

Credit Card Sale

- › Swipe or Insert Card
- › Or Press **Sale**
Then Swipe or Insert Card
- › Press **Credit**
- › Amount +
- › If Customer Copy Set to Confirm:
To Print Customer Copy,
Press **Yes**

Manual Sale

- › Press **Sale**
- › Account # +
- › Press **Credit**
- › Exp Date +
- "CARD PRESENT"
If Present, Press **Yes**
- "IMPRINT CARD"
Imprint, Then Press
- › Amount +
- › V-Code* +
- If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.
- › Zip Code +
- › If Customer Copy Set to Confirm:
To Print Customer Copy,
Press **Yes**

Debit Sale

- › Swipe Card
- › Or Press **Sale** Then
Swipe or Insert Card
- › Press **Debit**
- › Amount +
- Enter Cash Back \$\$ +
- › **CUSTOMER:**
Press **Enter** On PIN Pad
to Confirm \$\$
- › **CUSTOMER:**
Key PIN # + **Enter**
- › If Customer Copy Set to Confirm:
To Print Customer Copy,
Press **Yes**

Credit Card Refund

- › Press / **More**
Until You Reach Option
- › Press **Refund**
- Password +
- › Swipe or Insert Card
- › Press **Credit**
- › Amount +
- › If Customer Copy Set to Confirm:
To Print Customer Copy,
Press **Yes**

Off-Line Sale

- › Press / **More**
Until You Reach Option
- › Press **Off-Line**
- › Swipe or Insert Card
- › Press **Credit**
- › Amount +
- › Approval Code +
- › If Customer Copy Set to Confirm:
To Print Customer Copy,
Press **Yes**

Void

- › Press / **More**
Until You Reach Option
- › Press **Void**
- Password +
- › To Void Last Transaction
Press **Yes**
- › Or to Void Any Transaction
Press **No**
- › To Retrieve Any Transaction
by Invoice #
Press **Yes**
- › Or to Retrieve by Account #
Press **Acct**
- › To Confirm Void
Press **Yes**

NOTE:

Enter **Password** When Prompted

- › Terminal will prompt for clerk ID and invoice # if those options are activated.

*NOTE: The V-Code is often requested for manually entered transactions. This code can be found on the back of the card as the last three digits on the right side of the signature panel, directly below the mag stripe.

For Multi Merchant: Press next until proper merchant # displays, then press select, or enter merchant # and press enter.

Reprint	Totals Report	Detail Report						
➤ Press Reprint ➤ To Print Last Transaction Press Last Receipt ➤ Or to Print Any Trans. in Batch Press Any Receipt ➤ Then Invoice + ↩	➤ Press Reports - Password + ↩ ➤ To Print Totals by Card Type Press Totals Report	➤ Press Reports - Password + ↩ ➤ To Print Detail Summary Press Detail Report						
Phone Order	Batch Review	Balance/Settle						
➤ Press ↓ / More Until You Reach Option ➤ Press Phone Order ➤ Account # + ↩ ➤ Press Credit ➤ Exp Date + ↩ ➤ Amount + ↩ ➤ V-Code* + ↩ If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response. - Street Address + ↩ NOTE: Use numbers only to enter street address ➤ Zip Code + ↩ ➤ If Customer Copy Set to Confirm: To Print Customer Copy, Press Yes	➤ Press ↓ / More Until You Reach Option Then Press Batch Review - Password + ↩ ➤ Select Search Method to Retrieve Ticket Then Press ↩ ➤ Enter Data as Requested Then Press Clrk Amt Acct Inv ➤ Transaction Displays Select Option Press ↩ ➤ ADJUSTMENT OPTIONS: Select Appropriate Edit Function Press Adj Void Prev Next ➤ Enter New Data as Requested Then Press Amt Tip Clrk Appv ➤ VOID OPTION: Voids the Transaction	➤ Press Settle Until You Reach Option - Password + ↩ ➤ If Totals Option is Set to "Confirm" the Terminal Will Display Totals Press ↩ to Confirm Totals ➤ Or: If Totals Option is Set to "Enter", You Must Manually Enter Totals Sales Totals + ↩ ➤ Refund Totals + ↩ ➤ Grand Totals + ↩ <tr><td colspan="3">- Manual Shift Change</td></tr> <tr><td colspan="3"> ➤ Press 1 ➤ To Increment Shift Press Yes </td></tr>	- Manual Shift Change			➤ Press 1 ➤ To Increment Shift Press Yes		
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NOTE:

- Optional Prompts

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