

# HYPERCUM OPTIMUM T4100 - RESTAURANT

**Customer Service: 800-201-0461**  
**24-Hour Technical Support: 800-632-1888**

## CREDIT SALE

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Swipe card through reader or manually enter card number and press <b>ENTER</b> .
Card present?	**Press <b>ENTER</b> for Yes, <b>CLEAR</b> for No.
Expiration Date MMY	**Enter expiration date (MMYY)
Take imprint of card	**Take imprint of card and press <b>ENTER</b> to continue.
Enter Server Number	Enter server number and press <b>ENTER</b> .
Base Amount \$0.00	Enter amount of sale and press <b>ENTER</b> .
Tip Amount	Enter tip amount and press <b>ENTER</b> or just press <b>ENTER</b> to complete tip adjust later.
Total correct? Yes or No	Press <b>YES</b> to confirm or <b>NO</b> to change amount.
COMMS	Terminal dials host.
RESPONSE Approval 123456	Approval number is displayed on screen and printed on receipt.

\*\*Prompted if manually entered.

## DEBIT SALE

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>DEBIT</b> button.
SWIPE CUSTOMER CARD	Swipe card through reader.
ENTER SERVER NUMBER	Enter server number, press <b>ENTER</b> .
BASE AMOUNT \$0.00	Enter amount of sale and press <b>ENTER</b> .
TIP AMOUNT \$0.00	Enter tip amount and press <b>ENTER</b> .
Waiting for PIN	Customer enters PIN on attached PIN pad.
COMMS	Terminal dials host.
RESPONSE Approval 123456	Approval number is displayed on screen and printed on receipt.

## SERVER SIGN-ON

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>FUNCTION, 77</b> , then <b>ENTER</b> .
ENTER SERVER NUMBER	Enter server number, press <b>ENTER</b> .
SIGN ON? Y OR N	Touch <b>YES</b> to add this Server ID to the terminal.
TRANSACTION ACCEPTED	Server sign-on is complete.

## CREDIT REFUND

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>REFUND</b> button.
DEBIT CREDIT EBT	Choose Credit or Debit, then swipe card.
ENTER SERVER NUMBER	Enter server number, press <b>ENTER</b> .
AMOUNT \$0.00	Enter amount of refund and press <b>ENTER</b> .
COMMS	Terminal dials host.
RESPONSE Approval 123456	Approval number is displayed on screen and printed on receipt.

## OPEN TAB

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>TAB</b> button.
1-OPEN 2-CLOSE 3-PRINT	Press <b>1</b> .
SWIPE CUSTOMER CARD	Swipe credit card through card reader.
ENTER SERVER NUMBER	Enter server number, press <b>ENTER</b> .
BASE AMOUNT \$0.00	Enter amount of sale, press <b>ENTER</b> .
TOTAL CORRECT? \$0.00	Touch <b>YES</b> to confirm adjusted total amount.
COMMS	Terminal dials host.
RESPONSE APPROVAL 123456	Approval number is displayed on screen, and printed on receipt.

## CLOSE TAB

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>FUNCTION, 20</b> , then <b>ENTER</b> .
1-OPEN 2-CLOSE 3-PRINT	Press <b>2</b> .
PRESS HERE FOR MENU	Touch Menu Bar at top of screen.
ENTER INVOICE NUMBER	Enter invoice number of Open Tab, press <b>ENTER</b> .
CORRECT?	Touch <b>YES</b> if this is correct invoice number.
TOTAL CORRECT? \$0.00	Touch <b>YES</b> to confirm and <b>NO</b> to change amount.
TRANSACTION ACCEPTED	Close Tab is complete.

## VOID

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>VOID</b> button.
1. LAST 2. INVOICE	Choose <b>1</b> for last transaction, or <b>2</b> to enter invoice number.
XXXXXX \$0.00 CORRECT? YES OR NO	Press <b>YES</b> to void this transaction. Touch <b>NO</b> if this is not correct invoice number.
COMMS	Terminal dials host.
TRANSACTION ACCEPTED	Void is complete.

## REPRINT LAST RECEIPT

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>REPRINT</b> button.
1. LAST 2. INVOICE	Choose <b>1</b> for last transaction, or <b>2</b> to enter invoice number.
1-CUSTOMER RECPT 2-MERCHANT RECPT	Press <b>1</b> for CUSTOMER RECEIPT or press <b>2</b> for MERCHANT RECEIPT, then <b>ENTER</b> .
REPRINT COMPLETE	Receipt is printed.

## OFFLINE/FORCE

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>OFFLINE</b> button.
SALE <OFFL> SWIPE CUSTOMER CARD	Swipe card or enter card number.
EXPIRATION DATE MMY	Enter expiration date, press <b>ENTER</b> .
AMOUNT \$0.00	Enter amount of sale, press <b>ENTER</b> .
ENTER APPROVAL CODE	Enter approval code.
TRANSACTION ACCEPTED	Offline/Force is complete.

## TIP ADJUST

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>ADJUST</b> button.
ENTER INVOICE NUMBER	Enter invoice number of original sale, press <b>ENTER</b> .
BASE AMOUNT \$0.00 ENTER TIP \$0.00	Enter tip amount, press <b>ENTER</b> .
TOTAL CORRECT? \$0.00	Touch <b>YES</b> to confirm adjusted total amount.
TRANSACTION ACCEPTED	Tip Adjust is complete.

## BATCH REPORT (SUMMARY)

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>REPORTS</b> button.
3-AUDIT 4-SUMMARY	Press menu key corresponding to <b>SUMMARY</b> .
SCANNING BATCH	Terminal scans for Batch Totals and prints Summary Report.

## BATCH REPORT (AUDIT)

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>REPORTS</b> key.
3-AUDIT 4-SUMMARY 5-REPRINT	Press menu key corresponding to <b>AUDIT</b> .
HOST NUMBER	Enter Host Number or '0' for all hosts.
PRINTING	Audit report is printed.

## BATCH SETTLEMENT

TERMINAL DISPLAY	ACTION
SWIPE CUSTOMER CARD	Press <b>SETTLE</b> button.
ENTER PASSWORD	Enter password, press <b>ENTER</b> .
HOST NUMBER	Enter Host Number or '0' for all hosts, then press <b>ENTER</b> .
SCANNING BATCH	Terminal scans for batch totals.
SALES TOTAL CORRECT?	Press <b>YES</b> to confirm sale.
REFUND TOTAL CORRECT?	Press <b>YES</b> to confirm refund total.
SCANNING BATCH	Terminal scans for batch totals.
COMMS	Terminal dials host.
RESPONSE Approval 123456	Settlement is complete.
SCANNING BATCH	Settlement report is printed.

### IMPORTANT "VoIP" NOTICE

**ONLY IP CREDIT CARD TERMINALS ARE ABLE TO SUPPORT "VOICE OVER IP" (VoIP). DIAL-UP TERMINALS WILL NOT WORK WITH VoIP SINCE THEY REQUIRE A LANDLINE.**

Changes made to your telephone system, such as converting to digital telephone service or Voice Over Internet Protocol (VoIP), can adversely affect the ability of your credit card terminal to function properly. Dial-up terminals do not work through VoIP. You must use a landline for dial-up terminals to function properly. If a dual communication terminal is present, a router must be used in conjunction with a DSL/cable modem to obtain a high speed connection.

If you plan on making any changes to the telephone system at the location where your terminal is used or if you have any questions in regards to your current terminal's capabilities, please contact technical support at 800-632-1888.