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QUICK REFERENCE GUIDE

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CREDIT CARD SALE

TERMINAL DISPLAY	ACTION
"CREDIT....SALE ACCOUNT ?"	Swipe the credit card, or manually key in the account number and expiration date.
"CREDIT....SALE AMOUNT?"	Enter amount of sale (no need to press decimal). Press <ENTER> .
"DIALING, PROCESSING, APPROVED"	Terminal returns to original prompt, "CREDIT....SALE, ACCOUNT?"

VOID

TERMINAL DISPLAY	ACTION
"CREDIT....SALE ACCOUNT ?"	Press the <VOID> key. The following transactions can be voided: CREDIT CARD SALE, FORCED SALE, RETURN
"CREDIT... VOID/SALE ACCOUNT?"	Swipe the credit card, or manually key in the account number and expiration date.

OPTIONS

*Default Report

Press <FUNC> then <5>. The terminal will print the default report from the last entered batch

Auto Batch

The terminal is set to auto batch before midnight. After the terminal has batched, a default report is printed. The default report will clear only at the first attempted sale (after setting the batch time).

Review Totals

Totals can be reviewed at any time. Press <FUNC> and then <7>. Scroll for information using <VOID> and <FORCED>.

* To set Default Report (by Card Type) press <MENU/ESC>. Terminal will display "Menu Screen". Press <ENTER> then <2>; press <ENTER> twice followed by <ENTER> twice.

"CREDIT... VOID/SALE AMOUNT?"	Enter amount of void (no need to press decimal) and press <ENTER> .
"APPROVED OFF LINE"	Terminal returns to original prompt.

CREDIT CARD RETURN

TERMINAL DISPLAY	ACTION
"CREDIT.... SALE ACCOUNT?"	Press the <RETURN> key.
"CREDIT.... RETURN ACCOUNT?"	Swipe the credit card, or manually key in the account number and expiration date.
"CREDIT. .. RETURN AMOUNT?"	Enter amount of return (no need to press decimal) and press <ENTER> .
"ENTER AUTH. NO"	Type in authorization code on the original sale receipt and press <ENTER> .
"DIALING, PROCESSING, APPROVED"	Terminal returns to original prompt, "CREDIT SALE, ACCOUNT?"

DEBIT CARD SALE

TERMINAL DISPLAY	ACTION
"CREDIT....SALE ACCOUNT?"	Swipe the debit card. Press <ENTER> until terminal displays the following prompt:
"DEBIT... SALE ACCOUNT?"	Only swipe a debit card (it cannot be keyed in manually).
"DEBIT....SALE, AMOUNT?"	Enter sale amount (no need to press decimal); press <ENTER> .
"CASH BACK 0.00?"	Enter cash back amount, or press <ENTER> to bypass.

"TIP AMOUNT X.XX
TOTAL X.XX"

Terminal will display next transaction. or return to tip menu. Continue with same procedure

BATCHING/ SETTLEMENT

TERMINAL DISPLAY	ACTION
"CREDIT.....SALE ACCOUNT ?"	Press <FUNC>.
"CHOOSE A FUNCTION" 5. REPORT 7. REVIEW 6. BATCH 8. FIND Press <ENTER> to see the list of hot keys.	Press <5>.
"1. All 2. Credit host"	Press the number corresponding to the host that needs to be batched. Terminal will dial and print detailed batch report. Press <ENTER>.

COPY OF TRANSACTION RECEIPT

TERMINAL DISPLAY	ACTION
"CREDIT.....SALE ACCOUNT ?"	Press <ALPHA>.
"RECEIPT COPY" 1. LAST RECEIPT 2. ANY RECEIPT 3. LAST WITH SGNT (Last receipt with signature).	Press the number for desired action.
"TRANSACTION NUMBER #?"	Enter transaction number. Press <ENTER>.

"DIALING, PROCESSING, APPROVED"	Tear slip and have customer sign receipt.
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FORCED CREDIT CARD SALE

TERMINAL DISPLAY	ACTION
"CREDIT... SALE, ACCOUNT ?"	Press <FORCED> .
"CREDIT...FORCED, ACCOUNT?"	Swipe the credit card, or manually key in the account number and expiration date.
"CREDIT...FORCED, AMOUNT?"	Enter sale amount (no need to press decimal). Press <ENTER> .
"ENTER AUTH. NO"	Enter authorization number obtained through voice authorization.
"APPROVED OFF LINE"	Tear slip and have customer sign receipt.

CHECK SALE

TERMINAL DISPLAY	ACTION
"CREDIT... SALE, ACCOUNT ?"	Press <ENTER> until the terminal displays the following prompt:
"CHECK SALE AMOUNT?"	Enter sale amount (no need to press decimal). Press <ENTER> .
"SWIPE/ENTER CHCK"	Swipe check through check reader or enter routing number. Terminal will prompt for different information. Enter necessary information.
"Enter Phone Num."	Enter customer's phone number (include area code without "1").

*"TRANS TYPE (1-4)"	Select desired transaction type 1. Verification 2. Conversion 3. Guarantee 4. Conversion/Guarantee
** "Swipe/Enter D/L"	Swipe customer Driver's License or enter Driver License number Enter the state abbreviation using the numbers and <ALPHA> key.
"DIALING, PROCESSING, APPROVED"	Tear slip and have customer sign the receipt

NOTE: * For automatic selection, terminal will not display screen.
 ** For use with the following options *ONLY*:
 "3" (guarantee) and "4" Conversion/Guarantee). To bypass,
 press <ENTER>.

ADDING TIPS (RESTAURANT ONLY)

TERMINAL DISPLAY	ACTION
"CREDIT.....SALE, ACCOUNT ?"	Press <REVIEW>.
"EDIT TIP BY: 1. TRANSACTION #"	Scroll through the different options using the <FORCED> keys.
Depending on option selected, terminal will prompt for different information.	Enter in the necessary information, and transaction will be displayed. If correct transaction, press <ENTER>.
"BASE AMOUNT X.XX TIP AMOUNT 0.00"	Press <ENTER>.
"TIP AMOUNT 0.00"	Enter tip amount and press <ENTER>.