Column 1

SALE (Swiped or Manually Keyed) *Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.*

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE	Press Sale
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
CARD PRESENT? YES NO	Press Yes if the card is present or Press No if the card is not present
VISA SALE ENTER AMOUNT $0.00	Key amount and press Enter
ADDRESS	Key the first 5 digits of the customer's address and press Enter
ZIP CODE	Key customer's zip code and press Enter
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press Yes to print customer receipt
APPROVED OK 0000-00 AVS = XXX	Press Clear to return to idle prompt

PRE-SALE *Use this procedure to print a generic offline non-sale receipt which will include a printed pre tip amount and a blank line for tips and totals.*

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE BACK TIPS MORE	Press More
AUTH TABS CLOSE BACK INQUIRY MORE	Press More
BACK PRESALE MORE	Press Presale
PRE SALE ENTER AMOUNT $0.00	Key amount and press Enter
PRINTING PRE SALE RECEIPT	Press Clear to return to idle prompt

REPRINT *Use this function to reprint the last transaction or any transaction stored in the terminal's memory.*

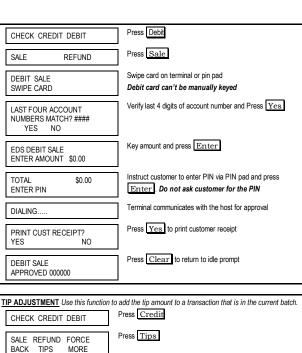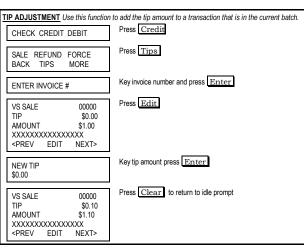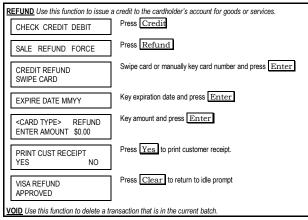|	
CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE	Press More two times
VIEW PRINT REPRINT RPRT RPRT	Press Reprint
ENTER INVOICE #	Key invoice number and press Enter or press Enter to reprint last receipt
PRINT CUST RECEIPT YES NO	Press Yes to print customer receipt.
VIEW PRINT REPRINT RPRT RPRT	Press Clear to return to idle prompt

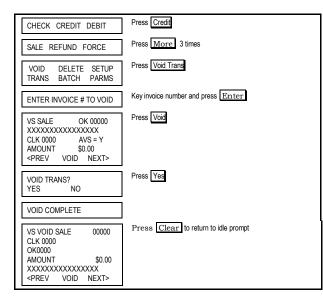**DEBIT SALE (with Cash Back)** *Use this function to authorize and capture transactions for settlement.*

Column 2

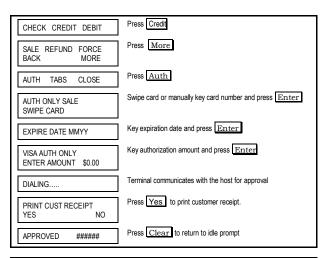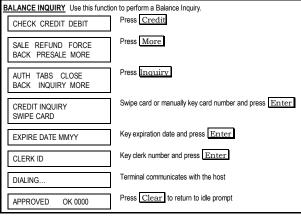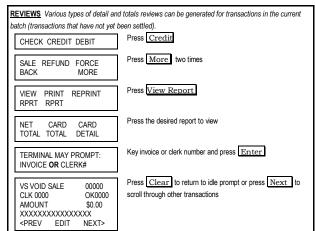|	
CHECK CREDIT DEBIT	Press Debit
SALE REFUND	Press Sale
DEBIT SALE SWIPE CARD	Swipe card on terminal or pin pad ***Debit card can't be manually keyed***
LAST FOUR ACCOUNT NUMBERS MATCH? #### YES NO	Verify last 4 digits of account number and Press Yes
EDS DEBIT SALE ENTER AMOUNT $0.00	Key amount and press Enter
TOTAL $0.00 ENTER PIN	Instruct customer to enter PIN via PIN pad and press Enter. ***Do not ask customer for the PIN***
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT? YES NO	Press Yes to print customer receipt
DEBIT SALE APPROVED 000000	Press Clear to return to idle prompt

TIP ADJUSTMENT *Use this function to add the tip amount to a transaction that is in the current batch.*

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE BACK TIPS MORE	Press Tips
ENTER INVOICE #	Key invoice number and press Enter
VS SALE 00000 TIP $0.00 AMOUNT $1.00 XXXXXXXXXXXXXXX <PREV EDIT NEXT>	Press Edit
NEW TIP $0.00	Key tip amount press Enter
VS SALE 00000 TIP $0.10 AMOUNT $1.10 XXXXXXXXXXXXXXX <PREV EDIT NEXT>	Press Clear to return to idle prompt

REFUND *Use this function to issue a credit to the cardholder's account for goods or services.*

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE	Press Refund
CREDIT REFUND SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
<CARD TYPE> REFUND ENTER AMOUNT $0.00	Key amount and press Enter
PRINT CUST RECEIPT YES NO	Press Yes to print customer receipt.
VISA REFUND APPROVED	Press Clear to return to idle prompt

VOID *Use this function to delete a transaction that is in the current batch.*

Column 3

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE	Press More 3 times
VOID DELETE SETUP TRANS BATCH PARMS	Press Void Trans
ENTER INVOICE # TO VOID	Key invoice number and press Enter
VS SALE OK 00000 XXXXXXXXXXXXXXX CLK 0000 AVS = Y AMOUNT $0.00 <PREV VOID NEXT>	Press Void
VOID TRANS? YES NO	Press Yes
VOID COMPLETE	
VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT $0.00 XXXXXXXXXXXXXXX <PREV VOID NEXT>	Press Clear to return to idle prompt

FORCE SALE *Use this function to capture transactions when voice approval has been obtained.*

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE	Press Force
CREDIT FORCE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
VISA FORCE SALE ENTER AMOUNT $0.00	Key amount and press Enter
ENTER AUTH CODE	Key authorization number that was obtained by the voice authorization center and press Enter
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press Yes to print customer receipt.
APPROVED ######	Press Clear to return to idle prompt

AUTHORIZATION ONLY *This procedure is to authorize a credit card transaction. This will not capture in the terminal.*

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE BACK MORE	Press More
AUTH TABS CLOSE	Press Auth
AUTH ONLY SALE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
VISA AUTH ONLY ENTER AMOUNT $0.00	Key authorization amount and press Enter
DIALING…..	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press Yes to print customer receipt.
APPROVED ######	Press Clear to return to idle prompt

BALANCE INQUIRY Use this function to perform a Balance Inquiry.

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE BACK PRESALE MORE	Press More
AUTH TABS CLOSE BACK INQUIRY MORE	Press Inquiry
CREDIT INQUIRY SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
CLERK ID	Key clerk number and press Enter
DIALING…	Terminal communicates with the host
APPROVED OK 0000	Press Clear to return to idle prompt

REVIEWS Various types of detail and totals reviews can be generated for transactions in the current batch (transactions that have not yet been settled).

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE BACK MORE	Press More two times
VIEW PRINT REPRINT RPRT RPRT	Press View Report
NET CARD CARD TOTAL TOTAL DETAIL	Press the desired report to view
TERMINAL MAY PROMPT: INVOICE **OR** CLERK#	Key invoice or clerk number and press Enter
VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT $0.00 XXXXXXXXXXXXXX <PREV EDIT NEXT>	Press Clear to return to idle prompt or press Next to scroll through other transactions

REPORTS Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE BACK MORE	Press More two times
VIEW PRINT REPRINT RPRT RPRT	Press Print Report
NET CARD CARD TOTAL TOTAL DETAIL	Press the desired report to print
PRINTING REPORT….	Press Clear to return to idle prompt

SETTLE Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE BACK MORE	Press More
AUTH TABS CLOSE	Press Close
TOTALS CORRECT ? $0.00 YES NO	Press Yes to confirm close
DIALING…..	Terminal communicates with the host for approval
BATCH CLOSE COMPLETE	Press Clear to return to idle prompt

PARTIAL APPROVAL Use this function to process a partial approval transaction.

CHECK CREDIT DEBIT	Press Credit
SALE REFUND FORCE BACK PRESALE MORE	Press Sale
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
VISA SALE ENTER AMOUNT $0.00	Key amount and press Enter
ADDRESS	Key the first 5 digits of the customer's address and press Enter
ZIP CODE	Key customer's zip code and press Enter
DIALING…..	Terminal communicates with the host for approval
COLLECT $0.00 ACCEPT PARTIAL AMOUNT YES/NO	Press the desired option
PRINT CUST RECEIPT YES NO	Press Yes to print customer receipt
APPROVED OK 0000-00 AVS = XXX	Press Clear to return to idle prompt

Retail
{750FD100 }

VOICE AUTHORIZATION NUMBERS

MC/VS _____

AMEX _____

DISCOVER/NOVUS _____

OTHER _____

CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____

Merchant ID (MID) _____

Terminal ID (TID) _____

Download Telephone Number _____

Touch Tone or Rotary Dial _____