

Manual Credit Card Sale	Credit Card Refund	Voids
<ul style="list-style-type: none"> ➤ Enter Acct Number +  ➤ Exp. Date +  ➤ Amount +  Card Present? ➤ Press  for Yes ➤ Or  for No ➤ Enter Zip Code +  ➤ Street Address* +  ➤ Enter CVV2, CVC2, or CID Code* +  <small>If code is not known or not present, press  and choose the appropriate numeric response.</small> <p>*These items above prompt if the card is not present. Discover cards will prompt when the card is present as well. The AVS and CVV2 or CID response will print on the receipt.</p>	<ul style="list-style-type: none"> ➤ Press  ➤ Enter Acct Number +  ➤ Exp. Date +  ➤ Amount +  	<ul style="list-style-type: none"> ➤ Press  <p>Press  once to VOID a Sale, twice to VOID a Return, or three times to VOID a Forced Sale.</p> <ul style="list-style-type: none"> ➤ Enter Acct Number +  ➤ Exp. Date +  ➤ Amount + 
Credit Card Sale	Debit Sale	Forced Sale
<ul style="list-style-type: none"> ➤ Swipe Card or See Manual Credit Card Sale Above ➤ Amount +  	<ul style="list-style-type: none"> ➤ Press  Until DEBIT Appears on the Screen ➤ Swipe Card ➤ Amount +  ➤ Cash Back +  ➤ Press  if No Cashback ➤ PIN Number +  Terminal Will Print a Receipt ➤ Press  ➤ Then  For Additional Receipt 	<ul style="list-style-type: none"> ➤ Press  ➤ Swipe Card ➤ Or Enter Acct Number +  ➤ Exp. Date +  ➤ Amount +  ➤ Enter Auth Number +  <small>Use the six digit authorization number previously obtained for this transaction. The receipt will say "Ticket Only".</small>

NOTE:

* CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last three digits on the right of the signature panel, directly below the mag stripe.

➤ Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X=Number of merchants using the terminal).

* Use numbers only for street address.

Duplicate	Card Verify	History Report
<ul style="list-style-type: none"> Press Alpha Copy Select 1, 2 or 3 (See Below) <p>To Print Last Transaction</p> <ul style="list-style-type: none"> Press 1 To Print Any Transaction in Batch Press 2 Then Choose the Card Type 2, 3 or 4, and Enter the Transaction Number + To Print Last Transaction with Signature, Press 3 	<ul style="list-style-type: none"> Press Verify Swipe Card Or Enter Acct Number + Exp. Date + Amount + <p>Card Present?</p> <ul style="list-style-type: none"> Press for Yes Or for No Enter Zip Code + Street Address* + Will prompt only if card is not present. Enter CVV2, CVC2, or CID* Code + <p>*Will prompt if card is not present. If code is not known or not present, press and choose the appropriate numeric response.</p>	<ul style="list-style-type: none"> Press Menu ESC Press 1 For Reports Press 3 For History Report <p>Enter the six digit date needed for Beginning of Report or press for date on screen.</p> <p>Enter the six digit date needed for End of Report or press for date on screen.</p> <p>Select 1 for Totals Or 2 Per Batch</p> <p>Follow display prompts to select EDC, card and transaction types needed on report or press three times for ALL.</p>
Batch Review	Current Report	Settle Batch
<ul style="list-style-type: none"> Press Review Use the Forced Key to Select Credit, Debit, Cash or Total. Then Press Enter Paymt Twice <p>Review the transactions in order of transaction number using the Key to go to the next transaction and the Return Key to go to the previous.</p>	<ul style="list-style-type: none"> Press Report <p>Nurit Will Print a Detailed Report of All Transactions</p>	<ul style="list-style-type: none"> Press Batch Press Enter Paymt for All Hosts -Or- Press 2 for NPC, Then Press Enter Paymt to Close Batch

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- » Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X=Number of merchants using the terminal).
- * Use numbers only for street address.
- » Terminal will prompt for Clerk ID and invoice number if those options are activated.