Hypercom Optimum
T42xx - M42xx
Terminal Guide

Check Transaction Procedure

John Smith
123 Anywhere Street
America, USA 12345

Home Phone #   Auth Code
Work Phone #   Driver's License #   Date _____   77058

Pay To The Order Of: _____

_____ Dollars

Memo: _____

⑆0⑆204507⑆11102 ⑈120⑊0120450⑈

Name must be imprinted by bank and signature must match. No P.O. box (write physical address if necessary.)	Driver's License #, Authorization #, and home phone # must be written on check.	Check series # must 101 or higher. No counter checks accepted.

Check must be written on U.S. account. No altered Checks.

Check Sale

1. Terminal will display "Enter Card Number or Swipe Customer Card". Press the key next to "ENTER".
2. Press key next to "TRANSACTION".
3. Scroll down and press key next to "CHECK".
4. Press key next to "ACH Check".
5. The terminal will display "Amount", key in the amount of the check with no decimal and press ENTER.
6. The terminal will display "Drivers License Number". Key in the DL number, including any letters, omitting any dashes or spaces and press ENTER.
7. The terminal will display "State Code". Key in the State Code for the DL presented and press ENTER.
8. The terminal will display "Enter MICR Number or Insert Check". Scan the check through the check reader.
9. Terminal will dial in for authorization, printing a receipt with the response. If approved, the customer must sign, print their name and telephone number on the receipt.

To Void a Check

1. Terminal will display "Enter Card Number or Swipe Customer Card."
2. Scroll down and select "VOID."
3. The terminal will display "Last" and "Invoice". Selecting "Last" will void the last transaction processed. Selecting "Invoice" will prompt for the invoice number from the receipt.
4. Terminal will display the transaction information for the transaction you are about to void. If the information is correct, press ENTER to proceed with the void. If incorrect, press CLEAR and repeat this process.

IMPORTANT NOTICE

* Any voids or corrections after batch out will require a merchant reversal.

State Codes

01-AL	11-DC	19-IA	27-MN	35-NM	44-RI	53-WA	65-NF
02-AK	12-FL	20-KS	28-MS	36-NY	45-SC	54-WV	NS-NS
04-AZ	13-GA	21-KY	29-MO	37-NC	46-SD	55-WI	68-ON
05-AR	14-PR	22-LA	30-MT	38-ND	47-TN	56-WY	69-PE
06-CA	15-HI	23-ME	31-NE	39-OH	48-TX	61-AB	70-PQ
08-CO	16-ID	24-MD	32-NV	40-OK	49-UT	62-BC	72-YT
09-CT	17-IL	25-MA	33-NH	41-OR	50-VT	63-MB	66-GU
10-DE	18-IN	26-MI	34-NJ	42-PA	51-VA	64-NB	

60-AS American Samoa
78-VI Virgin Is.
99-ML Military ID
66-GU Guam

For Customer Support and Technical Assistance dial:
1-888-801-5444

Rev. 15/18/10

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How to Batch and Image Upload

Batch Close

1. Terminal will display "Enter Card Number or Swipe Customer Card".
2. Press the Enter Key.
3. Press the key next to "BATCH".
4. Press the key next to "SETTLE".
5. The terminal will display "Enter Password", key in password (default = 0000) and press Enter.
6. The terminal will display the sales totals. Confirm the totals by pressing ENTER.
7. The terminal will display the Refund Totals. Confirm the totals by pressing ENTER.
8. Terminal will dial in to close the batch, printing a summary report when complete.

*Checks must be batched the same day that they are processed.

Image Upload

1. Press the HOME key on the terminal.
2. Press the key next to "IMAGE UPLOAD".
3. Press the key next to "UPLOAD IMAGES NOW".
4. Terminal will initiate communication with the imager to complete the image upload. Once complete, an Upload Image Report will generate from the terminal.
5. Press the HOME key on the terminal.
6. Press the key next to "SPOS32" to return to normal operation.

* Customer must sign and print name and phone number on front of merchant's receipt.
* Phone number must be on check.

CHECK READER MESSAGES

MANAGER NEEDED-RE-PRESENTED CHECK: This means that the check was already seen by the system or has been processed. Merchant needs to override the transaction for a receipt to print.

MANAGER NEEDED-DAY/LOC/AMT: This message alerts the merchant that the check amount has exceeded the normal ACH limits of guarantee. Press "ENTER". Terminal will prompt for OVERRIDE. Press "Clear" to return to main screen.

ERROR IN MICR: This message informs the merchant that the terminal cannot read the check numbers by the magnetic ink provided. The check cannot be verified. The merchant has the option to manually deposit the check if they choose to. If this consistently happens with several checks by different banks, please contact technical support. It should also be noted that other electronic devices emit an electromagnetic field that may interfere with the reader's ability to read the magnetic ink. It is recommended to place the check reader one foot away from any other device.

ID FLAGGED: This message is to inform the Merchant that the check has been declined due to a problem with the customer's I.D. or account. OVERRIDE only for your most frequent customers. These checks are not guaranteed.

DECLINED CHECK: The message is to inform the merchant that the check has been declined due to a problem with the customer's I.D. or account. THIS CANNOT BE APPROVED OR OVERRIDDEN.

ERROR IN ID: Check default state to ensure the correct state code was entered. Check to see if DL# has a letter and enter the corresponding letter with the DL#.

CHECKS NOT ELIGIBLE FOR GUARANTEE
These checks may be accepted, however, Guaranteed Funding is not available.

*Travelers Checks	*Certified Checks
*Government Checks	*Temporary Checks
*Money Orders	*Third Party Checks
*Checks written to employees or self	*Cashier's Checks

*Checks drawn on banks outside of USA.

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