

**Hypercom T7
Retail**



800-327-3483

Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Swipe or key-enter card, ENTER
ENTER LAST 4 DIGITS	Key last 4 digits of card, ENTER
AMOUNT \$0.00	Key in amount of sale, ENTER

Void Item

Terminal Display	Action
<i>Can only be done same day in open batch</i>	
SWIPE CUSTOMER CARD	Press VOID Key
ENTER INVOICE NUMBER	Key in item #, ENTER
CORRECT? \$0.00	Press YES to void, NO if not correct.

Return/Credit

Terminal Display	Action
SWIPE CUSTOMER CARD	Press REFUND key
SWIPE CUSTOMER CARD	Swipe or key-enter card, ENTER
ENTER LAST 4 DIGITS	Key in last 4 digits of card, ENTER
AMOUNT \$0.00	Key in amount, ENTER

Reprint Transaction

Terminal Display	Action
SWIPE CUSTOMER CARD	Press REPRINT
ENTER ITEM NUMBER	Key in item number, ENTER

Batch Report (Audit)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press REPORTS button
3 - AUDIT, 4 - SUMMARY	Press 3, ENTER
HOST NUMBER	Enter host number or '0' for all hosts
PRINTING	Audit report is printed

Batch Report (Summary)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press REPORTS button
3 - AUDIT, 4 - SUMMARY	Press 4, ENTER
SCANNING BATCH	Prints Summary Report

Close/Settle Batch

Terminal Display	Action
SWIPE CUSTOMER CARD	Press SETTLEMENT key (E)
ENTER PASSWORD	Key in 0000, ENTER
HOST NUMBER	Enter '0' for all hosts, ENTER
SALES TOTAL CORRECT?	Press YES to confirm sale
REFUND TOTAL CORRECT?	Press YES to confirm refund total
APPROVAL 123456	Settlement report is printed

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 OFFLINE transaction

Offline/Forced Ticket

Terminal Display	Action
SWIPE CUSTOMER CARD	Press OFFLINE key
ENTER ACCOUNT NUMBER	Key in Card Number, ENTER
AMOUNT \$0.00	Key in amount of sale, ENTER
ENTER APPROVAL CODE	Key in authorization/approval code, ENTER

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

Customer Service

**Technical Help 800-327-3483
Supplies**



If the sale feels wrong, call us!