

SALE

Terminal Prompt	Actions
Sale	Swipe card or press SALE.
Enter	Swipe or enter account number and press ENTER .
<Card Type>	Choose card type.
Enter	Enter expiration date (MMYY) and press ENTER .
Enter	Confirm acct # and press ENTER .
	Optional prompts display - Password Input/Clerk Login.
Enter	Enter amount of sale and press ENTER .
Enter	Enter cash back amount (of applicable) and press ENTER .
Enter	Enter PIN and press ENTER .
Enter	Enter tip and press ENTER .
Yes/No	Print customer copy.

FORCE

Terminal Prompt	Actions
Force	Press FORCE .
Enter	Swipe or enter account number and press ENTER .
<Card Type>	Choose card type.
Enter	Enter expiration date (MMYY) and press ENTER .
	Optional prompts display - Password Input/Clerk Login.
Enter	Enter amount and press ENTER .
Enter	Approval Code.
	Approval message
Yes/No	Print customer copy.

REFUND

Terminal Prompt	Actions
Refund	Press REFUND .
Enter	Swipe or enter account # and press ENTER .
<Card Type>	Choose card type.
Enter	Enter expiration date (MMDD) and press ENTER .
	Optional prompts display - Password Input/Clerk Login.
Enter	Enter amount.
Enter	Enter tip amount.
Yes/No	Print customer copy.

VOID

Terminal Prompt	Actions
Void	Press VOID .
Yes/No	Void last transaction?
Inv #/Acct #	Retrieve By:
Enter	Invoice number or last four digits: <i>Transaction displays</i>
Yes/No/Next	Options are:
Yes/No	To confirm, press yes. Print customer copy?

REPRINT

Terminal Prompt	Actions
Reprint	Press REPRINT .
Last Receipt/Any Receipt	Select:
Enter	Invoice number and press ENTER . Printing...

SETTLEMENT

Terminal Prompt	Actions
Settlement	Press SETTLEMENT.
Enter	Enter password and press ENTER.
Next/Previous	Scroll hosts, press:
Select	Select host, press: <i>Terminal displays totals.</i>
Enter	Enter to confirm <i>or</i>
Enter	Sales:
Enter	Refunds:
Enter	Total: <i>[Communications response] [Settlement report prints]</i>
	<i>Note: -> = Debit Transaction ■ = Optional</i>

TIP ADJUST

Terminal Prompt

Tip Adjust
 Enter
 Svr/Amt/Acct/Inv#
 Adj/Prev/Next/Exit
 Enter

Actions

Press **TIP ADJUST**.
 Enter password and press **ENTER**.
 Retrieve by:
 [Terminal for additional information] [Transaction displays]
 Select:
 New Tip \$:
 [Transaction displays]
 Press **CLEAR** to return to the previous menu.

REPORTS

Terminal Prompt

Reports
 Totals Report
 Shift Reports
 Detail Report
 Unadjust Report
 Host Totals Report
 Batch History
 Server Reports
 Terminal Param
 Terminal Stats
 Merchant Rpt

Actions

Press **REPORTS**.
 Select report:
 If Server Report, select report:

Totals Report
 IRS Tip Report
 Detail Report
 Discount Tip
 Server Table

Date/All
 Enter

If Batch History, select:
 If merchant, Password:
 Report keyed: m = Manually keyed * = Trans. adjusted

BATCH REVIEW

Terminal Prompt

Batch Review
Enter
Svr/Amt/Acct/Inv#

Adj/Void/Prev/Next
Amt/Tip/Svr/Appr
Yes/No/Next
Yes/No

Actions

Press **BATCH REVIEW**.
Password:
Retrieve by:
[Terminal prompts for additional information] [Transactions displays]
Select:
Adjust option:
Void:
Prnt Cust Copy?

Note: To scroll to any menu, press ↓ until desired option appears. ← key changes the direction of the scrolling arrow.