year.

EXAMPLE: If the operator activates the option before the end of 2018, the date of activation is 01/01/2019 (except in the case of a new activity).

It is essential to verify with utmost care that the data entered is correct. If this is the case, proceed by pressing the <CONFIRM> key. Otherwise, press <C> (or <END>) to go back and re-enter the data.

After confirming, the ECR sends the activation request to the Revenue Agency's server. If the request is accepted, the message 'OK' appears on the display. Otherwise an error message will be displayed with a specific error code.
After activation, the operator must access the Revenue Agency's portal via the web and print off the QR code that must be applied to the ECR.

NOTE: The Activation step does not assume that the operator has activated the option to transmit the sums. However, if an activation date is set, the operator must activate the option before that date. Otherwise, if the operator appears to the Revenue Agency to have not activated the option, the commercial documents and the first .xml file with the sums will be issued on the specified date but not accepted by the Revenue Agency's server.

Telematic Register Status = ACTIVATED

3) ELECTRONIC FUNDS JOURNAL (DGFE) INITIALIZATION

Then initialize the Electronic Funds Journal (DGFE) by entering:
<4> <KEY> <3153> <CONFIRM> <CONFIRM>

4) START

The following is the procedure to perform on the Telematic Register for it to begin to transmit the data to the Revenue Agency.

If during the activation step the manual activation mode was chosen, enter:

<4> <KEY> <9900> <CONFIRM> <SELECT> until 'START TR MODE'

TR SERVICE **START MODE TR**	⇨ Press **CONFIRM**.
START TR MODE **CONFIRM?**	⇨ Press **CONFIRM**.
FISC. COD. **TECHNICIAN**	⇨ Enter the fiscal code of the technician and press **CONFIRM**.
VAT NO. **TECHNICIAN**	⇨ Enter the VAT number of the office of the technician and press **CONFIRM**.
START TR MODE **OK**	⇨ If the request is accepted, the display will show '**OK**', otherwise an error message will be displayed with a specific error code.

Telematic Register Status = IN SERVICE

5) PROGRAMMING OF TR OPTIONS

Enter:
<4> <KEY> <23> <SELECT>

TELEMATIC PROGRAMMING

⇨ Press **CONFIRM**.

RA HOST apid-ivaservizi.ag

⇨ Enter the Revenue Agency host name (default "apid-ivaservizi.agenziaentrate.gov.it") (not to be modified) and press **CONFIRM**.

RA PORT 00443

⇨ Enter the communications port (default 00443) (not to be modified) and press **CONFIRM**.

SEND SUMS YES

⇨ Choose YES/NO (via the SELECT button) to activate/deactivate the automatic telematic sum transmission function during fiscal reset and press **CONFIRM**.

VERIFICATION YES

⇨ Choose YES/NO (via the SELECT button) to activate/deactivate the display notification of exceeding the 5th day without telematically transmitting the sums, and press **CONFIRM**.

N.B.: If YES is chosen, after the 5th day of no telematic transmission of the sums, the Telematic Register will no longer allow the issuing of commercial documents.

6) VERIFICATION

When the qualified technician performs a 'periodic verification' (biannual), the outcome must be submitted telematically (via the 'electronic log'). To do this, enter: <4> <KEY> <9900> <CONFIRM> <SELECT> until 'VERIFICATION'.

TR SERVICE VERIFICATION	⇨ Press **CONFIRM**.
FISC. COD. TECHNICIAN	⇨ Enter the fiscal code of the technician and press **CONFIRM**.
VAT NO. TECHNICIAN	⇨ Enter the VAT number of the office of the technician and press **CONFIRM**.
VERF. OUTCOME POSITIVE	⇨ Specify via the SELECT button the verification outcome (Positive/Negative/Withdrawal) and press **CONFIRM**.
NOTE	⇨ The ECR allows a 'NOTE' to be added in order to specify any particular activities performed, e.g. 'FILE REPLACED' or "RESET PERFORMED'. Press **CONFIRM**.
VERIFICATION OK	⇨ On completion the ECR displays the message '**OK**'.

The verification notice is memorized by the ECR and will be automatically communicated to the Revenue Agency's server on the subsequent reset (transmission of the .xml file). The technician can then perform a reset (with any sums set to zero) and transmission of the .xml file in order to check that the notice has been sent.

7) MAINTENANCE

Similarly to Verification, when the technician performs (extraordinary) maintenance, due, for example, to a possible fault, he/she must create the relevant notice in the 'electronic log'. To do this, enter:
<4 > <KEY> <9900> <CONFIRM> <SELECT> until 'MAINTENANCE'

TR SERVICE MAINTENANCE	⇨ Press **CONFIRM**.
FISC. COD. TECHNICIAN	⇨ Enter the fiscal code of the technician and press **CONFIRM**.
VAT NO. TECHNICIAN	⇨ Enter the VAT number of the office of the technician and press **CONFIRM**.
NOTE	⇨ The ECR allows a 'NOTE' to be added to specify the activity performed. Press **CONFIRM.**
MAINTENANCE OK	⇨ On completion the ECR displays the message '**OK**'.

The maintenance notice is memorized by the ECR and will be automatically communicated to the Revenue Agency's server on the subsequent reset (transmission of the .xml file). The technician can then perform a reset (with any sums set to zero) and transmission of the .xml file in order to check that the notice has been sent.

8) NEW ELECTRONIC FUNDS JOURNAL (DGFE)

Similarly to MAINTENANCE, this operation creates a notice of the replacement of the Electronic Funds Journal (DGFE) in the 'electronic log'.
To initialize a new DGFE:
  ➢ Switch off the ECR and disconnect all peripherals (power adapter, keypad, display, etc.).
  ➢ Open the printer cover.
  ➢ Remove the fiscal stamp and fully unscrew the screw underneath.
  ➢ Remove the 'technical body' from the lower housing of the base.
  ➢ Replace the DGFE (micro SD)
  ➢ Re-insert the 'technical body', making sure that it fits into the base properly.
  ➢ Replace and tighten the screw and replace the fiscal stamp.
  ➢ Close the printer cover and re-connect all the peripherals.
  ➢ Enter <4> <KEY> <3153> <CONFIRM> <CONFIRM>

Then enter:
<4 > <KEY> <9900> <CONFIRM> <SELECT> until 'NEW DGFE'

TR SERVICE **NEW DGFE**	⇨ Press **CONFIRM**.
FISC. COD. **TECHNICIAN**	⇨ Enter the fiscal code of the technician and press **CONFIRM**.
VAT NO. **TECHNICIAN**	⇨ Enter the VAT number of the office of the technician and press **CONFIRM**.
NOTE	⇨ The ECR allows a 'NOTE' to be added to specify the activity performed. Press **CONFIRM**.
NEW DGFE **OK**	⇨ On completion the ECR displays the message '**OK**'.

The Electronic Funds Journal (DGFE) replacement notice is memorized by the ECR and will be automatically communicated to the Revenue Agency's server on the subsequent reset (transmission of the .xml file). The technician can then perform a reset (with any sums set to zero) and transmission of the .xml file in order to check that the notice has been sent.

9) REVOCATION

Within the fourth year, the operator may revoke the requested option for the telematic transmission of sums.
After a period of 5 years from the activation date, having requested revocation (via web), it is then possible to modify the functioning of the ECR to restore the ordinary 'Fiscal Register' mode* (i.e. for the printing of fiscal receipts, instead of commercial documents).

option possible only for native Telematic Register models.

To do this, enter:
<4> <KEY> <9900> <CONFIRM> <SELECT> until 'REVOKE'

TR SERVICE REVOKE	⇨ Press **CONFIRM**
REVOKE CONFIRM?	⇨ Press **CONFIRM**
FISC. COD. TECHNICIAN	⇨ Enter the fiscal code of the technician and press CONFIRM.
VAT NO. TECHNICIAN	⇨ Enter the VAT number of the office of the technician and press CONFIRM.
MAINTENANCE OK	⇨ On completion the ECR displays the message 'OK'.

10)   MALFUNCTION – OUT OF SERVICE

In case of a non-blocking malfunction, a specific report can be sent to the Revenue Agency's server to temporarily 'suspend' the transmission of sums.
To do this, enter:
<4> <KEY> <9900> <CONFIRM> <SELECT> until 'MALFUNCTION'

TR SERVICE MALFUNCTION

⇨ Press **CONFIRM**.

NOTE

⇨ Enter a NOTE specifying the type of malfunction and press **CONFIRM**.

The Telematic Register then attempts to transmit the malfunction notice and displays the outcome.
In case of a negative outcome, via the Revenue Agency's website, the operator must communicate the problem, which will be tracked in the system (electronic log). Following this, the Telematic Register can autonomously return to service for the next useful telematic transmission.

11)   DEACTIVATION

This operation **cancels the association between the Telematic Register's serial number and the VAT number of the operator, and suspends the TR certificate**.
EXAMPLE: Theft or transfer of the Telematic Register to another operator.

The deactivation procedure is as follows:
<4> <KEY> <9900> <CONFIRM> <SELECT> until 'DEACTIVATION'

TR SERVICE DEACTIVATION	⇨ Press **CONFIRM**.
DEACTIVATION CONFIRM?	⇨ Press **CONFIRM**.
FISC. COD. TECHNICIAN	⇨ Enter the fiscal code of the technician and press CONFIRM.
VAT NO. TECHNICIAN	⇨ Enter the VAT number of the office of the technician and press CONFIRM.
DEACTIVATION OK	⇨ On completion the ECR displays the message 'OK'.

12)   RETIREMENT

In case of the retirement of the Telematic Register, the device certificate is revoked and the device is deleted from the registry. This variation can also be communicated by the qualified technician via the functions available in the Telematic Register.
This option allows you to permanently retire the ECR from the service.
To do this, enter: <4> <KEY> <9900> <CONFIRM> <SELECT> until 'RETIRE'.

TR SERVICE RETIREMENT	⇨ Press **CONFIRM**.
RETIRE CONFIRM?	⇨ Press **CONFIRM**.
RETIRE SURE?	⇨ Press **CONFIRM**.

WARNING: After RETIREMENT, it will no longer be possible to restore operation of the machine.

13) MANUAL TRANSMISSION OR EXPORT OF THE .XML FILES

To manually transmit the .xml files (not yet sent), enter:
<3> <KEY> <99> <CONFIRM>

```
SEND SUMS
OK
```

In case it is not possible to transmit the .xml sum files directly from the ECR, it is possible to export the files onto a pen drive. The files can then be transmitted using other means or transmission channels. Regulations require this 'export' (and transmission by other means) in case of transmission failure (from the ECR) of 5 or more files (i.e. 5 or more work days or 'resets').
The ECR, from the sixth .xml file not sent, displays a warning message **(ERR.114 - SEND/EXP.ZER)** when printing a commercial document or daily reset.

The procedure for exporting the files is as follows:
Insert a pen drive into the USB port of the Telematic Register
Enter <3> <KEY> <98> <CONFIRM>

```
EXPORT SUMS
   …
```

```
EXPORT SUMS OK
```

14) REPRINTING TR OUTCOMES

It is possible to reprint the 'outcomes' of transmissions by entering:
<4> <KEY> <164> <CONFIRM>, specification of the date interval (from date to date), and press **CONFIRM**.

All the information contained in this manual may be subject to modification by Ditronetwork S.r.l. without notice.

For any further information, contact Ditronetwork's Technical Support Service

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