

SWIPED SALE TRANSACTION

Screen Display

DATE	TIME	F1
	SALE	F2
	REFUND	F3
PHONE NUMBER		F4

Sale	F1
	F2
Acct: *****	F3
Amount: \$0.00	F4

Sale	F1
Acct: *****	F2
Amount: \$0.00	F3
Total: \$*,**	F4

Sale	F1
Acct: *****	F2
Amount: \$0.00	F3
Total: \$*,**	F4
APPROVED *****	

Sale	NO	F1
Print Cust Copy?	YES	F2
		F3
		F4

Action

Swipe customer card.

Enter the sale amount and press **ENTER**.

Screen displays the total amount of sale. The header will start printing. The terminal will dial out to obtain an authorization.

Once the credit card is approved, the authorization number will be displayed on the bottom line of the screen. The merchant's copy will print for the customer to sign.

For a customer copy to be printed, select your choice by using the **FUNCTION** keys at the right hand side of the screen.

MANUALLY KEYED IN SALE

Screen Display

DATE	TIME	(F1)
	SALE	(F2)
	REFUND	(F3)
	PHONE ORDER	(F4)

Action

Press the **F4** key on the right hand side of the screen.

PHONE ORDER	(F1)
	(F2)
	(F3)
Acct: *****	(F4)

Key in the card number and press **ENTER**.

PHONE ORDER	(F1)
	(F2)
	(F3)
Acct. Exp Date: (MMYY)	(F4)

Enter the card's expiration date following the format MONTH and YEAR. Press **ENTER**.

PHONE ORDER	(F1)
	(F2)
Acct: ***** Exp Date: (MMYY)	(F3)
Amount: \$0.00	(F4)

Enter the sale amount and press **ENTER**.

PHONE ORDER	(F1)
Acct: ***** Exp Date: (MMYY)	(F2)
	(F3)
Amount: \$0.00 Address:	(F4)

Enter the billing address for the card and press **ENTER**.

PHONE ORDER	(F1)
Acct: ***** Exp Date: (MMYY)	(F2)
	(F3)
Amount: \$0.00 Address: Zip Code:	(F4)

Enter the billing address zip code for this card and press **ENTER**. The terminal will dial out for an authorization and print the merchant's receipt once it has received one.

Sale	NO	(F1)
Print Cust Copy?	YES	(F2)
		(F3)
		(F4)

For the customer copy to be printed, select your choice by using the FUNCTION keys located at the right hand side of the screen.

REFUND TRANSACTIONS

Screen Display

DATE	TIME	(F1)
	SALE	(F2)
	REFUND	(F3)
	PHONE ORDER	(F4)

Action

Press the **F3** key on the right hand side of the screen.

Refund	(F1)
Swipe Card	(F2)
ACCT: *****	(F3)
	(F4)

Swipe card or key in the card number.

Refund	(F1)
Swipe Card	(F2)
ACCT: *****	(F3)
Amount: \$0.00	(F4)
Total: \$0.00	

Enter sale amount then press **ENTER**. The total sale amount will show on the bottom. The terminal will dial out for an authorization and print out the merchant's receipt once it has received one.

Sale	NO	(F1)
Print Cust Copy?	YES	(F2)
		(F3)
		(F4)

For a customer copy to be printed, select your choice by using the FUNCTION keys located at the right side of the screen.

VOIDING A SALE

Screen Display

DATE	TIME	(F1)
	SALE	(F2)
	REFUND	(F3)
	PHONE ORDER	(F4)

Action

Press the **MORE** key (purple left key on top of the keypad).

Offline Sale	(F1)
Void	(F2)
Settlement	(F3)
Auth Only	(F4)

Select the VOID function by pressing the **F2** button located on the right hand side of the screen.

Void	NO	F1
Void Last Trans	YES	F2
		F3
		F4

Select to void the last successful transaction or select **NO** to void a previously run transaction.

Void	Inv #:	F1
Retrieve By:	Acct #:	F2
		F3
		F4

Select an option in order to retrieve the transaction. An easier and more secure way would be through the invoice number located on the left hand side of the transaction's original sales slip.

Void	F1
Invoice Number:	F2
	F3
	F4

Enter the invoice number and press **ENTER**.

VOID	NO	F1
CARD TYPE	YES	F2
*****	NEXT	F3
Amount **,*		F4

Screen displays the transaction information. By using the function keys, you can select to void the present transaction. If **YES** is selected, the terminal will print out a receipt for the voided transaction.

OFFLINE SALE

Screen Display

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	PHONE ORDER	F4

Action

Press the **MORE** key (purple left key on top of the keypad).

Offline Sale	F1
Void	F2
Settlement	F3
Auth Only	F4

Select the Offline Sale function by pressing the **F1** button located on the right hand side of the screen.

Screen Display

Sale	(F1)
Swipe Card	(F2)
ACCT:*****	(F3)
	(F4)

Action

Swipe card or key in card number.

Sale	(F1)
Swipe Card	(F2)
ACCT:*****	(F3)
	(F4)

Enter the server number and press **ENTER**.

Sale	(F1)
Swipe Card	(F2)
ACCT:*****	(F3)
Amount: \$0.00	(F4)
Total: \$*,**	

Enter the sale amount and press **ENTER**. Total sale amount shows on the bottom.

Sale	(F1)
Amount: \$0.00	(F2)
Total: \$*,**	(F3)
Auth Code: *****	(F4)

Enter the six digit authorization code given to you by the voice authorization dept. Press **ENTER**. The terminal will then print out the receipt.

ADDING SERVER NUMBERS

Screen Display

DATE	TIME	(F1)
	SALE	(F2)
	REFUND	(F3)
	PHONE ORDER	(F4)

Action

Press the **MORE** key twice. (Left purple key on top of keypad)

BATCH REVIEW	(F1)
BATCH TOTALS	(F2)
OTHER SETUP	(F3)
SERVER SETUP	(F4)

Select SERVER SETUP by pressing **F4** key on the right hand side of the screen.

PASSWORD:	F1
	F2
	F3
	F4

Unless indicated by the merchant, the password is blank. Press **ENTER** to go to the next screen.

Los on Server	F1
Los off Server	F2
Add Server	F3
Modify Server	F4

Select ADD SERVER by pressing the **F3** key on the right hand side of the screen.

Add Server	F1
Server Id:	F2
Password:	F3
Reenter:	F4

Enter the desired Server Number and press **ENTER**. Enter the desired password for this server and press **ENTER**. Reenter the password to verify the password and press **ENTER**.

TIP ADJUST

Screen Display

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	PHONE ORDER	F4

Action

Press the **TIPS/RESERVED** key (second purple key from the left on top of the keypad).

Tip Adjust	F1
Password:	F2
	F3
	F4

Unless indicated by the merchant, the password is blank. Press **ENTER** to go to the next screen.

Tip Adjust	Srvr	F1
	Amt	F2
Retrieve By:	Acct#	F3
	Inu#	F4

Select the form of information by which you would like to find the transaction to be adjusted. We recommend using the invoice numbers to avoid mistakes.

RUNNING REPORTS

Screen Display

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	PHONE ORDER	F4

Totals Report	F1
Detail Report	F2
Server Reports	F3
Shift Reports	F4

Action

Press the **REPORTS** key (purple key at top-right side of keypad).

Select the report you want by using the function keys located on the right hand side of the screen.

END OF DAY SETTLEMENT

Screen Display

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	PHONE ORDER	F4

Offline Sale	F1
Void	F2
Settlement	F3
Auth Only	F4

Action

Press the **MORE** Key (purple key at top-left side of keypad).

Select the settlement function by pressing the **F3** key.