

CREDIT/DEBIT CARD SALE

Select: **Sale**

Enter Amount: **ENTER**

Enter Tip Amount: **ENTER**

*[Hand terminal to customer]
[Tap/Insert/Swipe card]*

or Enter Card Number: **ENTER**

Confirm Amount: **YES**

Select Payment Type from list.

Enter Exp Date: **ENTER**

Enter PIN: **ENTER**

[Return terminal to clerk]

Card Present: **YES** **NO**

Enter CID Code: **ENTER**

Enter Address: **ENTER**

Enter ZIP Code: **ENTER**

[Communications...]

Pending Total?: **Acpt** **Cncl**

[Remove EMV card]

[Receipt prints...]

PHONE/WEB SALE

Use ↓ to scroll, then:

Select: **Phone/Web**

Enter Amount: **ENTER**

Enter Tip Amount: **ENTER**

Confirm Amount: **YES**

Enter Account Number: **ENTER**

Select Payment Type from list.

Enter Exp Date: **ENTER**

Select: **Phone** **Web**

Enter CID: **ENTER**

Enter Address: **ENTER**

Enter ZIP Code: **ENTER**

[Communications...]

[Receipt prints...]

CREDIT/DEBIT REFUND

Use ↓ to scroll, then:

Select: **Refund**

Enter Amount: **ENTER**

Confirm Amount: **YES**

[Hand terminal to customer]

[Tap/Insert/Swipe card]

or Enter Card Number: **ENTER**

Select Payment Type from list.

Confirm Amount: **YES**

Enter PIN: **ENTER**

[Return terminal to clerk]

Enter Exp. Date: **ENTER**

[Communications...]

[Remove EMV card]

[Receipt prints...]

VOID

Use ↓ to scroll, then:

Select: **Void**

Void Last Trans? **YES** **NO**

Retrieve By? **Inv#** **Acct#**

Enter Inv# **ENTER**

or Enter Last 4: **ENTER**

Select to change transaction: **Prev** **Next**

Select to void: **YES**

[Communications...]

[Receipt prints...]

REPRINT TRANS

Press the third purple button.

Select: **Last Receipt**

or Select: **Any Receipt**

Enter Invoice #: **ENTER**

[Receipt prints...]

FORCE

Use ↓ to scroll, then:

Select: **Force**

Enter Amount: **ENTER**

Enter Tip Amount: **ENTER**

Confirm Amount: **YES**

[Hand terminal to customer]

[Tap/Insert/Swipe card]

or Enter Card Number: **ENTER**

Select Payment Type from list.

Enter Exp. Date: **ENTER**

Enter Custom Password: **ENTER**

Confirm Amount: **YES**

[Return terminal to clerk]

Enter Approval Code: **ENTER**

[Remove EMV card]

[Receipt prints...]

BALANCE INQUIRY

Use ↓ to scroll, then:

Select: **Balance Inq**

[Swipe/Insert card]

or Enter Card Number: **ENTER**

Select: **Credit**

Enter PIN: **ENTER**

Enter Exp Date: **ENTER**

Imprint Card: **ENTER**

[Communications...]

[Remove EMV card]

[Receipt prints...]

EBT FOOD STAMP/ CASH BENEFIT SALE

Use ↓ to scroll, then:

Select: **Sale**

Enter Amount: **ENTER**
[Hand terminal to customer]
[Swipe card]

or Enter Card Number: **ENTER**

Select: **EBT**

Select: **Food** **Cash**

Confirm Amount: **YES**

Enter PIN: **ENTER**
[Return terminal to clerk]
[Communications]
[Receipt prints...]

EBT FOOD STAMP REFUND

Use ↓ to scroll, then:

Select: **Refund**

Enter Amount: **ENTER**
[Hand terminal to customer]
[Swipe card]

or Enter Card Number: **ENTER**

Select: **EBT**

Confirm Amount: **YES**

Enter PIN: **ENTER**
[Return terminal to clerk]
[Communications]
[Receipt prints...]

EBT FOOD STAMP VOUCHER CLEAR

Use ↓ to scroll, then:

Select: **Force**

Enter Amount: **ENTER**
[Swipe card]

or Enter Card Number: **ENTER**

Select: **EBT**

Confirm Amount: **YES**

Enter Approval Code: **ENTER**

Enter Voucher Number: **ENTER**
[Communications]
[Receipt prints...]

EBT BALANCE INQUIRY

Use ↓ to scroll, then:

Select: **EBT Balance Inq**
[Hand terminal to customer]
[Swipe card]

or Enter Card Number: **ENTER**

Select: **EBT**

Select: **Food** **Cash**

Enter PIN: **ENTER**
[Return terminal to clerk]
[Communications]
[Receipt prints...]

PROMPTS

Password: May require a manager password and/or custom password for a transaction type.

Invoice Number: Enter unique invoice number for transaction.

Server ID: Enter ID of clerk performing the transaction.

Amount: Enter amount of transaction before tax or tip.

Tax: Enter amount of tax.

Tip: Enter amount of tip.

Confirm Amount: Customer or merchant confirms amount of transaction is correct.

Choose Card: Select Credit, Debit, EBT, etc. from the list of types for this card.

Enter Market Data: Market data prompt is customized for each market.

Goods or Services: Use Prev or Next to scroll then Slct to pick the type of goods/services purchased.

Last 4 digits: Enter last four digits on card number for security purposes.

Pending Total: Transaction partially approved. This amount is still due. Select OK to continue or Cancel to pay in full with another card.

Tear Receipt: Tear copy of receipt and press ENTER.

Imprint Card: For manual transactions, take imprint of card and press ENTER.

Tap/Insert/Swipe or Account Number: Use allowed method for card type, or key card number if card not present is allowed.

ExpDate (MMYY): Enter card expiration date in MMYY format.

Card Present: Select if customer has card in person.

CVV2/CID Code: Enter 3-or-4-digit code on back of card (front for Amex).

Address: Enter numeric part of customer's street address for address verification.

ZIP Code: Enter customer's ZIP code for address verification.
Cashback? If enabled for Debit/EBT, select if customer wants cash back.

Select Cashback? Customer selects cash back amount from a list.

Cash: Customer enters a cashback amount if it is not on the list.

Enter PIN: Customer enters his/her PIN number on the PIN pad or terminal.

Appr Code: For force, enter approval code received from the phone authorization.

Benefit Type: For EBT, select to use food stamp or cash benefit.

Voucher Number: For EBT Voucher Clear, enter number on EBT manual voucher.