Conversion Imaging - Hypercom T4200

Check Sale

1. Press the Home key.
2. Press the silver key next to the CrossCheck icon on the display screen.
3. Press 1 for Check Sale.
4. Run the check through the imager.
5. Type in the amount of the check then press ENTER.
6. Swipe the customer's ID through the credit card slide or press ENTER to manually enter the ID.
7. Type in the two-digit State Code then press ENTER or verify and press ENTER if the ID was swiped.
8. Type in the customer's ID then press ENTER or verify and press ENTER if the ID was swiped.
9. Type in an optional Reference Number then press ENTER.
10. When the first copy of the receipt prints have the customer read and sign the check disclaimer.

For 24-Hour Customer Service
Call 1-800-552-1900

For online reporting:
www.cross-check.com

Batch Settlement

1. Press the Home key.
2. Press the silver key next to the CrossCheck icon on the display screen.
3. Press 3 for Batch.
4. Press 1 for Settlement.
5. Type in the Batch password then press Enter.
6. Press ENTER to settle the batch CLEAR to cancel.

Batch Report Printing

1. Press the Home key.
2. Press the silver key next to the CrossCheck icon on the display screen.
3. Press 3 for Batch.
4. Press 2 for Batch Report.

Uploading Images Via ImageUploader32

1. Press the Home key on the upper left corner of the keypad.
2. Press the button next to the Image Upload icon on the screen.
3. Press the button next to Upload Images Now.