

Customer Service: 800-201-0461  
 24-Hour Technical Support: 800-632-1888  
 Supplies, Paper, Ribbon: 800-632-1888

### SWIPED SALE TRANSACTION

#### Screen Display

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	PHONE ORDER	F4

#### Action

Swipe customer card.

Sale	F1
Acct: *****	F2
Amount: \$0.00	F3
	F4

Enter the sale amount and press **ENTER**.

Sale	F1
Acct: *****	F2
Amount: \$0.00	F3
Total: \$*,**	F4

Screen displays the total amount of sale. The header will start printing. The terminal will dial out to obtain an authorization.

Sale	F1
Acct: *****	F2
Amount: \$0.00	F3
Total: \$*,**	F4
APPROVED *****	

Once the credit card is approved, the authorization number will be displayed on the bottom line of the screen. The merchant's copy will print for the customer to sign.

Sale	NO	F1
Print Cust Copy?	YES	F2
		F3
		F4

For a customer copy to be printed, select your choice by using the **FUNCTION** keys at the right hand side of the screen.

### MANUALLY KEYED IN SALE

**Screen Display**

DATE	TIME	(F1)
	SALE	(F2)
	REFUND	(F3)
	PHONE ORDER	(F4)

**Action**

Press the **F4** key on the right hand side of the screen.

PHONE ORDER	(F1)
	(F2)
	(F3)
Acct: *****	(F4)

Key in the card number and press **ENTER**.

PHONE ORDER	(F1)
	(F2)
	(F3)
Acct. Exp Date: (MMYY)	(F4)

Enter the cards expiration date following the format MONTH and YEAR. Press **ENTER**.

PHONE ORDER	(F1)
	(F2)
Acct: ***** Exp Date: (MMYY)	(F3)
Amount: \$0.00	(F4)

Enter the sale amount and press **ENTER**.

PHONE ORDER	(F1)
Acct: ***** Exp Date: (MMYY)	(F2)
	(F3)
Amount: \$0.00 Address:	(F4)

Enter the billing address for the card and press **ENTER**.

PHONE ORDER	(F1)
Acct: ***** Exp Date: (MMYY)	(F2)
	(F3)
Amount: \$0.00 Address: Zip Code:	(F4)

Enter the billing address zip code for this card and press **ENTER**. The terminal will dial out for an authorization and print the merchant's receipt once it has received one.

Sale	NO	(F1)
Print Cust Copy?	YES	(F2)
		(F3)
		(F4)

For the customer copy to be printed, select your choice by using the FUNCTION keys located at the right hand side of the screen.

### REFUND TRANSACTIONS

#### Screen Display

DATE	TIME	(F1)
	SALE	(F2)
	REFUND	(F3)
	PHONE ORDER	(F4)

#### Action

Press the **F3** key on the right hand side of the screen.

Refund	(F1)
Swipe Card	(F2)
ACCT: *****	(F3)
	(F4)

Swipe card or key in the card number.

Refund	(F1)
Swipe Card	(F2)
ACCT: *****	(F3)
Amount: \$0.00	(F4)
Total: \$0.00	

Enter sale amount then press **ENTER**. The total sale amount will show on the bottom. The terminal will dial out for an authorization and print out the merchant's receipt once it has received one.

Sale	NO	(F1)
Print Cust Copy?	YES	(F2)
		(F3)
		(F4)

For a customer copy to be printed, select your choice by using the FUNCTION keys located at the right side of the screen.

### VOIDING A SALE

#### Screen Display

DATE	TIME	(F1)
	SALE	(F2)
	REFUND	(F3)
	PHONE ORDER	(F4)

#### Action

Press the **MORE** key (purple left key on top of the keypad).

Offline Sale	(F1)
Void	(F2)
Settlement	(F3)
Auth Only	(F4)

Select the VOID function by pressing the **F2** button located on the right hand side of the screen.

Void	NO	F1
Void Last Trans	YES	F2
		F3
		F4

Select to void the last successful transaction or select **NO** to void a previously run transaction.

Void	Inv #:	F1
Retrieve By:	Acct #:	F2
		F3
		F4

Select an option in order to retrieve the transaction. An easier and more secure way would be through the invoice number located on the left hand side of the transaction's original sales slip.

Void	F1
Invoice Number:	F2
	F3
	F4

Enter the invoice number and press **ENTER**.

VOID	NO	F1
CARD TYPE	YES	F2
*****	NEXT	F3
Amount **,*		F4

Screen displays the transaction information. By using the function keys, you can select to void the present transaction. If **YES** is selected, the terminal will print out a receipt for the voided transaction.

### OFFLINE SALE

#### Screen Display

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	PHONE ORDER	F4

#### Action

Press the **MORE** key (purple left key on top of the keypad).

Offline Sale	F1
Void	F2
Settlement	F3
Auth Only	F4

Select the Offline Sale function by pressing the **F1** button located on the right hand side of the screen.



Swipe card or key in card number.



Enter the server number and press **ENTER**.



Enter sale amount and press **ENTER**. The total sale amount will show on the bottom of the screen.



Enter the six digit authorization code given to you by the voice authorization department and press **ENTER**. The terminal will then print out the receipt.

## RUNNING REPORTS

### Screen Display



### Action

Press the **REPORTS** key (purple key at top-right side of keypad).



Select the report you want by using the function keys located on the right hand side of the screen.

### END OF DAY SETTLEMENT

#### Screen Display

DATE	TIME	F1
	SALE	F2
	REFUND	F3
PHONE ORDER		F4

Offline Sale	F1
Void	F2
Settlement	F3
Auth Only	F4

#### Action

Press the **MORE** Key (purple key at top-left side of keypad).

Select the settlement function by pressing the **F3** key.