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Credit Card Sale (Swiped)	Credit Card Sale (Key Entered)	Credit Card Return	Guide to Keys
<p>Swipe/Tap Card* </p> <p>> Select 1 - CREDIT</p> <p>> Server ID + </p> <p>Enter the Sale amount and press </p> <p>> If 1 key was pressed, Swipe/Tap Card*</p> <p>> Confirm Amount? Select Yes or No.</p> <p>> Tip Required? Select Yes or No.</p> <p>> Tip Amt + </p> <p>> Confirm Total. Select Accept or Change.</p> <p>> Additional optional prompts may appear depending on terminal configuration.</p> <p><small>* Note: The option to Tap the card for various functions will be dependent on the hardware being used and the terminal's configuration for Contact-less processing.</small></p>	<p>Press </p> <p>> Select 1 - CREDIT</p> <p>> Server ID + </p> <p>Enter Sale Amt. + </p> <p>Enter Card # + </p> <p>Exp Date + </p> <p>> Confirm Amount? Select Yes or No.</p> <p>> Tip Required? Select Yes or No.</p> <p>> Tip Amt + </p> <p>> Confirm Total. Select Accept or Change.</p> <p>> CVC Code. + </p> <p>> Card present? Choose Yes or No.</p> <p>> Address + </p> <p>> Zip Code + </p>	<p>Press </p> <p>> Enter the password and press </p> <p>> Select 1 - CREDIT</p> <p>> Server ID + </p> <p>Enter the Return amount and press </p> <p>Swipe/Tap* or Key Card and press </p> <p>> Enter the expiration date and press </p>	<p> Use to Set Language</p> <p> ENTER Key (Green) Note: ENTER Key at Idle will also access a Main Menu of functions.</p> <p> CLEAR Key (Yellow)</p> <p> CANCEL Key (Red)</p> <p> ADMIN Key</p> <p> FUNCTION Key</p> <p>Use F key to access the System Manager Menu and to create alpha characters. Press a number key then F repeatedly to create alpha characters when needed.</p> <p>> Optional Prompts</p> <p>> Optional Prompts may include: password, tip, server #, invoice/order number, card present, phone order or e-commerce, address, zip, CVC code, pass terminal, enter merchant number for multi-merchant, confirm amt., tax amt., customer code, imprint card, and enter last 4 digits. Not all optional prompts are shown.</p>
Void	Auth Only	Credit Card Force	Tip Adjust
<p>Press </p> <p>> Enter the password and press </p> <p>Use Search Menu to locate transaction: 1=All 2=Reference # 3=Server # 4=Invoice #/PO # 5=Account # 6=Customer # 7= RRN 8=Approval Code</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Voided.</p> <p>Confirm Void \$X.XX? Select Yes or No.</p> <p>Terminal will display VOID response and print a VOID receipt.</p>	<p>Press </p> <p>Select 2 – AUTH ONLY</p> <p>> Server ID + </p> <p>Enter the amount and press </p> <p>Swipe or Key Card and press </p> <p>> Enter the expiration date and press </p> <p>> CVC code + </p> <p>> Card present? Choose Yes or No.</p> <p>> Address. + </p> <p>> Zip code + </p>	<p>Press </p> <p>Select 1 – CREDIT</p> <p>> Server ID + </p> <p>Enter the Sale amount and press </p> <p>Swipe/Tap* or Key Card and press </p> <p>> Enter the expiration date and press </p> <p>> Confirm Amount? Select Yes or No.</p> <p>> Tip Required? Select Yes or No.</p> <p>> Tip Amt + </p> <p>> Confirm Total. Select Accept or Change.</p> <p>Enter Approval Code and press </p>	<p>Press </p> <p>Use Search Menu to select transaction to adjust.</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to add Tip.</p> <p>Enter Tip Amt + </p> <p>Accept or Change? Select Accept to continue.</p> <p>> Adjust Another? Select Yes to adjust additional tips.</p> <p>Reprint</p> <p>Press </p> <p>Select 3 – REPRINT</p> <p>Select 1 – Last Receipt or 2 - Search</p> <p>Use Search Menu to select transaction to reprint. If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be re-printed.</p>



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Debit Sale	Debit Return	Open/Close Tab	Summary Report
<p>Swipe Card or press 1</p> <p>Select 2 - DEBIT</p> <p>> Server ID + 0</p> <p>Enter the Sale amount and press 0</p> <p>> If 1 key was pressed, Swipe/Tap Card*</p> <p>> Confirm Amount? Select Yes or No.</p> <p>> Tip Required? Select Yes or No.</p> <p>> Tip Amt. + 0</p> <p>> Cash Back? Choose Yes or No.</p> <p>> Enter Cash back Amount and press 0</p> <p>> Confirm Amount \$X.XX? Choose Accept or Change. Select Accept to proceed or Change to Cancel the transaction and begin again.</p> <p>Customer will Enter PIN # and press 0</p>	<p>Press 2</p> <p>> Enter the password and press 0</p> <p>Select 2 - DEBIT</p> <p>> Server ID + 0</p> <p>Enter the Return amount and press 0</p> <p>Swipe or Tap Card*</p> <p>> Confirm Amount \$X.XX? Select Yes or No.</p> <p>Customer will Enter PIN # and press 0</p>	<p>Press 3</p> <p>Select from List: 1 – Open 2 – Close 3 – Delete 4 – Delete All</p> <p><u>Select 1 to Open a Tab</u></p> <p>Enter Server ID + 0</p> <p>Enter Tab Amt. + 0</p> <p>Swipe/Tap* or Key Card and press 0</p> <p>> Exp Date + 0</p> <p><u>Select 2 to Close a Tab</u></p> <p>Use Search Menu to select tab to close.</p> <p>Close Tab Amount \$X.XX, Choose Accept or Change. Select Accept to proceed or Change to change the amount.</p> <p>> Confirm Amount? Select Yes or No.</p> <p>> Tip Required? Select Yes or No.</p> <p>> Tip Amt + 0</p> <p>> Confirm Total. Select Accept or Change.</p>	<p>Press .,#></p> <p>> Enter the password and press 0</p> <p>Select 0 – Reports Menu</p> <p>Select 2 – Summary</p> <p>Select 1- Print or Select 2 - Display</p> <p>Open Tab Report</p> <p>Press .,#></p> <p>> Enter the password and press 0</p> <p>Select 0 – Reports Menu</p> <p>Select 5 – Open Tabs</p> <p>Select 1 – All Servers or 2 - Single Server.</p> <p>If 2 is selected, Enter Server ID + 0</p> <p>Note: Tabs must be closed prior to Batch Close.</p>
Detail Report	Credit Trans Adjust	Server Menu	Settlement
<p>Press .,#*</p> <p>> Enter the password and press 0</p> <p>Select 0 – Reports Menu</p> <p>Select 1 – Detail</p> <p>Select 1- Print or Select 2 – Display</p> <p>If choose 2 – Display, detail can be displayed in order of preference selected:</p> <p>1 – Reference # 2 – Invoice # 3 – Card Type</p> <p>Use the F1 (Previous) and F4 (Next) keys to scroll through transactions.</p>	<p>Press 9</p> <p>Select 1 – TRANS ADJUST</p> <p>Use Search Menu to select transaction to adjust.</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Adjusted. Enter new Sale Amount and press 0</p>	<p>Press .,#*</p> <p>> Enter the password and press 0</p> <p>Select 1 – Server Menu</p> <p>Select from the list:</p> <p>1 – Add ID 2 – Delete ID 3 – Print ID List 4 – Auto Add Clk 5 – ClkPrompt 6 – ClkWording 7 – Display Params</p> <p>Select 1 to add a Server ID.</p> <p>Enter Server ID + 0</p> <p>Server ID Added. Add another? Select Yes or No.</p>	<p>Press 8</p> <p>Close Batch and Deposit Funds?</p> <p>Select Yes or No.</p> <p>Batch Totals</p> <p>Press .,#*</p> <p>> Enter the password and press 0</p> <p>Select 2 – Batch Menu</p> <p>Select 1 – Batch Totals</p> <p>Press 0 to return to previous menu.</p>