

MONERIS

QUICK REFERENCE GUIDE

KEYS



Admin



OK/Enter



Cancel

OPENING

Logon the Machine:

1. Press
2. Press
3. Enter **02**.
4. Press
5. Swipe the POS ADMIN card.
The READY screen appears.

TRANSACTIONS

Process a Credit Refund:

1. Press
2. Press
3. Enter **101**.
4. Press
5. Swipe the POS ADMIN card.
6. Enter the refund amount.
7. Enter the authorization number.
8. Insert the patron's credit card and turn the machine over to the patron.
The refund receipt prints.

Reprint the Last Customer Receipt:

1. Press
 2. Press
 3. Enter **29**.
 4. Press
- The last customer receipt prints.*

CLOSING

Print the Daily Transactions Report:

1. Press
2. Press
3. Enter **60**.
4. Press
5. Press
6. Press (**F1**).
7. Press
8. Press (**F4**).

The report prints and the machine returns to the READY screen.

NOTE: If you get the TRANSACTION NOT FOUND message that means there were no credit/debit transactions made during the day. Press until you see the READY screen.

Print the Weekly Transactions Report:

1. Press
 2. Press
 3. Enter **99**.
 4. Press
- The report starts printing.*

NOTE: Do not remove from the machine.

5. Press (**F1**).
The report finishes printing and the machine returns to the READY screen.

Logoff the Machine:

1. Press
 2. Press
 3. Enter **03**.
 4. Press
- The PLEASE LOGON screen appears.*