

HyperWare® Retail 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.
Amount \$0.00	Enter amount of sale, then press Enter .
COMMS	Terminal dials host.
Response	Transaction is accepted and receipt is printed.
Approval 123456	

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.
Sale Amount \$0.00	Enter amount of sale, then press Enter .
Total Correct? Yes or No \$0.00	Verify total is correct, then press Yes/ Enter .
Sale Amount \$0.00	Customer enters PIN on internal or attached PIN pad, then press Enter .
Enter PIN	
COMMS	Terminal dials host.
Response	Transaction is accepted and receipt is printed.
Approval 123456	

EBT Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Transaction > Sale > EBT .
Swipe Customer Card	Swipe customer credit card through card reader or manually enter card number.
Food Stamp EBT Cash Benefit	Press screen button next to Food Stamp or EBT Cash Benefit .
Sale Amount \$0.00	Enter amount of sale, then press Enter .
Sale Amount \$0.00	Customer enters PIN on internal attached PIN pad, then press Enter .
Enter PIN	
COMMS	Terminal dials host.
Response	Transaction is accepted and receipt is printed.
Approval 123456	

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.
Amount \$0.00	Enter amount of refund, then press Enter .
Response	Transaction is accepted and receipt is printed.
Transaction Accepted	

Debit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Transaction > Refund > Debit .
Swipe Customer Card	Swipe customer debit card through card reader or manually enter card number.
Amount \$0.00	Enter amount of refund, then press Enter .
Sale Amount \$0.00	Customer enters PIN on internal or attached PIN pad, then press Enter .
Enter PIN	
Transaction Accepted	Transaction is accepted and receipt is printed.

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Offline/Force

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Transaction > Offline > Sale (Offline) .
Swipe Customer Card	Swipe customer credit card through card reader.
Amount \$0.00	Enter amount of sale, then press Enter .
Enter Approval Code	Enter approval code, then press Enter .
Transaction Accepted	Offline/Force is complete.

Batch Settle

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press SETTLE button, or press Enter > Batch > Settle .
Enter Password	Enter merchant password, then press Enter .
Host Number	Press 0 for all hosts or enter a host number, then press Enter .
Scanning Batch	Terminal scans for batch totals.
Sales Total Correct? \$0.00	Press Yes/ Enter to confirm sales total.
Refund Total Correct? \$0.00	Press Yes/ Enter to confirm refund total.
Scanning Batch	Terminal scans for batch totals.
COMMS	Terminal dials host.
Response	Settlement is complete.
Approval 123456	
Scanning Batch	Settlement report is printed.

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.