

| Sale/Purchase | Credit | Offline Entry | Special Options |
|--|---|---|---|
| <ul style="list-style-type: none"> Press 1 Press Guest/Folio + Swipe Card | <ul style="list-style-type: none"> Press 4 Swipe Card | <p>To enter Pre-Authorized Credit Card Transaction</p> <ul style="list-style-type: none"> Press 6 Press Guest/Folio + Swipe Card | <p>▶ = Optional Step(s) If Applicable - Follow Red Optional Step Or Insert Following Optional Steps Below At ▶</p> |
| <p>Or If Unreadable</p> <ul style="list-style-type: none"> Enter Acct Number + Exp. Date + Press 1 If Card Present Zip Code + - Imprint Card | <p>Or If Unreadable</p> <ul style="list-style-type: none"> Enter Acct Number + Exp. Date + Purchasing Card Credit Amount + Clerk ID + | <p>Or If Unreadable</p> <ul style="list-style-type: none"> Enter Acct Number + Exp. Date + - Imprint Card Purchasing Card Sale Amount + Clerk ID + Auth Code + | |
| <p>Reprint Receipt</p> <ul style="list-style-type: none"> Press + 1 Reference Number + | <p>Void</p> <ul style="list-style-type: none"> Press + 6 + Reference Number + Swipe Card | <p>Auth Only</p> <ul style="list-style-type: none"> Press 5 Swipe Card | <p>Key-Entered VISA Sale</p> <ul style="list-style-type: none"> Application VT1TPH6 Prompts For Zip Code Entry Prior to Auth if Card Present |
| | <p>Or If Unreadable</p> <ul style="list-style-type: none"> Enter Acct Number + Sale Amount + | <p>Or If Unreadable</p> <ul style="list-style-type: none"> Enter Acct Number + Press Exp. Date + Sale Amount + Clerk ID + | <p>Purchasing Card</p> <ul style="list-style-type: none"> Cust. Code + Sales Tax + |
| | | | <p>Custom Payment Service</p> <ul style="list-style-type: none"> Trans. ID + Validation Code + Original Trans. Date + Audit Info + |

End-Of-Day Balancing




| Daily Reports | Clerk Report | Transmit Batch |
|---|---|--|
| <ul style="list-style-type: none"> Press + 5 + ▶ If Clerk ID On ▶ 1 = Totals ▶ 2 = Clerk ▶ 3 = Detail ▶ 4 = All ▶ To Review: (No Printer) ▶ Press + 4 + 1, 2 Or ▶ 3 | <ul style="list-style-type: none"> Press + 5 + 2 + + 1 + ▶ Clerk ID + ▶ To Review: (No Printer) ▶ Press + 4 + 2 + + 1 | <ul style="list-style-type: none"> Press 9 ▶ Press Trans Count + ▶ Net Amount ▶ Press [*] If Negative (No Printer) ▶ Press + 3 For GB Number |

Check Processing





Telecheck/Telecredit

- › Press **7**
- › 2-Digit State ID & Driver's License Number + 
- › Birth Date + 
- › Sale Amount + 





JBS

- › Press **7**
- › MICR Number + 
- (From Bottom of Check)
- › Press **9 9 9 9** + 
- › Sale Amount + 

Scan

- › Press **7**
- › 2-Digit State ID & Driver's License Number + 
- Or
- › MR & MICR Number + 
- (From Bottom of Check)
- › Press **9 9 9** + 
- › 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**.
- › **Decline**
Request another card from cardholder.
- › **GBXXXXX**
Good Batch/Batch Transmission Successful. Press  Until Batch Settlement prints.
- › **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.
- › **Must Settle**
Automatic Batch Settlement did not complete. Press  + **9** to display last host response.
- › **No Reply**
Processor failed to respond. Call **Voice Authorization Center**.
- › **No Response MSG**
Host disconnected phone communication or circuit problems. Re-initiate batch transmit.
- › **Not Found**
Data entered in error.
- › **Press CLR FUNC 9**
Start-up function must be initiated after each unsuccessful transmission.  + **9** + 
- › **QD XXX [or] RB XXX**
Quit Duplicate or Reject Batch. Call **Help Desk**.
- › **Service Not Allowed**
Service not allowed for card type.
- › **Waiting For Line**
Phone line may be in use or out of service. Check for dial tone and all telephone connections.