



SALE		
Idle Prompt	Swipe card, TAP/ WAVE card on RFID reader or press [F2] for sale.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slect [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card # and press [ENTER].	
Choose Card:	Credit [F1] Debit [F2] EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Card Present	Yes [F1] No [F2]	Press [F1] if card is present. Press [F2] if card is not present.
Choose Tran:	Phone [F1] Web [F2]	Press [F1] for a phone order. Press [F2] for a web sale.
Encrypted?	Yes [F1] No [F2]	Press [F1] for encryption. Press [F2] for no encryption.
Last 4 dgts Acct:	Key in the last 4 digits of the card # and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].	
Cust Ref #:	Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice # and press [ENTER].	
Clerk Id:	Key in the clerk ID # and press [ENTER].	
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:	Key in the clerk password and press [ENTER].	
Amount: \$ 0.00	Key in the amount and press [ENTER].	
Tax Amt: \$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.	
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:	Key in the appropriate password and press [ENTER].	
V-Code:	Key in the CVD code from back of card and press [ENTER] or press [ENTER] to bypass.	
Code Present? Xread	No [F1] [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:	Key in the cardholder address and press [ENTER] or press [ENTER] to bypass.	
Zip Code:	Key in the cardholder ZIP code and press [ENTER] or press [ENTER] to bypass.	
Waiting for answer Please wait...	(No action while processing)	
Customer Number:	Key in the customer # and press [ENTER].	
Tax Exempt?	Yes [F1] No [F2]	Press [F1] if tax exempt. Press [F2] if not tax exempt.
Tax Amt: \$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.	
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

AUTH ONLY		
Idle Prompt	Press [ARROW] twice.	
EBT Bal Inq Auth Only Phone Order Other Setup	[F1] [F2] [F3] [F4]	Press [F2] for auth only.
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slect [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card, TAP/WAVE card on RFID reader or key in the card # and press [ENTER].	
Choose Card:	Credit [F1] Debit [F2]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Last 4 dgts Acct:	Key in the last 4 digits of the card # and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches Press [F2] to cancel transaction.
Cust Ref #:	Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice # and press [ENTER].	
Clerk Id:	Key in the clerk ID # and press [ENTER].	
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:	Key in the clerk password and press [ENTER].	
Amount: \$ 0.00	Key in the amount and press [ENTER].	
V-Code:	Key in the CVD code from back of card and press [ENTER] or press [ENTER] to bypass.	
Code Present? Xread	No [F1] [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:	Key in the cardholder address and press [ENTER] or press [ENTER] to bypass.	
Zip Code:	Key in the cardholder ZIP code and press [ENTER] or press [ENTER] to bypass.	
Waiting for answer Please wait...	(No action while processing)	
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

**FORCE SALE**

Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F2] for force.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card, TAP/WAVE card on RFID reader or key in the card # and press [ENTER].
	Credit [F1] Debit [F2] Choose Card: EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
	Sale [F1] Phone [F2] Choose Tran: Web [F3]	Press [F1] for a sale. Press [F2] for a phone order. Press [F3] for a web sale.
Encrypted?	Yes [F1] No [F2]	Press [F1] for encryption. Press [F2] for no encryption.
Last 4 dgts Acct:		Key in the last 4 digits of the card # and press [ENTER].
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:		Key in the clerk password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Appr Code:		Key in the authorization # and press [ENTER].
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

**REFUND**

Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F1] for refund.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card, TAP/WAVE card on RFID reader or key in the card # and press [ENTER].
	Credit [F1] Debit [F2] Choose Card: EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
	Sale [F1] Web [F2]	Press [F1] for a sale. Press [F2] for a web sale.
Encrypted?	Yes [F1] No [F2]	Press [F1] for encryption. Press [F2] for no encryption.
Last 4 dgts Acct:		Key in the last 4 digits of the card # and press [ENTER].
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:		Key in the clerk password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

<b>DEBIT SALE</b>		
Idle Prompt		Swipe debit card at idle prompt.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F1] for debit.
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:		Key in the clerk password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
CashBack:	\$ 0.00	Key in the CashBack amount and press [ENTER] or press [ENTER] to bypass.
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN # on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

<b>DEBIT REFUND</b>		
Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F1] for refund.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card.
Choose Card:	Credt [F1] Debit [F2] EBT [F3]	Press [F2] for debit.
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:		Key in the clerk password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
CashBack:	\$ 0.00	Key in the CashBack amount and press [ENTER].
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN # on PIN pad and presses [ENTER].
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

CONTINUED NEXT COLUMN

<b>DEBIT REFUND (CONTINUED)</b>		
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:		Key in the clerk password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN # on PIN Pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

<b>EBT SALE - CASH BENEFIT</b>		
Idle Prompt		Swipe EBT card at idle prompt or press [F2] for sale.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #		Swipe card or key in the account # and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Enter password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F1] for cash.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:		Key in the clerk password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
CashBack:	\$ 0.00	Key in the CashBack amount and press [ENTER].
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN # on PIN pad and presses [ENTER].
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

Shaded sections are optional features.

**EBT SALE - FOOD STAMP**

Idle Prompt		Swipe EBT card at idle prompt or press [F2] for sale.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #		Swipe card or key in the account # and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Enter password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F2] for food.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:		Key in the clerk password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN # on PIN pad and presses [ENTER].
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

**EBT FORCE - CASH BENEFIT**

Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F2] for force.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #		Swipe card or key in the account # and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Enter password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F1] for cash.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:		Key in the clerk password and press [ENTER].
Appr Code:		Key in the dollar amount without decimal point and press [ENTER].
Voucher number:		Key in the voucher # and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
CashBack:	\$ 0.00	Key in the CashBack amount and press [ENTER].
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel.
Password:		Key in the appropriate password and press [ENTER].
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

**EBT FORCE - FOOD STAMP**

Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F2] for force.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #		Swipe card or key in the account # and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Enter password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F2] for food.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:		Key in the clerk password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN # on PIN pad and presses [ENTER].
Pmnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

**EBT REFUND - FOOD STAMP**

Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F1] for refund.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #		Swipe card or key in the account # and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Enter password and press [ENTER].
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the clerk ID. Press [F2] to return to idle prompt.
Password:		Key in the clerk password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN # on PIN pad and presses [ENTER].
Pmnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

**EBT BALANCE INQUIRY**

Idle Prompt	Press [ARROW] twice.
EBT Balance Inq [F1] Auth Only [F2] Phone Order [F3] Other Setup [F4]	Press [F1] for EBT Balance Inq.
Password:	Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Slct [F3] Press [F3] to select displayed merchant. Exit [F4] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Swipe or Enter Account #	Swipe card or key in the account # and press [ENTER].
Trans Type:	Cash [F1] Press [F1] for cash. Food [F2] Press [F2] for food.
Clerk Id:	Key in the clerk ID # and press [ENTER].
Logon:	Yes [F1] Press [F1] to logon the clerk ID. No [F2] Press [F2] to return to idle prompt.
Password:	Key in the clerk password and press [ENTER].
Enter PIN on PINPad	Customer keys PIN # on PIN pad and presses [ENTER].
Pmnt Cust Copy	Yes [F1] Press [F1] to print customer copy. No [F2] Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].

**Void**

Idle Prompt	Press [F4] for void.
Password:	Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Slct [F3] Press [F3] to select displayed merchant. Exit [F4] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Void Last Trans? Yes [F1] No [F2]	Press [F1] to void last transaction. Press [F2] to void other transaction.
Retrieve by: Inv # [F3] Acct # [F4]	Press [F1] to retrieve by invoice #. Press [F4] to retrieve by account #.
Invoice Number:	Key in the invoice # and press [ENTER].
Last 4 digits:	Key in the last 4 digits of the card # and press [ENTER].
[Account #] \$ xx.xx	Yes [F1] Press [F1] to void transaction. No [F2] Press [F2] to return to idle prompt. Next [F3] Press [F3] to view next transaction.
Pmnt Cust Copy	Yes [F1] Press [F1] to print customer copy. No [F2] Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].

**REPRINT**

Idle Prompt	Press [ARROW] once.
Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F3] for reprint.
Password:	Key in the appropriate password and press [ENTER].
REPRINT Last Receipt [F2] Any Receipt [F3]	Press [F2] to print last receipt Press [F3] to print other receipt
Invoice Number:	Key in the invoice # and press [ENTER].
Pmnt Cust Copy	Yes [F1] Press [F1] to print customer copy. No [F2] Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].

**CLERK MANAGEMENT - ADD CLERK**

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2] HELP [F3]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE CLERK Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [F4] to add clerk to terminal
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID # of the clerk and press [ENTER].
Password:	Key in the new clerk password and press [ENTER].
Reenter:	Key in the new password again for confirmation and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit. Repeat for each clerk being added.

**CLERK MANAGEMENT - LOG ON/OFF CLERK**

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2] HELP [F3]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE CLERK Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [F2] to log on clerk. Press [F3] to log off clerk.
Clerk Id:	Key in the ID # of the clerk and press [ENTER].
Password:	Key in the clerk password and press [ENTER].
Logoff/on is successful	Terminal displays confirmation of logon/off and returns to the idle prompt.

**CLERK MANAGEMENT - DELETE CLERK**

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2] HELP [F3]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE CLERK Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [ARROW] for more options.
Modify Clerk [F1] Delete Clerk [F2] Clear Clerk [F3]	Press [F2] for delete clerk.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID # of the clerk and press [ENTER].
Password:	Key in the clerk password and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit. Repeat for each clerk being deleted.

**CLERK MANAGEMENT - MODIFY CLERK**

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2] HELP [F3]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE CLERK Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [ARROW] for more options.
Modify Clerk [F1] Delete Clerk [F2] Clear Clerk [F3]	Press [F1] for modify clerk.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID # of the clerk and press [ENTER].
Clk Password:	Key in the appropriate clerk password and press [ENTER].
Old Pass:	Key in the old clerk password and press [ENTER].
New Pass:	Key in the new clerk password and press [ENTER].
Reenter:	Key in the new password again for confirmation and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit.

**CLERK MANAGEMENT - CLEAR CLERK**

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2] HELP [F3]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE CLERK Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [ARROW] for more options.
Modify Clerk [F1] Delete Clerk [F2] Clear Clerk [F3]	Press [F3] for clear clerks.
Password:	Key in the appropriate password and press [ENTER].
Clerk t/s cleared	Terminal confirms that clerks have been cleared and returns to the idle prompt.

**CLERK MANAGEMENT - CLERK REPORTS**

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Clerk Reports [F4]	Press [F4] for clerk reports.
CLERK REPORTS Totals Report [F2] Detail Report [F3] Shift Report [F4]	Press [F2] for clerk totals. Press [F3] for clerk detail. Press [F4] for shift report. Press [ARROW] for more options.
Clerk Table [F1] Unadjust Report [F2] IRS Tip Report [F3] Discount Tip [F4]	Press [F1] for clerk table. Press [F2] for unadjusted trans. Press [F3] for clerk IRS tip report. Press [F4] for discount tips.
One [F1] All [F2]	Press [F1] for single clerk detail. Press [F2] for all clerk detail.
Clerk Rpt Options	
Clerk Id:	Key in the ID # of the clerk and press [ENTER].
Clerk Report:	Report prints.

**MANUAL SHIFT CLOSE**

Idle Prompt	Press [1].
Password:	Key in the appropriate password and press [ENTER].
Increment Shift#	Yes [F1] Press [F1] to increment shift #. No [F2] Press [F2] for other options.
Reset Shift#	Yes [F1] Press [F1] to reset shift # to 1. No [F2] Press [F2] to continue with current shift.
Shift # is X	Shift # is displayed and terminal returns to idle prompt.

**REPORTS**

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Clerk Reports [F4]	Press [F2] for totals report. Press [F3] for details report. Press [F4] for clerk report. Press [ARROW] for more reports.
Batch Review [F1] Batch History [F2] Terminal Rpts [F3] Merchant Report [F4]	Press [F1] for batch review. Press [F2] for batch history. Press [F3] for terminal reports. Press [F4] for merchant report.
[Name of Report]	Report prints.

**HOST TOTALS REPORT**

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Clerk Reports [F4]	Press [ARROW] twice.
Host Totals [F1]	Press [F1] for host totals.
Processing	(No action while report prints)

### VIEWING BATCH TOTALS

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
<b>REPORTS</b>	Press [ARROW] for more reports.
Totals Report [F2] Detail Report [F3] Clerk Reports [F4]	
Batch Review [F1] Batch History [F2] Terminal Rpts [F3] Merchant Report [F4]	Press [F1] for batch review.
<b>BATCH REVIEW</b>	Press [F2] for totals review.
Totals Review [F2] Detail Review [F3]	
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Slct [F3] Press [F3] to select displayed merchant. Exit [F4] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Host: [Paym]	Prev [F1] Press [F1] for previous host. Next [F2] Press [F2] for next host. Slct [F3] Press [F3] to view totals for host displayed Exit [F4] Press [F4] to exit.
Host: [Paym]	Press [CLEAR] to return to batch review main menu.
Sales: \$ xx.xx	
Refunds: \$ xx.xx	
Total: \$ xx.xx	

### SETTLEMENT

Idle Prompt	Press [F3] for settlement.
Password:	Key in the appropriate password and press [ENTER].
Sales: \$ xx.xx	Confirm totals, press [ENTER]
Refunds: \$ xx.xx	
Total: \$ xx.xx	
Enter to confirm	
Sales: \$ 00.00	Key in the sales total and press [ENTER].
Refunds: \$ 00.00	Key in the refund total and press [ENTER].
Total: \$ 00.00	Key in the batch total and press [ENTER].
Settle Neg Batch Yes [F1] No [F2]	Press [F1] to settle neg. batch Press [F2] to return to idle prompt.
Password:	Key in the appropriate password and press [ENTER].
Waiting for answer Please wait...	(No action while processing)
Settlement Successful	Settlement report prints and terminal returns to idle prompt.

### AVS RESPONSE CODES

VISA	DESCRIPTION
Y	Address & 5-digit or 9-digit ZIP match (Domestic only)
A	Address matches, ZIP code does not SAVS not supported at this time (Domestic only)
R	Issuer's authorization system is unavailable, try again later (Domestic only)
U	Unable to perform address verification because either address information is unavailable or Issuer does not support AVS (Domestic only)
Z	Either 5-digit or 9-digit ZIP matches, address does not or not included in request.
N	Neither the ZIP nor the address matches
B	Address matches, ZIP not verified.
P	ZIP matches, address not verified
C	Address and ZIP code not verified due to incompatible formats.
D	Address and ZIP code match (International only)
G	Address not verified for International transaction (International only)
I	Address not verified (International only)
M	Address and ZIP code match (International only)

MASTERCARD	DESCRIPTION
Y	Exact, all digits match, 5-digit ZIP code
A	Address matches, ZIP code does not
S	AVS not supported at this time
R	Retry, system unable to process
U	No data from issuer/Authorization system
Z	5-digit ZIP code matches, but address does not
N	Neither the ZIP nor the address matches
W	For U.S. addresses, 9-digit ZIP code matches, but address does not; for address outside of U.S., the ZIP code matches, address does not
X	Exact, all digits match, 9-digit ZIP code

DISCOVER	DESCRIPTION
Y	Address only matches
A	Address and 5-digit ZIP code match
S	AVS not supported at this time
U	Retry, system unable to process
Z	5-digit ZIP code matches, but address does not
N	Neither the ZIP nor the address matches
W	No data from issuer/authorization system
X	Address and 9-digit ZIP code match
T	9-digit ZIP code matches, but address does not

AMERICAN EXPRESS	DESCRIPTION
Y	Yes, address and ZIP code are both correct
A	Address only is correct
B	AVS not supported at this time
R	System unavailable; retry
U	The necessary information is not available, account number is neither U.S. nor Canadian
Z	ZIP code only is correct
N	Neither the ZIP nor the address matches

