

Tech Support:

Phone: 866.499.5732 **After Hours:** 877.815.9747 RETAIL

Quick Reference Guide

Manual Credit Card Sale	Credit Card Refund	Voids
> Enter Acct Number +	> Press Return > Enter Acct Number + Inter > Exp. Date + Inter > Amount + Inter	Press Void once to VOID sale, twice to VOID a return or three times to VOID a forced sale. > Swipe Card Or Enter Acct Number Exp. Date + The terminal will look for a transaction that matches the data entered to VOID, or it will read. "Trans not found" if no match.
Credit Card Sale	Debit Sale	Forced Sale
> Swipe Card > Press for Credit Card if Prompted, or Skip to Next Step > Amount + (Tree)	> Swipe Card > Press for Debit Card Or > Press Until DEBIT Appears on the Screen Then Swipe Card > Amount + (nter) > Cash Back + (nter) > Press for Debit Card Or > Press for Debit Ca	> Swipe Card Or Enter Acct Number + (Inter) > Exp. Date + (Inter) > Amount + (Inter) > Enter Auth Number + (Inter) Use the six digit authorization number previously obtained for this transaction. The receipt will read "Ticket Only".

NOTE:

- * CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last three digits on the right of the signature panel, directly below the mag stripe.
- ★ Use numbers only for street address.
- Terminal will prompt for Clerk ID and invoice number if those options are activated.
- » Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X = Number of merchants using the terminal).



Quick Reference Guide

Manual Credit Card Sale	Credit Card Refund	Voids
> Enter Acct Number + Enter > Exp. Date + Enter > Amount + Enter Card Present? Press Enter for Yes Or For No Enter Zip Code + Enter Street Address * + Enter Enter CVV2, CVC2, or CID Code * + Enter If code is not known or not present, press and choose the appropriate numeric response. *These items above prompt if the card is not present. Discover cards will prompt when the card is present as well. The AVS and CVV2 or CID response will print on the receipt.	> Press Return > Enter Acct Number + (********************** > Exp. Date + (********************** > Amount + (***********************************	Press Void once to VOID sale, twice to VOID a return or three times to VOID a forced sale. > Swipe Card Or Enter Acct Number Exp. Date + Interpolate The terminal will look for a transaction that matches the data entered to VOID, or it will read. "Trans not found" if no match.
Credit Card Sale	Debit Sale	Forced Sale
> Swipe Card > Press for Credit Card if Prompted, or Skip to Next Step > Amount +	> Swipe Card > Press for Debit Card Or > Press Until DEBIT Appears on the Screen Then Swipe Card > Amount + forter > Cash Back + forter > Press forter if No Cashback > PIN Number + forter	> Press Forced > Swipe Card Or Enter Acct Number + Inter > Exp. Date + Inter > Amount + Inter > Enter Auth Number + Inter Use the six digit authorization number previously obtained for this transaction. The receipt will read "Ticket Only".

NOTE:

- * CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last three digits on the right of the signature panel, directly below the mag stripe.
- ★ Use numbers only for street address.
- Terminal will prompt for Clerk ID and invoice number if those options are activated.
- » Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X = Number of merchants using the terminal).



Tech Support:

Phone: 866.499.5732 **After Hours:** 877.815.9747

RESTAURANT

Quick Reference Guide

Manual Credit Card Sale	Credit Card Refund	Voids
> Enter Acct Number +	> Press Return	> Press Void
Exp. Date +	> Enter Acct Number +	Press Void once to VOID sale, twice to VOID a return or three times to VOID a forced sale.
) Amount +	> Exp. Date + Enter	> Enter Acct Number +
> Enter Tip Amount" +) Amount + Enter	> Exp. Date +
> Enter Server Number +	> Enter Server Number +) Amount + (The property of the property of th
Card Present?		> Enter Server Number +
Press for Yes		The terminal will look for a transaction that matches the data entered to VOID, or it will read. "Trans not found" if no match.
Or for No		
Enter Zip Code +		
> Street Address ★ + (inter)		
> Enter CVV2, CVC2, or CID		
If code is not known or not present, press and choose the appropriate numeric response. *These items above prompt if the card is not present. Discover cards will prompt when the card is present as well. The AVS and CVV2 or CID response will print on the receipt.		
Credit Card Sale		
Cicait Cara Jaic	Debit Sale	Forced Sale
> Swipe Card	Debit Sale > Swipe Card	> Press Forced
		4.
> Swipe Card	Swipe CardPress for Debit CardOr) Press Forced
> Swipe Card > Press for Credit Card if	 Swipe Card Press for Debit Card Or Press for Debit Card 	> Press Forced > Swipe Card Enter
 Swipe Card Press for Credit Card if Prompted, or Skip to Next Step 	Swipe CardPress for Debit CardOr	> Press Forced > Swipe Card
 Swipe Card Press for Credit Card if Prompted, or Skip to Next Step Amount + 	 Swipe Card Press for Debit Card Or Press ther Until DEBIT Appears on the 	> Press Forced > Swipe Card Enter Or Enter Acct Number + Enter > Exp. Date + Enter
 Swipe Card Press for Credit Card if Prompted, or Skip to Next Step Amount +	 Swipe Card Press for Debit Card Or Press Until DEBIT Appears on the Screen Then Swipe Card 	> Press Forced > Swipe Card Enter Or Enter Acct Number + Enter > Exp. Date + Enter > Amount + Enter
 Swipe Card Press for Credit Card if Prompted, or Skip to Next Step Amount +	> Swipe Card > Press for Debit Card Or > Press ther for Debit Card Or > Press ther for Debit Card Or > Amount + ther for Debit Card	> Press Forced > Swipe Card fines Or Enter Acct Number + fines > Exp. Date + fines > Amount + fines > Enter Tip Amount* + fines
 Swipe Card Press for Credit Card if Prompted, or Skip to Next Step Amount +	> Swipe Card > Press for Debit Card Or > Press for Debit Card Or Until DEBIT Appears on the Screen Then Swipe Card > Amount + for Debit Card > Enter Tip Amount + for Debit Card	> Press Forced > Swipe Card fines Or Enter Acct Number + fines > Exp. Date + fines > Amount + fines > Enter Tip Amount" + fines > Enter Server Number + fines
 Swipe Card Press for Credit Card if Prompted, or Skip to Next Step Amount +	> Swipe Card > Press for Debit Card Or > Press Until DEBIT Appears on the Screen Then Swipe Card > Amount + Intel > Enter Tip Amount" + Intel > Cash Back + Intel	> Press Forced > Swipe Card forcer Or Enter Acct Number + forcer > Exp. Date + forcer > Amount + forcer > Enter Tip Amount" + forcer > Enter Server Number + forcer > Enter Auth Number + forcer Use the six digit authorization number previously obtained
 Swipe Card Press for Credit Card if Prompted, or Skip to Next Step Amount +	> Swipe Card > Press for Debit Card Or > Press teter Until DEBIT Appears on the Screen Then Swipe Card > Amount + form > Enter Tip Amount" + form > Cash Back + form > Press for Debit Card Or In the	> Press Forced > Swipe Card

- Tip Prompt: To have tip prompt during the transaction, press the key, 5 (system Options), 6 (Working Mode), 1, (Tip Options), Enter password then press key, 1 (Tip 1=ON), 2 (For ON), Press key until display says "Tip 1 Options 2 In Transaction". Press 2 then key, then press key 4 times to return to idle prompt. Tip can still be adjusted later. See "Add Tips" on this card.
- * CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last three digits on the right of the signature panel, directly below the mag stripe.
- » Optional Prompts Include: Tip Amount, Invoice Number, Table Number, Number of Guests, Zip Code and Street Address on Manual Entries (use numbers only for street address).
- ★ Use numbers only for street address.
- » Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X = Number of merchants using the terminal).

RESTAURANT

Card Verify Duplicate Server Report > Press Alpha Copy > Press Verify > Press Func > Select 1, 2 or 3 (see below) Press Swipe Card Or Enter Acct Number + To See Hot Keys **To Print Last Customer Receipt** Exp. Date + > Press Press Amount + To Print Any Receipt **For Server Report** A current report will print listing transactions for each active server. Press 2 Enter Server Number + Then Choose the Card Type To Print a Report for a **Card Present?** 2, 3 or 4, and Enter the Specific Server: Transaction Number + Press (for Yes) Press (Enter Password" Press 1 = Reports Or (Here) for No To Print Last Merchant Receipt Press 2 = Current Report > Press Enter Zip Code + **Press 2 = Short Report** Press 2 = Specific Server Street Address*+ **Enter the Server ID** Follow display prompts to select EDC, card and transaction types needed on report Enter CVV2, CVC2, or CID* or Press three times for ALL. Code + Add Tips *Will prompt if card is not present. If code is not known or not and choose the appropriate numeric response. > Press Func and Review **Settle Batch Detail Report** at the Same Time > Press Func > Press Func Press to Add Tips Press > Press Choose Transaction Retrieval **Method of Your Choice:** for Reports for Batch 2 = By Invoice Number **Nurit Will Print a Detailed** Press (3 = Scroll Open **Report of All Transactions** for Batch To Host 4 = By Server Number -Or-5 = By Transaction Number **Open/Close Tab** Press (6 = By Card Type Press Func and Review 7 = By Card Number To Batch All Hosts After Selection is Made, Enter at the Same Time, Then Note: If transactions without Requested Data Such as Inv **Select Desired Function From** tips exist, before prompting to Number, Serv Number, etc., the List on the Display: close batch, the terminal will the Transaction Will Display. 1. Add Tips display "Crd Trns Untipped" 2. Open a Tab Press 1 = Scroll 2 = Ignore3. Close a Tab Press 1 to add tips or 2 to To Add the Tip 4. Delete a Tab proceed with settlement. 5. Show Tabs Press 6. Tab Report After Adding the Tip 7. Open Tab Report 8. Close Tab Report Press Note: If Tab amount exceeds additional authorization, terminal will prompt user to Press to obtain new authorization. to Return to the Idle Prompt

NOTE:

- * CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last three digits on the right of the signature panel, directly below the mag stripe.
- » Optional Prompts Include: Tip Amount, Invoice Number, Table Number, Number of Guests, Zip Code and Street Address on Manual Entries (use numbers only for street address).
- * User Must Enter Password Where Prompted
- » Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X = Number of merchants using the terminal).



Tech Support:

Phone: 866.499.5732 **After Hours:** 877.815.9747

EBT / Food Stamps / Cash Benefits

Quick Reference Guide

Food Stamp Refund Food Stamp Electronic Voucher Food Stamp Purchase Press (Enter Daymt) Until "EBT......Sale" > Press (Enter Paymt) Until "EBT......Sale" Press (Enter Paymt) Until "EBT......Sale" shows on the screen shows on the screen shows on the screen Swipe EBT Card > Then Press Forced Then Press Return Or Enter Acct Number + Screen will say "EBT......Forced" Screen will say "EBT......Return" = Food Stamp OR Swipe EBT Card Manually Enter = Cash Benefits Or Enter Acct Number + Paym Account Number + Finter Account 1 for Food Stamp Enter Amount + Finter Amount + Enter Amount + (Sale Amount + Finter Payme Enter Auth Number + Fayer Enter PIN Number + (Enter PIN Number + Enter Paym **Terminal Will Print a Receipt** Enter Voucher Number + (Press Alpha then Paymt **Terminal Will Print a Receipt Terminal Will Print a Receipt** For Additional Receipt Press Alpha then (Enter Paymt) > Press | Alpha | then | Enter | Paymt For Additional Receipt For Additional Receipt Cash Benefits Cash Only Transaction **Cash Benefits Purchase** > Press (Enter Paymt) Until "EBT......Sale" > Press (Enter Paymt) Until "EBT......Sale" shows on the screen shows on the screen Swipe EBT Card Or Enter Acct Number + (Enter Ayrn Swipe EBT Card Or Enter Acct Number + (Enter Paymt) = Food Stamp OR = Food Stamp OR = Cash Benefits = Cash Benefits for Cash Benefit Press for Cash Benefit At "Enter Amount" Prompt, Press Enter Paym Enter Amount + Cash Back + Fayer Cash Back + ((Optional) (Enter the cash only amount here) Enter PIN Number + Enter PIN Number + (# **Terminal Will Print a Receipt Terminal Will Print a Receipt** Press Alpha then Paym Press Alpha then For Additional Receipt For Additional Receipt

NOTE:

EBT INFORMATION / DEFINITIONS:

Electronic Voucher: A form completed by merchant for a Food Stamp transaction if the terminal is unable to complete a Food Stamp Purchase Transaction. Merchant also calls for Voice approval then completes the Electronic Voucher transaction above when the terminal is able to communicate.

Voucher Serial Number: A Serial Number is pre-printed on every voucher form and this number must be entered during the Electronic Voucher Transaction.

Food Stamp and Cash Benefits: Some merchants will process only Food Stamps transactions, some will accept only Cash Benefit transactions, and some will accept both. This is determined by the arrangement the merchant signs with the Food and Nutrition Services. **Available Balance:** The available balance on the customer's EBT card will print at the bottom of all receipts.

OPTIONAL TERMINAL PROMPTS:

Optional Terminal prompts may appear during EBT transactions based on the terminal application.

Optional prompts Include: Clerk or Server Number, Invoice Number, and Password.