STRAIGHT SALE

1. Terminal Idle Display
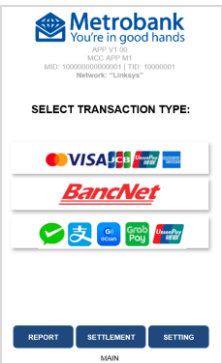
To start transaction:

a. Click HERE to proceed to ENTER amount screen

b. Insert or Swipe Card from Idle mode
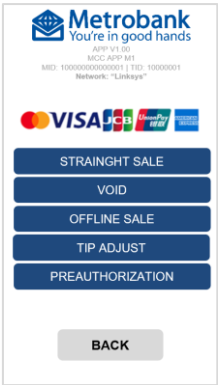
c. Click Menu to navigate

---

2. Select Transaction Type

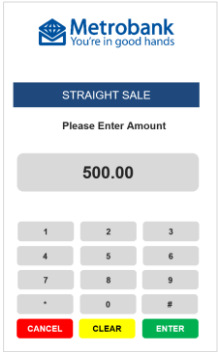Select MC/VISA/JCB/Union Pay – for Credit transaction

---

3. Select Transaction Type
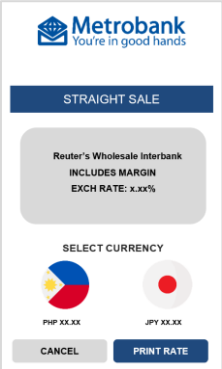
Select Straight Sale

---

4. Amount Entry

Enter the desire amount then press [ENTER] button to confirm

---

6. FOR DCC TRANSACTION ONLY

Terminal will ask the desired currency.

---

7. Card Entry

Customer can Tap/Insert/Swipe/Key-in card or press [BACK] to cancel

---

8. FOR MANUAL KEY ENTRY TRANSACTIONS ONLY:

From Card Entry, Input the Customer Card number then press [OK] to confirm

Input the expiry date seen in card then press [ENTER] to confirm

---

9. FOR EMV PIN BASED TRANSACTION ONLY

If card has pin, hand the terminal to customer to input pin, then press [ENTER] button to confirm. If not, press [ENTER] button for pin bypass
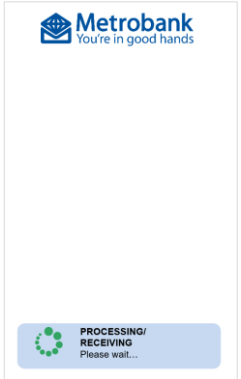
---

10. Card Confirmation

Terminal will display the total amount; Press [PROCEED] to

Continue or [X] to cancel and will back to idle.

---

11. Connecting to bank host

Terminal will send and receive data to/from host

---

12. Printing of Receipt

Terminal will print the receipt

---

13 Printing of Merchant Receipt

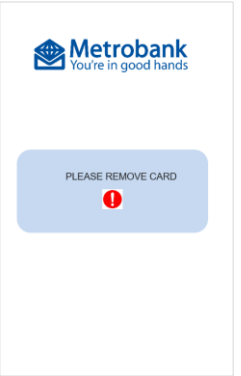Press PRINT Button to print MERCHANT COPY, [CANCEL] button if not

---

14. Printing of Bank Receipt

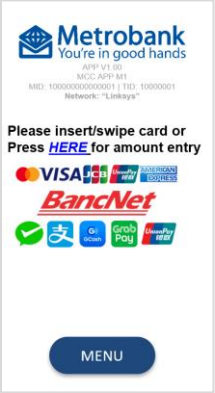Press PRINT Button to print MERCHANT COPY, [CANCEL] button if not

---

15 FOR CHIP/EMV TRANSACTIONS ONLY:

Wait for terminal to display "PLEASE REMOVE CARD" before pulling out the chip/EMV card from the terminal

PREAUTH COMPLETION

1. Terminal Idle Display
Click Menu to navigate

6. Amount Entry

Enter the desire amount then press [ENTER] button to confirm

2. Select Transaction Type

Select MC/VISA/JCB/Union Pay – for Credit transaction

7. Card Confirmation

Terminal will display the total amount; Press [PROCEED] to

Continue or [CANCEL] to return to idle.

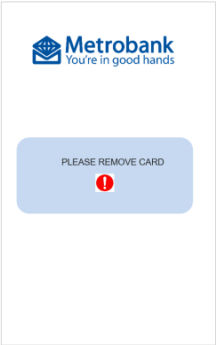**3. Select PREAUTH COMPLETION Transaction**

8. Printing of Receipt

Terminal will print the receipt

4. Card Entry

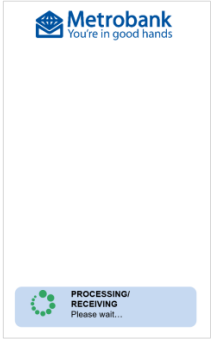Customer can Insert/Swipe/Key-in card or

press [BACK] to cancel

9 FOR CHIP/EMV TRANSACTIONS ONLY:

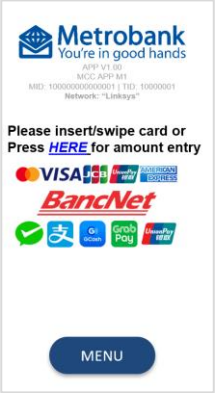Wait for terminal to display "PLEASE REMOVE CARD" before pulling out the chip/EMV card from the terminal

5. Approval Code Entry

Input Approval code (seen on receipt PREAUTH RECEIPT) then press [ENTER] button to continue

10. Connecting to bank host

Terminal will send and receive data to/from host
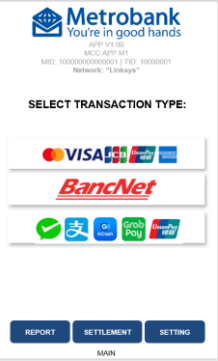
VOID

1. Terminal Idle Display Click Menu to navigate
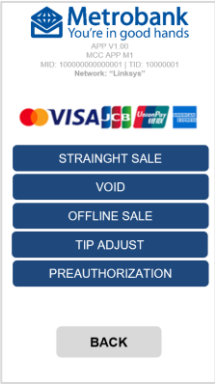
2. Select Transaction Type

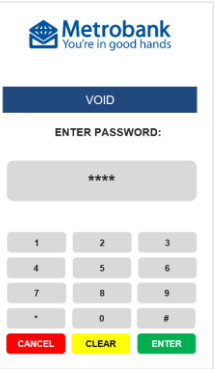Select MC/VISA/JCB/Union Pay – for Credit transaction
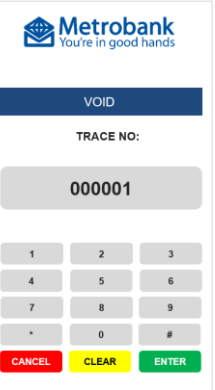
3. Select VOID

4. Enter Password:

Input marchant password

5. Invoice Number Entry:
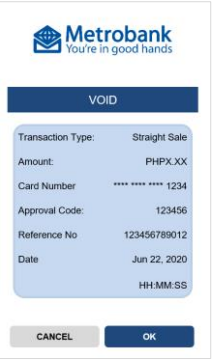
Input invoice number of transaction needed to void then press [ENTER] to continue NOTE: Debit sales cannot be voided
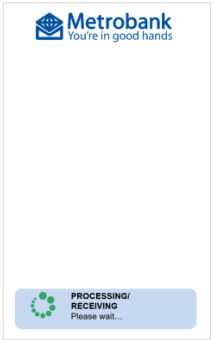
VOID

6. Void Confirmation

Terminal will display amount of transaction needed to void. Press [OK] to confirm, Press [CANCEL] to EXIT

7.Connecting to bank host

Terminal will send and receive data to/from host

8. Printing of Receipt

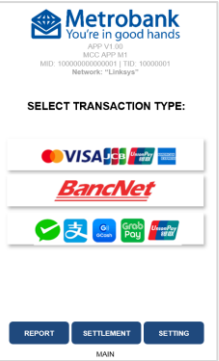Terminal will print the receipt

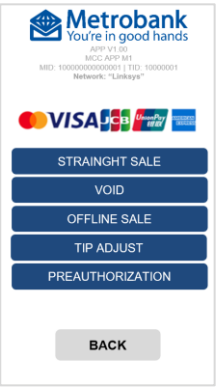## OFFLINE

1. Terminal Idle Display Click Menu to navigate

2. Select Transaction Type

Select MC/VISA/JCB/Union Pay – for Credit transaction

3. Select OFFLINE Transaction
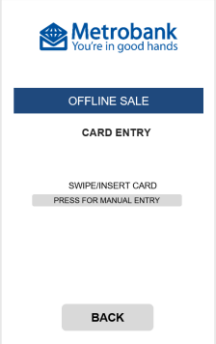

4. Enter Password:

Input merchant password

5. Card Entry

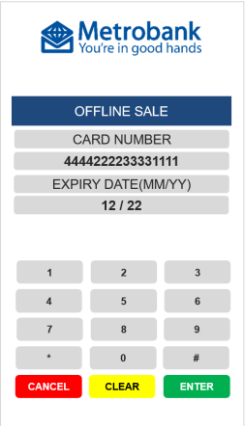Customer can Insert/Swipe/Key-in card or

press [BACK] to cancel

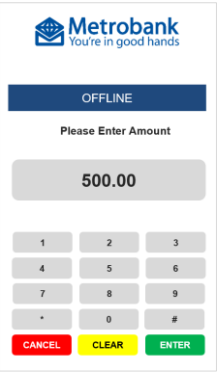**6. FOR MANUAL KEY ENTRY TRANSACTIONS ONLY:**

From Card Entry, Input the Customer Card number then press [ENTER] to confirm

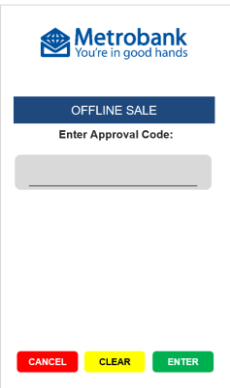Input the expiry date seen in card then press [ENTER] to confirm

7. Amount Entry

Enter the desire amount then press [ENTER] button to confirm
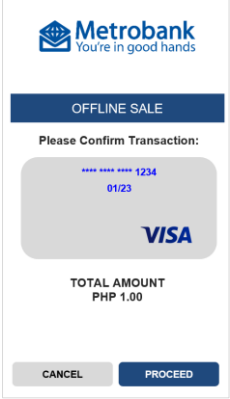

8. Approval Code Entry

Input Approval code (seen on receipt PREAUTH RECEIPT) then press [ENTER] button to continue

9. Card Confirmation

Terminal will display the total amount; Press [PROCEED] to Continue or [CANCEL] to return to idle screen

10. Printing of Receipt

Terminal will print the receipt

TIP ADJUST

PREAUTHORIZATION

1. Terminal Idle Display Click Menu to navigate
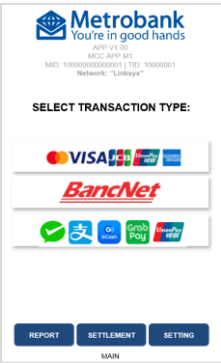
6. Confirm to add TIP

Terminal will display the total amount; Press [OK] to

Continue or [CANCEL] to return screen to idle.

1. Terminal Idle Display Click Menu to navigate
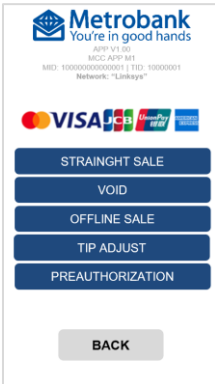
2. Select Transaction Type

Select MC/VISA/JCB/Union Pay – for Credit transaction

7. TIP Amount Entry

Enter the desire tip amount then press [ENTER] button to confirm

2. Select Transaction Type

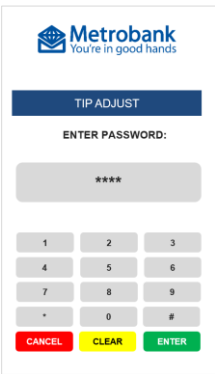Select MC/VISA/JCB/Union Pay – for Credit transaction

3. Select TIP ADJUST Transaction

8. Card Confirmation

Terminal will display the total amount; Press [PROCEED] to
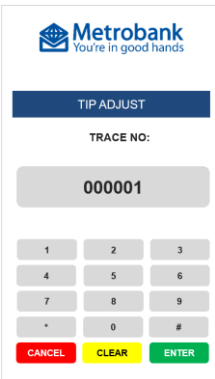
Continue or [CANCEL] to return to idle.

3. Select PREAUHTORIZATION Transaction

4. Enter Password:

Input merchant password

9. Printing of Receipt

Terminal will print the receipt

4. Card Entry

Customer can Insert/Swipe/Key -in card or

press [BACK] to cancel

5. Invoice Number Entry:

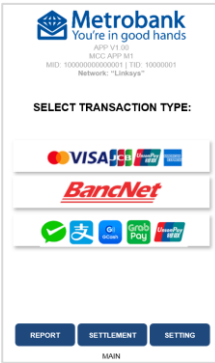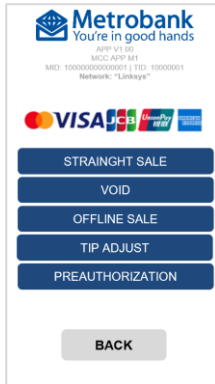Input invoice number of transaction needed to void then press [ENTER] to continue NOTE: Debit sales cannot be voided

5. FOR MANUAL KEY ENTRY TRANSACTIONS ONLY:

From Card Entry, Input the Customer Card number then press [ENTER] to confirm
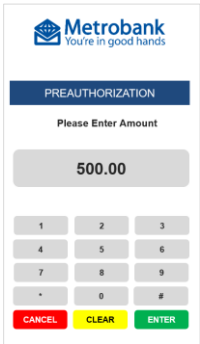
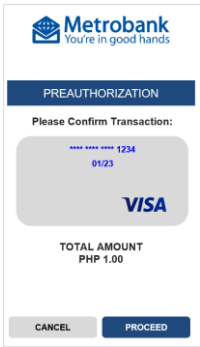Input the expiry date seen in card then press [ENTER] to confirm

PREAUTHORIZATION

6. Amount Entry

Enter the desire amount then press [ENTER] button to confirm

7. Card Confirmation

Terminal will display the total amount; Press [PROCEED] to

Continue or [CANCEL] go back to idle.

8. Connecting to bank host

Terminal will send and receive data to/from host

9. Printing of Receipt

Terminal will print the receipt

10 FOR CHIP/EMV TRANSACTIONS ONLY:

Wait for terminal to display "PLEASE REMOVE CARD" before pulling out the chip/EMV card from the terminal
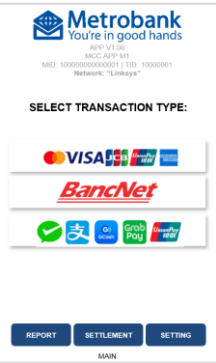
PREAUTH VOID
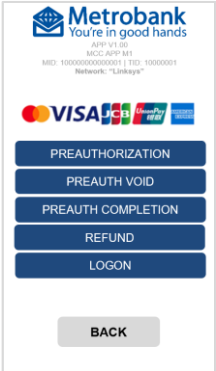
1. Terminal Idle Display Click Menu to navigate

2. Select Transaction Type

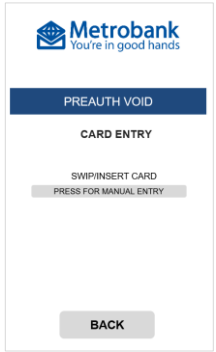Select MC/VISA/JCB/Union Pay – for Credit transaction

3. Select PREAUTH VOID Transaction

4. Card Entry

Customer can Insert/Swipe/Key-in card or

press [BACK] to cancel

5. Enter RRN:

Input RRN (seen on receipt PREAUTH RECEIPT) then press [ENTER] button to continue
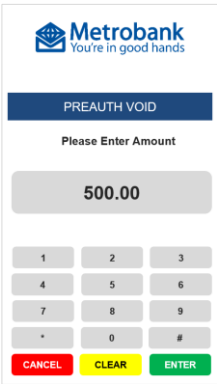
6. Approval Code Entry

Input Approval code (seen on receipt PREAUTH RECEIPT) then press [ENTER] button to continue

7. Amount Entry
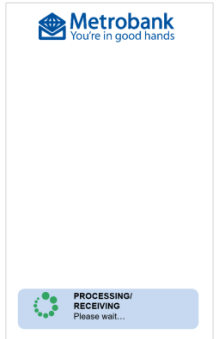
Enter the desire amount then press [ENTER] button to confirm
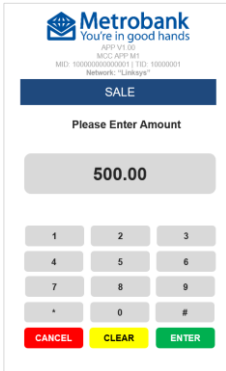
8. Card Confirmation

Terminal will display the total amount; Press [PROCEED] to

Continue or [CANCEL] go back to idle.

9. Connecting to bank host

Terminal will send and receive data to/from host
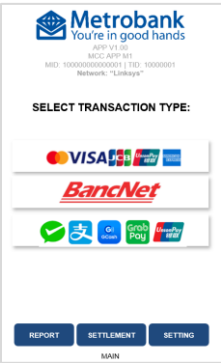
10. Printing of Receipt

Terminal will print the receipt

LOGON

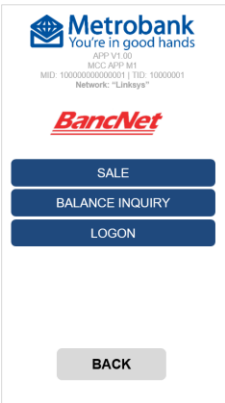## DEBIT SALE

1. Terminal Idle Display Click Menu to navigate

1. Terminal Idle Display Click Menu to navigate

6. Amount Entry

Enter the desire amount then press [ENTER] button to confirm

2. Select Bancnet

2. Select Bancnet

7. Card Confirmation

Terminal will display the total amount; Press [PROCEED] to

Continue or [CANCEL] go back to idle.

3. Select LOGON

3. Select SALE transaction

8. ENTER PIN

If card has pin, hand the terminal to customer to input pin, then press [ENTER] button to confirm.

4.Connecting to bank host

Terminal will send and receive data to/from host

4. Card Entry

Customer can Insert/Swipe/Key-in card or

press [BACK] to cancel

9.Connecting to bank host

Terminal will send and receive data to/from host

5. Account Selection

Terminal will ask for debit account selection, Savings account and Current account

10. Printing of Receipt

Terminal will print the receipt

Metrobank
You're in good hands

1. Terminal Idle Display Click Menu to navigate

6. Card Confirmation

Terminal will display card details Press [PROCEED] to

Continue or [CANCEL] go back to idle.
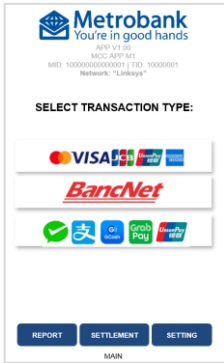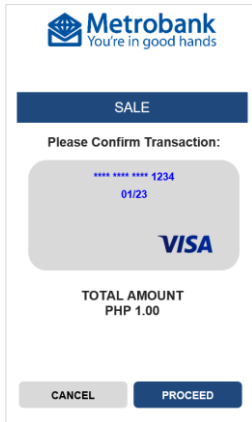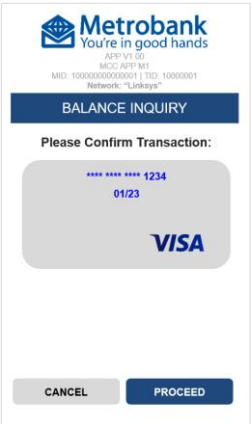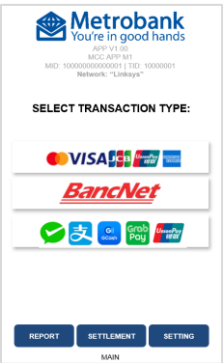

1. Terminal Idle Display Click Menu to navigate
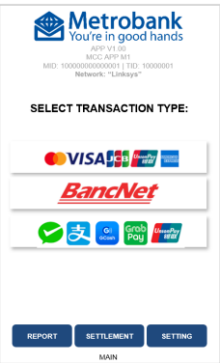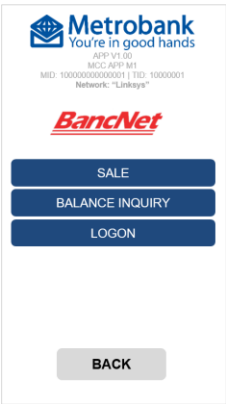

2. Select Bancnet

7. ENTER PIN

If card has pin, hand the terminal to customer to input pin, then press [ENTER] button to confirm.
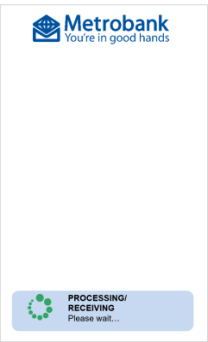

2. Select REPORT

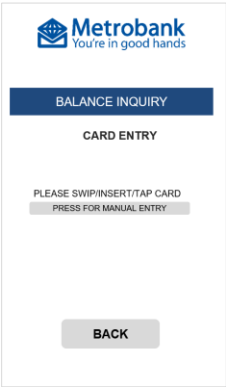

3, Select Balance Inquiry Transaction

8.Connecting to bank host

Terminal will send and receive data to/from host

3. Select REPORTS

Press [2] button for REPORTS

4. Card Entry
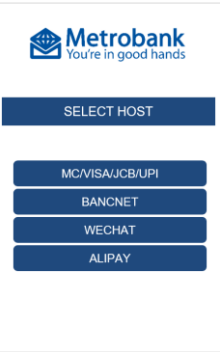
Customer can Insert/Swipe/Key-in card or
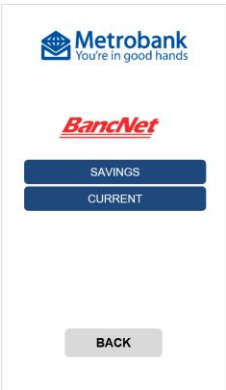
press [BACK] to cancel

9. Balance Inquiry

Terminal will display remaining balance on the card.
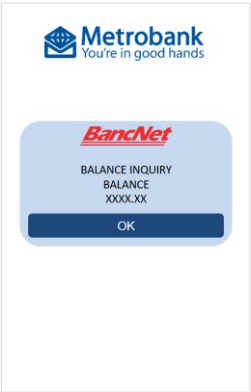
4. FOR DETAIL AND SUMMARY REPORT ONLY:

Select host for desired report

5. Account Selection

Terminal will ask for debit account selection, Savings account and Current account

5. Printing of Report

Terminal will print report that was selected

SETTLEMENT

1. Terminal Idle Display Click Menu to navigate

2. Select Settlement

3. Select Single Settle or Settle All

Terminal will ask if Settle all card types, Press [1] button if Yes, Press [2] button for No.

4. Enter Password:

Input merchant password

5.1. SINGLE SETTLE

Select host needs to settle, use [↓ ↑] down and up button to navigate for other host

Hosts with Asterisk (*) means it has batch, if not, batch is empty

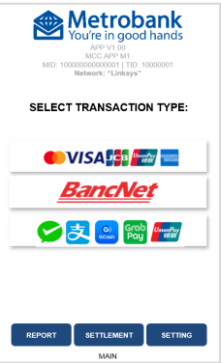**6. Settlement Totals per host:**

Terminal display totals on the screen. Press [PROCEED] to continue then [CANCEL] to return to idle mode

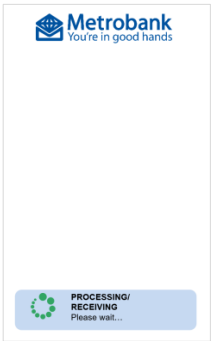**7 .Connecting to bank host**

Terminal will send and receive data to/from host

8. Printing of Settlement Receipt

Terminal will print the receipt

METROBANK

TEL NO:
+63 2 8870-0999

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