

Verifone Tranz 330
Retail with Pinned Debit



800-327-3483

Sale

Terminal Display	Action
READY	Press 1
DEBIT OR CREDIT?	Press 0 for Credit and 1 for debit
SWIPE CUSTOMER CARD	Swipe the credit card through card reader
AMOUNT?	Enter the sale amount, ENTER
ENTER PIN (if applicable)	Customer will enter PIN or receipt will print for customers signature

Void Item (credit card only)

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 Y or N	If information is correct, press ENTER
APPROVAL 123456	Receipt is printed

Refund

Terminal Display	Action
READY	Press 2
DEBIT OR CREDIT	Press 0 for Credit and 1 for Debit
AMOUNT \$0.00	Enter amount of refund, ENTER
APPROVAL 123456	Receipt is printed with approval code

Close/Settle Batch

Press ENTER, 5, 1, ENTER, ENTER for Detail Report
Then ENTER, 5, 2, for TOTAL Report
Press 9, then 6 for NO, then enter dollar amount from the TOTALS Report, ENTER
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
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 chargeback's.

Merchant # _____

Customer Service 800-327-3483

Supplies and Technical Support

