

## CREDIT CARD SALE

### TERMINAL DISPLAY

### ACTION

“CREDIT.....SALE ACCOUNT ?”      Swipe the credit card, or manually key in the account number and expiration date.

“CREDIT.....SALE AMOUNT ?”      Enter amount of sale (no need to press decimal).

“DIALING, PROCESSING, APPROVED”      Terminal returns to original prompt, “CREDIT....SALE, ACCOUNT?”

## CREDIT CARD SALE (WITH AVS OPTION)

### TERMINAL DISPLAY

### ACTION

“CREDIT.....SALE ACCOUNT ?”      Swipe credit card, or manually key in account number and expiration date.

“CREDIT.....SALE AMOUNT ?”      Enter amount of sale (no need to press decimal).

“ENTER ZIP CODE”      Enter customer's zip code (billing address).

“P.O.B. OR HOUSE #”      Enter number address only.

“DIALING, PROCESSING, APPROVED”      Terminal returns to original prompt, “CREDIT....SALE, ACCOUNT?”

## CREDIT CARD RETURN

### TERMINAL DISPLAY

### ACTION

“CREDIT.....SALE ACCOUNT ?”      Press the <RETURN> key

“CREDIT.....RETURN ACCOUNT?”      Swipe credit card, or manually key in account number and expiration date.

“CREDIT.....RETURN AMOUNT ?”      Enter amount of return (no need to press decimal) and press <ENTER>.

“ENTER AUTHORIZATION NO.”      Type in authorization code on the original sale receipt and <ENTER>.

“DIALING, PROCESSING, APPROVED”      Terminal returns to original prompt, “CREDIT....SALE, ACCOUNT?”

## VOID

### TERMINAL DISPLAY

### ACTION

“CREDIT.....SALE ACCOUNT ?”      Press the <VOID> key. The following transactions can be voided:  
CREDIT CARD SALE, FORCED SALE, RETURN.

“CREDIT.....VOID/SALE ACCOUNT ?”      Swipe credit card, or manually key in account number and expiration date.

“CREDIT.....VOID/SALE AMOUNT ?”      Enter amount of void (no need to press decimal) and press <ENTER>.

“APPROVED OFF LINE”      Terminal returns to original prompt, “CREDIT....SALE, ACCOUNT?”

## DEBIT CARD SALE

<u>TERMINAL DISPLAY</u>	<u>ACTION</u>
"CREDIT.....SALE, ACCOUNT?"	Press <PAYMENT MODE> key until terminal displays the following prompt
"DEBIT.....SALE, ACCOUNT?"	Only swipe a debit card (it cannot be keyed in manually).
"DEBIT.....SALE, AMOUNT?"	Enter amount of sale (no need to press decimal).
"CASH BACK 0.00?"	Enter amount of cash back, or press <ENTER> to bypass.
"DIALING, PROCESSING, APPROVED"	Tear slip and have customer sign receipt.

## FORCED CREDIT CARD SALE

<u>TERMINAL DISPLAY</u>	<u>ACTION</u>
"CREDIT.....SALE, ACCOUNT?"	Press the <FORCED> key.
"CREDIT.....FORCED, ACCOUNT?"	Swipe credit card, or manually key in account number and expiration date.
"CREDIT.....FORCED, AMOUNT?"	Enter amount of sale (no need to press decimal).
"ENTER AUTHORIZATION NO."	Enter authorization number obtained through voice authorization.
"APPROVED OFF LINE"	Tear slip and have customer sign receipt.

## CHECK SALE

<u>TERMINAL DISPLAY</u>	<u>ACTION</u>
"CREDIT.....SALE, ACCOUNT ?"	Press <PAYMENT MODE> key, until terminal displays the following prompt
"CHECK.....SALE, AMOUNT ?"	Enter amount of sale (no need to press decimal).
"ENTER MICR NO/ OR SWIPE CHECK"	Enter micr. Numbers on bottom of check or swipe check through check reader. Terminal will then prompt for different information depending on your check processor. Enter necessary info.
"DIALING, PROCESSING, APPROVED"	Tear slip and have customer sign receipt.

## BATCHING/SETTLEMENT

<u>TERMINAL DISPLAY</u>	<u>ACTION</u>
"CREDIT.....SALE ACCOUNT ?"	Press the <BATCH> key.
"CHOOSE HOST: 1. ALL"	Use <FORCED> key to scroll through options. Make selection by pressing <ENTER>.
"DIALING, 1-800-555-9999"	Terminal will print detailed batch report.

## COPY OF TRANSACTION RECEIPT

<u>TERMINAL DISPLAY</u>	<u>ACTION</u>
"CREDIT.....SALE, ACCOUNT?"	Press the <ALPHA> key.
"RECEIPT COPY: 1. LAST RECEIPT" 2. ANY RECEIPT	Use the <FORCED> key to scroll through options. Make selection by pressing <ENTER>. If 1 is selected, terminal will print copy of last receipt. If 2 is selected, terminal will display:
"CHOOSE EDC TYPE: 2. CREDIT (3.CHECK) - Varies depends on EDC types avail.	Press <ENTER> to make selection.
"TRANSACTION # ?"	Enter transaction number and press <ENTER>.

## ADDING TIPS (RESTAURANT ONLY)

<u>TERMINAL DISPLAY</u>	<u>ACTION</u>
"CREDIT.....SALE, ACCOUNT?"	Press the <EDIT> key.
"EDIT TIP BY: 1. TRANSACTION #"	Scroll through the different options using the <FORCED> keys.
Depending on option selected, terminal will Prompt for different information.	Enter in the necessary information, and Transaction will be displayed. If correct transaction, press <ENTER>.
"BASE AMOUNT X.XX,TIP AMOUNT O.OO"	Press <ENTER>.
"TIP AMOUNT O.OO"	Enter tip amount and press <ENTER>.
"TIP AMOUNT X.XX, TOTAL X.XX"	Terminal will display next transaction, or return to tip menu. Continue with same procedure.

## SETTING DEFAULT REPORT

<u>TERMINAL DISPLAY</u>	<u>ACTION</u>
"CREDIT.....SALE, ACCOUNT ?"	Press the <MENU/ESC> key.
"MENU SCREEN: 1. REPORTS"	Press <ENTER>.
"REPORTS: 1. DEFAULT REPORT"	Press <2>.
"CURRENT REPORT: 1. CONDENSED REPORT"	Use the <FORCED> key to scroll through the different options and press <ENTER> to make selection.
"CHOOSE EDC TYPE 1. ALL"	Again, scroll through the different options, and press <ENTER> to make selection. Do this for all given options.
"SET CURRENT DEFAULTS ENTER=Y,ESC=N"	Select YES to save all options selected. Select NO to leave previous options selected.