

Sale/Purchase	Add Tip	Credit	Special Options
<ul style="list-style-type: none"> <li>Swipe Card</li> <li>Fraud Control + </li> </ul>	<ul style="list-style-type: none"> <li>Press <b>6</b> + <b>2</b></li> <li>Server ID + </li> <li>Reference Number + </li> <li>Press  If Correct Transaction Is Displayed</li> <li>Enter Tip + </li> <li>Enter Server ID And Next Reference Number To Add More Tips <i>Or</i></li> <li>Press </li> </ul>	<ul style="list-style-type: none"> <li>Press <b>4</b> + <b>4</b></li> <li>Swipe Card</li> <li>Fraud Control + </li> </ul>	<ul style="list-style-type: none"> <li>= Optional Step(s)</li> <li>If Optional Is On - Follow Blue Step <i>Or</i> See Side 2 Options</li> </ul>
<p><b>Or If Unreadable</b></p> <ul style="list-style-type: none"> <li>Press <b>1</b></li> <li>Enter Acct Number + Press </li> <li>Press <b>1</b> If Card Present</li> <li>Press <b>0</b> If Card Not Present</li> <li>see MAIL/PHONE ORDER</li> <li>Exp. Date + </li> <li>V-CODE +  If V-Code Is Not Entered</li> <li>Press <b>0</b> If V-CODE Is Not Provided <i>Or</i></li> <li>Press <b>1</b> If V-CODE Is Unreadable <i>Or</i></li> <li>Press <b>2</b> If V-CODE Is Not On Card</li> <li>Address Verification</li> <li>Press </li> <li>Invoice Number + </li> <li>Sale Amount + </li> <li>Server ID + </li> <li>Enter Tip +  - Approval</li> <li>Comm. Card +  - Receipt Prints</li> <li>Press  to Print Customer Copy</li> </ul>	<p><b>Offline</b></p> <ul style="list-style-type: none"> <li>Press <b>6</b> + <b>1</b></li> <li><b>1</b> +  Sale</li> <li><b>2</b> +  Mail/Phone</li> <li>Swipe Card</li> <li>Fraud Control + </li> </ul>	<p><b>Or If Unreadable</b></p> <ul style="list-style-type: none"> <li>Press <b>4</b> + <b>4</b></li> <li>Enter Acct Number + Press </li> <li>Exp. Date + </li> <li>Credit Amount + </li> <li>Server ID +  - Receipt Prints</li> <li>Press  to Print Customer Copy</li> </ul>	<p><b>Custom Payment Service</b></p> <ul style="list-style-type: none"> <li>Transaction ID + </li> <li>Validation Code + </li> <li>Orig. Trans. Date + </li> <li>Audit Info + </li> </ul>
<p><b>Void</b></p> <ul style="list-style-type: none"> <li>Press  + <b>6</b> + <b>6</b></li> <li>Press </li> <li>Reference Number + </li> <li>Swipe Card</li> </ul>	<p><b>Or If Manually Keyed</b></p> <ul style="list-style-type: none"> <li>Enter Acct Number + Press </li> <li>Press <b>1</b> If Card Present</li> <li>Press <b>0</b> If Card Not Present</li> <li>Exp. Date + </li> <li>V-CODE +  If V-Code Is Not Entered</li> <li>Press <b>0</b> If V-CODE Is Not Provided <i>Or</i></li> <li>Press <b>1</b> If V-CODE Is Unreadable <i>Or</i></li> <li>Press <b>2</b> If V-CODE Is Not On Card</li> <li>Address Verification</li> <li>Press </li> <li>Sale Amount + </li> <li>Server ID + </li> <li>Enter Tip + </li> <li>Auth Code +  - Receipt Prints</li> <li>Press  to Print Customer Copy</li> </ul>	<p><b>ATM/Purchase</b></p> <ul style="list-style-type: none"> <li>Press <b>3</b> + <b>1</b></li> <li>Swipe Card</li> <li>Invoice Number + </li> <li>Sale Amount + </li> <li>Enter Tip + </li> <li>Cashback + </li> <li>[Verify Amount] + </li> <li>Customer Enters PIN + </li> <li>Server ID + </li> </ul>	<p><b>ATM Return</b></p> <ul style="list-style-type: none"> <li>Press <b>4</b> + <b>3</b></li> <li>Fraud Control + </li> <li>Credit Amount + </li> <li>[Verify Amount] + </li> <li>Customer Enters PIN + </li> <li>Server ID + </li> <li>Original Transaction Date + </li> </ul>
<p><b>Or If Unreadable</b></p> <ul style="list-style-type: none"> <li>Enter Acct Number + Press </li> <li>Sale Amount +  - Receipt Prints</li> <li>Press  to Print Customer Copy</li> </ul>		<p><b>Re-Enter Purchase</b></p> <ul style="list-style-type: none"> <li>Press <b>6</b> + <b>4</b> + <b>1</b></li> <li>Swipe <i>Or</i> Key In ATM Card</li> <li>Fraud Control + </li> <li>Sale Amount + </li> <li>Enter Tip + </li> <li>Cashback + </li> <li>Server ID + </li> </ul>	<p><b>Re-Enter Return</b></p> <ul style="list-style-type: none"> <li>Press <b>6</b> + <b>4</b> + <b>3</b></li> <li>Swipe <i>Or</i> Key In ATM Card</li> <li>Fraud Control + </li> <li>Credit Amount + </li> <li>Server ID + </li> </ul>
		<p>Follow Terminal Prompts to Complete Re-enter. Refer to Original Receipt to Enter Original Transaction Information Requested.</p>	

## End-Of-Day Balancing

## Daily Reports

- Press +
  - 1 = Totals
  - 2 = Server
  - 3 = Detail
  - 4 = All
- To Review (No Printer)
- Press + + ,
- Or

## Server Report

- Press + + + +
- Server ID +
- To Review (No Printer)
- Press + + +

## Transmit Batch

- Press +
- Enter Item Count +
- Enter Net Amount  
[ if a negative ] +
- (No Printer)
- Press + for GB Number

## Reprint Receipt

- Press +
- Enter Reference Number +
- Select , Merchant Copy  
Or , Customer Copy
- Press

## Commercial Card

- Customer Code +
- Sales Tax +
- If 0 (zero) Entered
- Press for No
- Press for Yes

## Address Verification

- Street Address +
- Zip Code +

## Check Processing

## Telecheck/Telecredit

- Press
- 2-Digit State ID & Driver's License Number +
- Birth Date +
- Sale Amount +

## JBS

- Press
- MICR Number +
- (From Bottom of Check)
- Press +
- Sale Amount +

## Scan

- Press
- 2-Digit State ID & Driver's License Number +
- Or
- MR & MICR Number +
- (From Bottom of Check)
- Press +
- Sale Amount +

## Terminal Messages

- Call  
Call Voice Authorization Center if approved, proceed with Offline Entry.
- Hold Call [or] Pick Up Card  
Hold the card. Use Code 10 procedure. Call Voice Authorization Center.
- Cannot Correct  
Performing the tip function on a transaction that cannot be adjusted or already has been adjusted.
- Decline  
Request another card from cardholder.
- GT 80% Full  
Terminal is beyond 80% capacity to store captured transactions. Transmit as soon as possible.
- Lost Comm. W/Host  
Line is busy at the host or there are telephone circuit problems. Try transaction again or call Voice Authorization Center.
- Must Check TOTS  
Totals must be checked. Print or review Totals Report.
- QD XXX [or] RB XXX  
Quit Duplicate or Reject Batch. Call Help Desk.
- Service Not Allowed  
Service not allowed for card type.
- Tip Over 20%  
Tip amount entered exceeded 20% of original dollar amount. Press to adjust amount.
- Waiting For Line  
Phone line may be in use or out of service. Check for dial tone and all telephone connections.
- XX More Trans...  
Terminal can store only XX (number) more transactions. Transmit as soon as possible.
- 1 More Trans  
Terminal can store only 1 more transaction. Transmit immediately.