

SALE

Terminal Prompt	Actions
Sale	Swipe card or press ENTER.
Enter	Swipe or enter account number and press ENTER .
<Card Type>	Choose card.
Enter	Exp Date (MMYY) and press ENTER . Optional prompts display - Password Input/Clerk Login.
Enter	Amount.
Enter	Cash back \$.
Enter	Enter PIN.
Yes/No	Print Customer Copy.

FORCE

Terminal Prompt	Actions
Force	Press FORCE .
Enter	Swipe or enter account number.
<Card Type>	Choose card type.
Enter	Enter expiration date (MMYY). Optional prompts display - Password Input/Clerk Login.
Enter	Amount \$.
Enter	Approval Code. Approval message
Yes/No	Print customer copy.

REFUND

Terminal Prompt	Actions
Refund	Press REFUND .
Enter	Swipe or enter account #.
<Card Type>	Choose card type.
Enter	Enter expiration Date (MMDD). Optional prompts display - Password Input/Clerk Login.
Enter	Enter amount.
Yes/No	Print customer copy.

VOID

Terminal Prompt

Void
 Yes/No
 Inv#/Acct #
 Enter

 Yes/No

Actions

Press **VOID**.
 Void last transaction?
 Retrieve by?
 Invoice number last four digits.
Transaction displays options are: Yes/No/Next
 Print= customer copy.

REPRINT

Terminal Prompt

Reprint
 Last Receipt
 Any Receipt
 Enter

Actions

Press **REPRINT**.
 Select: Last Receipt/Any Receipt

 Enter invoice number.
 Printing...

SETTLEMENT

Terminal Prompt

Settlement
 Enter
 Next/Prev
 Select

 Enter
 Enter
 Enter
 Enter

Actions

Press **SETTLEMENT**.
 Enter Password.
 Scroll hosts, press **NEXT** or **PREVIOUS**.
 Select host, press **Select**.
Terminal displays totals.
 Press **ENTER** to confirm or SALES/REFUNDS/TOTAL.

Communications Response/Settlement Report Prints.

Note: -> = Debit Transaction, █ = Optional

PHONE/WEB

Terminal Prompt

Actions

Phone Order	Press PHONE ORDER.
Enter	Enter account # (manual entry only) and press ENTER .
Enter	Enter customer number and press ENTER .
<Card Type>	Choose card type.
Enter	Enter expiration date (MMDD) and press ENTER .
	Password Input/Clerk Login
Enter	V-Code (MC/Visa only).
Enter	Enter ticket number and press ENTER .
Enter	Enter amount.
Enter	Enter address and/or zip code (MC/Visa only) and press ENTER .
Yes/No	Print customer copy?

REPORTS

Terminal Prompt

Actions

Reports	Press REPORTS .
	Select report:
Totals Report	
Shift Report	
Detail Report	
Unadjust Report	
Host Totals Report	
Batch History	
Server Reports	
Terminal Param	
Terminal Stats	
Merchant Report	
	If server report, select report:
Totals Report	
IRS Tip Report	
Detail Report	
Discount Tip	
Server table	
Date	If Batch history, select:
All	
Enter	If merchant, Password:

BATCH REVIEW

Terminal Prompt

Batch Review

Enter

Clrk

Amt

Acct

Inv #

Adj.

Void

Prev

Next

Amt

Tip

Clrk

Appr

Yes/No/Next

Yes/No

Actions

Press BATCH REVIEW.

Enter password and press ENTER.

Retrieve by:

Terminal prompts for additional information , transaction displays.

Select:

Adjust option:

Void?

Print customer copy?