HyperWare® Restaurant Software
Quick Reference Card
Optimum T4200 Series SPOS32, Version 2.0

Note: Printing a second receipt, the customer receipt, is an option for all transactions.

Credit Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Swipe customer credit card through card reader or manually enter card number.
Enter Server Number	Enter server number, then press **Enter**.
Base Amount $0.00	Enter amount of sale, then press **Enter**.
Tip Amount $0.00	Enter Tip amount, then press **Enter**; or just press **Enter** and complete tip adjust later.
Total Correct? $0.00	Press Yes/**Enter** to confirm, No/**Clear** to change amount.
COMMS	Terminal dials host.
Response Approval 123456	Transaction is accepted and receipt is printed.

Debit Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **Enter > Transaction > Sale > Debit**.
Swipe Customer Card	Swipe customer debit card through card reader or manually enter card number.
Enter Server Number	Enter Server number, then press **Enter**.
Base Amount $0.00	Enter amount of sale, then press **Enter**.
Tip Amount $0.00	Enter Tip amount, then press **Enter**.
Total $0.00 Enter PIN	Customer enters PIN on internal or attached PIN pad, then press **Enter**.
COMMS	Terminal dials host.
Response Approval 123456	Transaction is accepted and receipt is printed.

Credit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **Enter > Transaction > Refund > Credit**.
Swipe Customer Card	Swipe customer credit card through card reader or manually enter card number.
Enter Server Number	Enter server number, then press **Enter**.
Amount $0.00	Enter amount of refund, then press **Enter**.
COMMS	Terminal dials host.
Response Approval 123456	Transaction is accepted and receipt is printed.

Tip Adjust

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **Enter > Batch > Adjust**.
Enter Invoice Number	Enter invoice number of original sale, then press **Enter**.
Base Amount $0.00 Enter Tip $0.00	Enter tip amount, then press **Enter**.
Total Correct? $0.00	Touch Yes/**Enter** to confirm adjusted total amount.
Transaction Accepted	Tip Adjust is complete.

Server/Cashier Sign-On

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **FUNCTION + 77 + Enter**, or press **Enter > Server > Add/Remove**.
Enter Server Number	Enter server number, then press **Enter**.
Sign-On? Y or N	Press Yes/**Enter** to add this server number to terminal.
Transaction Accepted	Server Sign-On is complete.

Open Tab

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **Enter > Tab > Open**.
Swipe Customer Card	Swipe customer credit card through card reader or manually enter card number.
Enter Server Number	Enter server number, then press **Enter**.
Amount $0.00	Enter maximum open tab amount, then press **Enter**.
Total Correct? $0.00	Press Yes/**Enter** to confirm, No/**Clear** to change amount.
COMMS	Terminal dials host.
Response Approval 123456	Open tab is accepted and merchant receipt is printed.

Close Tab

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **Enter > Tab > Close**.
Enter Invoice Number	Enter invoice number of Open Tab, then press **Enter**.
Correct?	Press Yes/**Enter** if the Invoice Number is correct.
Total Correct? $0.00	Press Yes/**Enter** to confirm, No/**Clear** to change tab sale amount.
Transaction Accepted	Tab is closed and merchant receipt is printed.

Void

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **Enter > Batch > Void > Invoice**.
Enter Invoice Number	Enter invoice number, then press **Enter**.
XXXXXX $00.00 Correct? Yes or No	Press Yes/**Enter** to void this transaction. Touch No/**Clear** if this is not correct invoice number.
COMMS	Terminal dials host.
Transaction Accepted	Void is complete.

Batch Report (Summary)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **REPORTS** button, then press **Summary**.
Scanning Batch	Terminal scans for batch totals and prints Summary report.

Batch Report (Audit)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **REPORTS** button, then press **Audit**.
Host Number	Enter Host Number or '0' for all hosts.
Scanning Batch	Terminal scans for batch totals and prints Audit report.

Reprint Last Receipt

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **REPORTS** button, then press **Reprint > Last**.
Customer Copy Merchant Copy	Press screen button next to **Customer Copy** or **Merchant Copy**. Receipt is printed.