





<i>FUNTION</i>	<i>ACTION</i>	<i>TERMINAL DISPLAY</i>
<b>SERVER REPORTS</b>	1. Press REPORTS key. 2. Key in 2; press ENTER  3. Key in selection; press ENTER  4. Key in server number, up to 4 digits, press ENTER or press ENTER for all. 5. Printer generates report.	DATE <span style="float: right;">TIME</span> 1. SWIPE CUSTOMER CARD 2. 2=SERVER      3=AUDIT 4=SUMMARY    5=O TABS 3. 1=DETAIL      2=SUMMARY 3=UNADJUSTED 4. ENTER SERVER NUMBER 5. SCANNING BATCH
<b>REPRINT RECEIPT</b>	1. Press REPRINT key.  2. Key in invoice number of original transaction; press ENTER or press ENTER for last transaction. 3. Printer generates receipt.	DATE <span style="float: right;">TIME</span> 1. SWIPE CUSTOMER CARD REPRINT INVOICE 2. ENTER INVOICE NUMBER [INVOICE#]      \$\$.\$\$ 3. REPRINT COMPLETE
<b>DISPLAY TOTALS</b>	1. Press TOTALS key. 2. No action while terminal processes request.  3. Total values display. Pres BACKSPACE (←) to toggle between displays of Net Refund Totals and Net Sales Totals for a card type.  4. Press ENTER to review net sales for next card type or CLEAR to review previous card type totals.	DATE <span style="float: right;">TIME</span> 1. SWIPE CUSTOMER CARD 2. SCANNING BATCH PLEASE WAIT TOTALS          \$\$.\$\$ 3. ## ITEMS TOTALS          \$\$.\$\$ 4. ## ITEMS

<b>TERMINAL RESPONSES</b>	
<b>REASON/ACTION</b>	<b>TERMINAL DISPLAY</b>
PLEASE CALL:	A call to the authorization center is required to complete the transaction. Merchant must perform an offline entry to create a transaction for settlement, after receiving an approval.
PLEASE CALL – CC:	Card had been reported stolen. A call to the authorization center is required. Obtain another form of payment.
PLEASE CALL – LC:	Card had been reported lost. A call to the authorization center is required. Obtain another form of payment.
CALL HELP – NT:	No terminal parameters. The terminal ID is not recognized by the host as a valid terminal ID, or the host terminal records are incomplete. Call the Help Desk.
CALL HELP – RE:	Card Reader Error - retry card
CALL HELP – SQ:	Sequence number is duplicate. Indicates terminal or system error. Call the Help Desk
CALL HELP – TR:	Invalid transaction. Call the Help Desk
DECLINED:	Transaction has been declined by bank or bank network. Obtain another form of payment.
EXPIRED CARD:	Card Expired. Obtain another form of payment.
INCORRECT PIN:	(Debit) Incorrect Personal Identification Number. Re-enter correct number (this action is performed by the cardholder).
INVALID TRANSACTION:	Transaction is not allowed at the terminal.
PLEASE WAIT:	Terminal is waiting for further instructions from host.



<i>FUNTION</i>	<i>ACTION</i>	<i>TERMINAL DISPLAY</i>
<b>ADJUST/ADD TIP</b>	<ol style="list-style-type: none"> <li>1. Press <b>ADJUST</b> key.</li> <li>2. Key in server number, up to 4 digits; press <b>ENTER</b></li> <li>3. Key in invoice # from original transaction; press <b>ENTER</b></li> <li>4. Base amount displays. If correct, press <b>ENTER</b>. If not correct, press <b>CLEAR</b> to return to enter new amount.</li> <li>5. A) If total amount was not correct and <b>CLEAR</b> was pressed, base amount displays. If correct, press <b>ENTER</b>. If not correct amount, press <b>CLEAR</b> to enter new amount enter new amount B) If base amount is correct and <b>ENTER</b> was pressed, key in tip amount; press <b>ENTER</b></li> <li>6. Total amount displays If correct, press <b>ENTER</b>. If not correct, press <b>CLEAR</b> to enter new amount</li> </ol>	<p>DATE <span style="float:right">TIME</span></p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD ADJUST</li> <li>2. ENTER SERVER NUMBER</li> <li>3. ENTER INVOICE NUMBER BASE AMOUNT \$\$.\$\$</li> <li>4. CORRECT? YES OR NO</li> <li>5. A) IF TOTAL NOT CORRECT BASE AMOUNT \$\$.\$\$ CORRECT? YES OR NO B) IF BASE AMT IS CORRECT: TIP AMOUNT \$\$.\$\$ ENTER TIP \$\$.\$\$ TOTAL \$\$.\$\$</li> <li>6. CORRECT? YES OR NO</li> </ol>
<b>MANUAL CARD ENTRY</b>	<ol style="list-style-type: none"> <li>1. A) Enter card number manually; press <b>ENTER</b> B) Enter expiration date of the card; press <b>ENTER</b></li> <li>2. Take imprint of customer's card</li> <li>3. Key in server number, up to 4 digits; press <b>ENTER</b></li> <li>4. Key amount of sale; press <b>ENTER</b></li> <li>5. Key in amount of tip; press <b>ENTER</b></li> <li>6. Verify if total is correct.</li> <li>7. No action while terminal processes transaction.</li> <li>8. Record auth number and code; press <b>ENTER</b>.</li> </ol>	<p>DATE <span style="float:right">TIME</span></p> <ol style="list-style-type: none"> <li>1. A) ##### B) EXPIRATION DATE MMY [CARD TPYE] [SALE]</li> <li>2. TAKE IMPRINT OF CARD</li> <li>3. ENTER SERVER NUMBER</li> <li>4. BASE AMOUNT \$\$.\$\$</li> <li>5. AMOUNT OF TIP \$\$.\$\$</li> <li>6. CORRECT? YES OR NO</li> <li>7. DIALING NOW PROCESSING NOW</li> <li>8. APPROVAL #####</li> </ol>
<b>BATCH REVIEW</b>	<ol style="list-style-type: none"> <li>1. Press <b>BATCH REVIEW</b> key.</li> <li>2. Key in server number, up to 4 digits; press <b>ENTER</b> or press <b>ENTER</b> for all.</li> <li>3. Press <b>ENTER</b> to view transactions by invoice number in descending order. Press <b>CLEAR</b> to view transactions in ascending order.</li> <li>4. Press <b>BACKSPACE</b> (←) to view detail of individual transaction.</li> <li>5. Press <b>BACKSPACE</b> (←) to view more detail of a transaction.</li> </ol>	<p>DATE <span style="float:right">TIME</span></p> <ol style="list-style-type: none"> <li>1. SWIPE CARD REVIEW</li> <li>2. ENTER SERVER NUMBER SRV: ##### INV: [INVOICE#]</li> <li>3. [TRANS TYPE] \$\$.\$\$ APPROVAL #####</li> <li>4. CARD NUMBER SEQUENCE NO. #####</li> <li>5. DATE <span style="float:right">TIME</span></li> </ol>
<b>BATCH SETTLEMENT</b>	<ol style="list-style-type: none"> <li>1. Press <b>SETTLEMENT</b> key.</li> <li>2. Key in your password (0000); press <b>ENTER</b>.</li> <li>3. To settle all card types, press <b>ENTER</b>. To settle specific card types, key in Host number, press <b>ENTER</b>. Host numbers may be viewed by pressing <b>FUNTION 8</b>.</li> <li>4. No action while terminal is processing.</li> <li>5. Press <b>ENTER</b> to accept value displayed or <b>CLEAR</b> to return to idle prompt.</li> <li>6. Press <b>ENTER</b> to accept value displayed or <b>CLEAR</b> to return to idle prompt.</li> <li>7. Terminal connects to host to transmit batch information. This displays when process is complete.</li> </ol>	<p>DATE <span style="float:right">TIME</span></p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD [CARD TPYE] SETTLE</li> <li>2. ENTER PASSWORD</li> <li>3. HOST NUMBER (ID#) SCANNING BATCH</li> <li>4. PLEASE WAIT SALES TOTAL \$\$.\$\$</li> <li>5. CORRECT? YES OR NO REFUNDS TOTAL \$\$.\$\$</li> <li>6. CORRECT? YES OR NO BATCH NUMBER #####</li> <li>7. RECONCILE COMPLETE \</li> </ol>
<b>REPORTS</b>	<ol style="list-style-type: none"> <li>1. Press <b>REPORTS</b> key</li> <li>2. Key in report number; press <b>ENTER</b>. Printer generates report.</li> </ol>	<p>DATE <span style="float:right">TIME</span></p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD</li> <li>2. 2=SERVER 3=AUDIT 4=SUMMARY 5=O TABS</li> </ol>