

SALE	
Screen Prompt	Action
From Main Screen	1. Select Sale [F#]
Ticket # <If prompted>	2. Ticket # + Press [F#]
Clerk ID: <If prompted>	3. Clerk ID + Press [F#]
Amount: \$	4. Trans Amt + Press [F#]
Total: <If prompted>	5. Verify amount: Yes [F#] to continue No [F#] to cancel trans
Card Entry or Account #:	6. Swipe or insert card. If keyed manually, go to step 9
Not Accepted <If prompted>	7. Remove card. Press enter, go back to step 6.
Select Application <If prompted>	8. Applications may vary depending on the card.
Or Key Manually	
Card Entry or Account #:	9. Acct # + Press [F#]
Choose Card <card types>	10. Select Card Type [F#]
Override Chip Requirement? <If prompted>	11. Select: Yes [F#]
Visa Check Master Money? <If prompted>	12. Select: Yes [F#] for debit, or No [F#] for credit
Exp Date (MMYY)	13. Exp Date + Press [F#]
Card Present	14. Yes – go to step 15 No – go to step 16
Imprint Card	15. Imprint card + Press [F#]
V-Code : <If prompted>	16. V-Code + Press [F#] or Press [F#] skip
Address (Enter street number only) <If prompted>	17. Address + Press [F#] or Press [F#] skip
Zip Code <If prompted>	18. ZIP Code + Press [F#] or Press [F#] skip
PIN Based Transactions Only	
Cash? <If prompted>	19. Cash Back Amt + Press [F#]
Enter PIN	20. Customer enters PIN Press [F#]
Accept Partial? <If prompted>	21. Yes—receipt shows the amount due.









SALE	
Screen Prompt	Action
	No—receipt displays insufficient funds.
Corporate Cards Only	
Customer Ref Num: <If prompted>	22. P.O. # + Press [F#] or Press [F#] skip
Tax Amt: \$ <If prompted>	23. Tax Amt + Press [F#] or Press [F#] skip
Tax Exempt: <If prompted>	24. Verify Tax Exempt status: Yes [F#] to continue No [F#] to continue
Remove Card <If prompted>	
Return Terminal to Clerk <If prompted>	25. Press [F#]
Print Cust Copy?	26. Yes [F#] for cust copy






REFUND (CREDIT TRANSACTIONS ONLY)	
Screen Prompt	Action
From Main Screen	1. Scroll ▼ to Refund [F#]
Password	2. Password + Press [F#]
Ticket # <If prompted>	3. Ticket # + Press [F#]
Clerk ID <If prompted>	4. Clerk ID + Press [F#]
Amount: \$	5. Trans Amt + Press [F#]
Total: <If prompted>	6. Verify amount: Yes [F#] to continue No [F#] to cancel trans
Card Entry or Account #:	7. Swipe or insert card. If keyed manually, go to step 9
Select Application <If prompted>	8. Applications may vary depending on the card.
Or Key Manually	
Card Entry or Account #:	9. Acct # + Press [F#]
Choose Card <card types>	10. Select Card Type [F#]
Exp Date (MMYY)	11. Exp Date + Press [F#]
Imprint Card	12. Imprint card + Press [F#]
Remove Card <If prompted>	
Return Terminal to Clerk <If prompted>	13. Press [F#]

REFUND (CREDIT TRANSACTIONS ONLY)	
Screen Prompt	Action
Prnt Cust Copy?	14. Yes [F#] for cust copy
AUTHORIZATION ONLY	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Auth Only [F#]
Ticket # <If prompted>	2. Ticket # + Press [F#]
Clerk ID <If prompted>	3. Clerk ID + Press [F#]
Amount: \$	4. Trans Amt + Press [F#]
Total: <If prompted>	5. Verify amount: Yes [F#] to continue No [F#] to cancel trans
Card Entry or Account #:	6. Swipe or insert card. If keyed manually, go to step 9
Not Accepted <If prompted>	7. Remove card. Press enter, go back to step 6.
Select Application <If prompted>	8. Applications may vary depending on the card.
Or Key Manually	
Card Entry or Account #:	9. Acct # + Press [F#]
Choose Card <card types>	10. Select Card Type [F#]
Override Chip Requirement? <If prompted>	11. Select: Yes [F#]
Visa Check Master Money? <If prompted>	12. Select: Yes [F#] for debit, or No [F#] for credit
Exp Date (MMYY)	13. Exp Date + Press [F#]
Card Present	14. Yes – go to step 15 No – go to step 16
Imprint Card	15. Imprint card + Press [F#]
V-Code : <If prompted>	16. V-Code + Press [F#] or Press [F#] skip
Address (Enter street number only) <If prompted>	17. Address + Press [F#] or Press [F#] skip
Zip Code <If prompted>	18. ZIP Code + Press [F#] or Press [F#] skip
PIN Based Transactions Only	
Enter PIN	19. Customer enters PIN Press [F#]
Remove Card <If prompted>	


Return Terminal to Clerk <If prompted>	20. Press [F#]
Prnt Cust Copy?	21. Yes [F#] for cust copy





PHONE ORDER	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Phone Order [F#]
Ticket # <If prompted>	2. Ticket # + Press [F#]
Clerk ID: <If prompted>	3. Clerk ID + Press [F#]
Amount: \$	4. Trans Amt + Press [F#]
Total: <If prompted>	5. Verify amount: Yes [F#] to continue No [F#] to cancel trans
Card Entry or Account #:	6. Acct # + Press [F#]
Choose Card	7. Select Card Type [F#]
Exp Date (MMYY)	8. Exp Date + Press [F#]
V-Code : <If prompted>	9. V-Code + Press [F#] or Press [F#] to skip
Address (Enter street number only) <If prompted>	10. Address + Press [F#] or Press [F#] to skip
Zip Code <If prompted>	11. ZIP Code + Press [F#] or Press [F#] to skip
Prnt Cust Copy?	12. Yes [F#] for cust copy



TICKET ONLY	
Screen Prompt	Action
From Main Screen	1. Scroll  to Ticket Only [F#]
Ticket # <If prompted>	2. Ticket # + Press 
Clerk ID <If prompted>	3. Clerk ID + Press 
Amount: \$	4. Trans Amt + Press 
Total: <If prompted>	5. Verify amount: Yes [F#] to continue No [F#] to cancel trans
Card Entry or Account #:	6. Swipe or insert card. <i>If keyed manually, go to step 7</i>
Or Key Manually	
Card Entry or Account #:	7. Acct # + Press 
Choose Card <card types>	8. Select Card Type [F#]
Exp Date (MMYY)	9. Exp Date + Press 
Imprint Card	10. Imprint card + Press 
Appr Code:	11. Appr Code + 12. Press 
Prnt Cust Copy?	13. Yes [F#] for cust copy


VOID	
Screen Prompt	Action
From Main Screen	1. Scroll  to Void [F#]
Password	2. Password + Press 
Void Last Trans Yes No	3. Yes [F#] = last transaction
Void Any Transaction	
Select No [F#] any transaction.	
Find a transaction by one of the following methods:	
<ul style="list-style-type: none"> • Inv# [F#] + Press  first invoice in batch; • Next [F#] to scroll to next invoice in batch • Inv# [F#] + type invoice number + Press  • Acct# [F#] + type last 4 digits of account number + Press  	
<card number> <trans amount>	4. Select Yes [F#]
Prnt Cust Copy?	5. Yes [F#] for cust copy





REPRINT A RECEIPT	
Screen Prompt	Action
From Main Screen	1. Press [Reprint]
<Receipt type>	2. Select Receipt Type [F#]
Last Receipt	








REPRINT A RECEIPT	
Screen Prompt	Action
Printing...	3. Prints the last receipt.
Any Receipt	
Invoice #:	3. Inv # + Press 
Prnt Cust Copy?	4. Yes [F#] for cust copy

BATCH REVIEW (ADJ, PRINT, VOID)	
Screen Prompt	Action
From Main Screen	1. Scroll  to Batch Review [F#]
Password	2. Password + Press 
Retrieve By:	3. Select Inv # [F#]
Invoice Number:	4. Press  for all or Inv # + Press  for to retrieve a specific transaction
Adjust	
Batch Review ADJ	5. Select Adj [F#]
Adjust Option	6. Select Adjust Type [F#]
Void	
Batch Review Void	5. Select Void [F#]

SETTLEMENT	
Screen Prompt	Action
Note: Batch must be settled to receive funds.	
From Main Screen	1. Select Settlement [F#]
Password	2. Password + Press 
< Terminal displays totals >	3. Confirm totals + Press 
Verify that "Settlement Successful" prints on the Settlement Report	

REPORTS	
Screen Prompt	Action
From Main Screen	1. Press [Reports]
<Reports>	2. Scroll  and select Report Name [F#]
Totals Report. Prints transaction totals and counts arranged by card issuer. Includes grand totals. Detail Report. Prints detail information for each transaction. Host Tot Rpt. Prints totals information for each card type. Store Fwd Rpt. NOT USED Server Reports: <ul style="list-style-type: none"> - Totals Report: Prints totals report per clerk - Detail Report: Prints detail report per clerk - Server Table: Prints clerk log and login information if 	

REPORTS	
Screen Prompt	Action
<i>applicable</i> – IRS Tip Report: Prints tip activity per clerk – Discount Tip: Prints discount tip information per clerk	
Shift Reports. Prints transaction totals per shift	
Unadjst Report. Prints transaction data for transactions with unadjusted tips	
Batch History. Prints a series of settlement reports by date	
Terminal Params. Prints parameter data per merchant and card type	
Cards Report. Lists specific data for each merchant and for each card type	
Terminal Stats. Prints statistical and diagnostic information about the terminal by day or week	
Merchant Report. Prints merchant information per merchant	
VCS Ext. Error. Prints and displays CommServer extended error messages information	
Server Reports	
Note: Applies to Detail Report and IRS Tip Report only	
<Server Reports>	3. Scroll  to the type of Server Report 
Clrk Rpt Options One All	4. Select report option: • One  for a single clerk • All  for all clerks

TIP ADJUST	
Screen Prompt	Action
From Main screen	1. Press 
Retrieve By: Svr Amt Acct Inv#	2. Select Inv # 
Invoice Number:	3. Press  for all transactions
<trans info> Adj Prev Next Inv#	4. Select Adj  or Next  to view next trans
New tip: \$xx.xx	5. Tip Amt + 
Password	6. Enter password
Total	7. Total amount displayed
	8. Main menu  ; or Next trans. 