

Pre- Sale

Terminal Display	Action
READY	Press 1
SWIPE CUSTOMER CARD	Swipe the credit card through reader
AMOUNT?	Enter the sale amount, ENTER

Quick Tip

Terminal Display	Action
READY	Press ENTER, key 3
ITEM NUMBER	Enter Item Number of transaction, ENTER
ITEM NUMBER \$0.00	Press Backspace key, enter Tip amount
\$0.00 (TOTAL)	Receipt will print

Sale

Terminal Display	Action
READY	Press 3, swipe card
SALE AMOUNT	Key in amount of sale, ENTER
TIP AMOUNT	Key in amount of tip, ENTER

Void Item

Terminal Display	Action
<i>Can only be done same day in open batch</i>	
READY	Press 4
ENTER ITEM NUMBER	Key in item # from receipt, press ENTER
CORRECT	If information is correct, press ENTER
APPROVAL 123456	Receipt is printed

Refund

Terminal Display	Action
READY	Press 2
CARD NUMBER	Swipe the credit card through reader or key
ENTER LAST 4 DIGITS	Enter the last 4 digits of credit card number
AMOUNT \$0.00	Enter amount of refund, ENTER
APPROVAL 123456	Receipt is printed with approval code

Item Review

Press ENTER, 1, ENTER, ENTER
Display shows the first item in the current batch
Press ENTER to see next transaction, scroll right key (#) to see more detail
Press ENTER to advance to next transaction, CLEAR to return to main screen

Close/Settle Batch

Press ENTER, 5, 1, ENTER, 6, ENTER for Detail Report
Then ENTER, 5, 2, 1 for TOTAL Report
Then press ENTER, 5, 2, 2, ENTER for TIP Report
Press 9, then enter dollar amount from the TOTALS Report, ENTER, 6
Terminal will dial out and settle batch, then print a CLOSED report

Reprint Last Receipt/Ticket

Terminal Display	Action
READY	ENTER, 5, then 3
ITEM NUMBER	Key in the item number, ENTER

Call Center Procedures

If call center message is given by terminal
Imprint the credit card on a sales slip.
Call 800-228-1122, press 1 for an authorization/approval code
Write code on sales slip and then complete with an TICKET ONLY transaction

TICKET ONLY

Terminal Display	Action
READY	Press 5
CARD NUMBER	Key in Card Number, ENTER
EXPIRATION	Key in 4 digit expiration number, ENTER
AMOUNT?	Key in amount of sale
AUTHORIZATION	Key in authorization code
APPROVED	Receipt will print
use approval code obtained from call center procedures	

Any card that will not read when swiped, should be imprinted on a sales slip.
This will allow you protection from chargebacks.

Merchant # _____

Customer Service 800-327-3483
Supplies and Technical Support