



Quick Reference Card for the
Talento Retail
Application on the PNS Network



SALE

MM/DD/YY SALE	DEBIT SALE	00:00PM EBT SALE	Swipe card at idle prompt or press the blue arrow beneath SALE .
MM/DD/YY ENTER SUPER PASSWORD		00:00PM	Key in the supervisor password and press [ENTER].
MM/DD/YY ENTER CREDIT CARD		00:00PM	Swipe card or key in the card number and press [ENTER].
MM/DD/YY ENTER LAST 4 NUM		00:00PM	Key in the last 4 digits of the card number and press [ENTER].
MM/DD/YY EXP DATE MM/YY		00:00PM	Key in the expiration date in MMYY format and press [ENTER].
MM/DD/YY MAIL/PHONE ORDER ? YES NO		00:00PM	Press the blue arrow beneath NO .
MM/DD/YY ENTER ZIP CODE		00:00PM	Key in the cardholder's ZIP Code and press [ENTER].
MM/DD/YY ENTER CARD V-CODE		00:00PM	Key in the CVV2 code from back of the card and press [ENTER] or press [ENTER] for CVV2 options.
MM/DD/YY UNABLE TO READ	NOT AVAIL	00:00PM NOT ON CARD	Press the blue arrow beneath the appropriate CVV2 option.
MM/DD/YY ENTER CUSTOMER CODE		00:00PM	Key in the customer code and press [ENTER].
MM/DD/YY ENTER DESTINATION ZIP		00:00PM	Key in the destination ZIP Code and press [ENTER].
MM/DD/YY ENTER CLERK #		00:00PM	Key in the clerk number and press [ENTER].
MM/DD/YY ENTER AMOUNT \$		00:00PM	Key in the amount and press [ENTER].
MM/DD/YY ENTER TOTAL AMOUNT \$		00:00PM	Key in the total amount and press [ENTER].
MM/DD/YY ENTER TAX AMOUNT \$		00:00PM	Key in the tax amount and press [ENTER].
MM/DD/YY TAX EXEMPT? YES NO		00:00PM	Press the blue arrow beneath YES if tax exempt. Press the blue arrow beneath NO if not tax exempt.
MM/DD/YY TIP OPTIONS % 0 \$		00:00PM	Press the blue arrow beneath % to enter a tip percentage. Press the blue arrow beneath 0 to skip the tip option. Press the blue arrow beneath \$ to enter a tip dollar amount.
MM/DD/YY ENTER PERCENTAGE __%		00:00PM	Key in the tip percentage and press [ENTER].
MM/DD/YY ENTER TIP AMOUNT \$		00:00PM	Key in the tip amount and press [ENTER].
MM/DD/YY AMOUNT OK? CANCEL/NO ENTER/YES		00:00PM	Verify the transaction amount and press [ENTER].
MM/DD/YY PRINTING...		00:00PM	(No action while processing) Receipt prints.
MM/DD/YY TEAR RECEIPT TO CONTINUE PRINTING		00:00PM	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.

Shaded sections are optional features.

SALE - PHONE ORDER

MM/DD/YY SALE	DEBIT SALE	00:00PM EBT SALE	Press the blue arrow beneath SALE .
MM/DD/YY ENTER SUPER PASSWORD		00:00PM	Key in the supervisor password and press [ENTER].
MM/DD/YY ENTER CREDIT CARD		00:00PM	Key in the card number and press [ENTER].
MM/DD/YY EXP DATE MM/YY		00:00PM	Key in the expiration date in MMYY format and press [ENTER].
MM/DD/YY MAIL/PHONE ORDER ? YES NO		00:00PM	Press the blue arrow beneath YES .
MM/DD/YY ORDER #		00:00PM	Key in the order number and press [ENTER].
MM/DD/YY ENTER ZIP CODE		00:00PM	Key in the cardholder's ZIP Code and press [ENTER].
MM/DD/YY ENTER STREET ADDRESS		00:00PM	Key in the cardholder's address and press [ENTER].
MM/DD/YY ENTER CARD V-CODE		00:00PM	Key in the CVV2 code from back of the card and press [ENTER] or press [ENTER] for CVV2 options.
MM/DD/YY UNABLE TO READ	NOT AVAIL	00:00PM NOT ON CARD	Press the blue arrow beneath the appropriate CVV2 option.
MM/DD/YY ENTER CUSTOMER CODE		00:00PM	Key in the customer code and press [ENTER].
MM/DD/YY ENTER DESTINATION ZIP		00:00PM	Key in the destination ZIP Code and press [ENTER].
MM/DD/YY ENTER CLERK #		00:00PM	Key in the clerk number and press [ENTER].
MM/DD/YY ENTER AMOUNT \$		00:00PM	Key in the amount and press [ENTER].
MM/DD/YY ENTER TOTAL AMOUNT \$		00:00PM	Key in the total amount and press [ENTER].
MM/DD/YY ENTER TAX AMOUNT \$		00:00PM	Key in the tax amount and press [ENTER].
MM/DD/YY TAX EXEMPT? YES NO		00:00PM	Press the blue arrow beneath YES if tax exempt. Press the blue arrow beneath NO if not tax exempt.
MM/DD/YY TIP OPTIONS % 0 \$		00:00PM	Press the blue arrow beneath % to enter a tip percentage. Press the blue arrow beneath 0 to skip the tip option. Press the blue arrow beneath \$ to enter a tip dollar amount.
MM/DD/YY ENTER PERCENTAGE __%		00:00PM	Key in the tip percentage and press [ENTER].
MM/DD/YY ENTER TIP AMOUNT \$		00:00PM	Key in the tip amount and press [ENTER].
MM/DD/YY AMOUNT OK? CANCEL/NO ENTER/YES		00:00PM	Verify the transaction amount and press [ENTER].
MM/DD/YY PRINTING...		00:00PM	(No action while processing) Receipt prints.
MM/DD/YY TEAR RECEIPT TO CONTINUE PRINTING		00:00PM	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.

Shaded sections are optional features.

AUTH ONLY

MM/DD/YY SALE	DEBIT SALE	00:00PM EBT SALE	Press SCROLL until the menu displays AUTHZN ONLY .
MM/DD/YY AUTHZN ONLY		00:00PM EBT BALANCE	Press the blue arrow beneath AUTHZN ONLY .
MM/DD/YY ENTER SUPER PASSWORD		00:00PM	Key in the supervisor password and press [ENTER].
MM/DD/YY ENTER CREDIT CARD		00:00PM	Swipe card or key in the card number and press [ENTER].
MM/DD/YY ENTER LAST 4 NUM		00:00PM	Key in the last 4 digits of the card number and press [ENTER].
MM/DD/YY EXP DATE MM/YY		00:00PM	Key in the expiration date in MMYY format and press [ENTER].
MM/DD/YY MAIL/PHONE ORDER ? YES NO		00:00PM	Press the blue arrow beneath YES if the transaction is a phone order. Press the blue arrow beneath NO if the transaction is not a phone order.
MM/DD/YY ENTER ORDER #		00:00PM	Key in the order number and press [ENTER].
MM/DD/YY ENTER ZIP CODE		00:00PM	Key in the cardholder's ZIP Code and press [ENTER].
MM/DD/YY ENTER STREET ADDRESS		00:00PM	Key in the cardholder's address and press [ENTER].
MM/DD/YY ENTER CARD V-CODE		00:00PM	Key in the CVV2 code from back of the card and press [ENTER] or press [ENTER] for CVV2 options.
MM/DD/YY UNABLE TO READ	NOT AVAIL	00:00PM NOT ON CARD	Press the blue arrow beneath the appropriate CVV2 option.
MM/DD/YY ENTER CUSTOMER CODE		00:00PM	Key in the customer code and press [ENTER].
MM/DD/YY ENTER DESTINATION ZIP		00:00PM	Key in the destination ZIP Code and press [ENTER].
MM/DD/YY ENTER CLERK #		00:00PM	Key in the clerk number and press [ENTER].
MM/DD/YY ENTER AMOUNT \$		00:00PM	Key in the amount and press [ENTER].
MM/DD/YY ENTER TOTAL AMOUNT \$		00:00PM	Key in the total amount and press [ENTER].
MM/DD/YY ENTER TAX AMOUNT \$		00:00PM	Key in the tax amount and press [ENTER].
MM/DD/YY TAX EXEMPT? YES NO		00:00PM	Press the blue arrow beneath YES if tax exempt. Press the blue arrow beneath NO if not tax exempt.
MM/DD/YY TIP OPTIONS % 0 \$		00:00PM	Press the blue arrow beneath % to enter a tip percentage. Press the blue arrow beneath 0 to skip the tip option. Press the blue arrow beneath \$ to enter a tip dollar amount.
MM/DD/YY ENTER PERCENTAGE __%		00:00PM	Key in the tip percentage and press [ENTER].
MM/DD/YY ENTER TIP AMOUNT \$		00:00PM	Key in the tip amount and press [ENTER].
MM/DD/YY AMOUNT OK? CANCEL/NO ENTER/YES		00:00PM	Verify the transaction amount and press [ENTER].
MM/DD/YY PRINTING...		00:00PM	(No action while processing) Receipt prints.
MM/DD/YY TEAR RECEIPT TO CONTINUE PRINTING		00:00PM	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.

Shaded sections are optional features.

FORCE SALE

MM/DD/YY SALE	DEBIT SALE	00:00PM EBT SALE	Press SCROLL until the menu displays FORCE .
MM/DD/YY VOID		00:00PM EBT FORCE	Press the blue arrow beneath FORCE .
MM/DD/YY ENTER SUPER PASSWORD		00:00PM	Key in the supervisor password and press [ENTER].
MM/DD/YY ENTER CREDIT CARD		00:00PM	Swipe card or key in the card number and press [ENTER].
MM/DD/YY ENTER LAST 4 NUM		00:00PM	Key in the last 4 digits of the card number and press [ENTER].
MM/DD/YY EXP DATE MM/YY		00:00PM	Key in the expiration date in MMYY format and press [ENTER].
MM/DD/YY MAIL/PHONE ORDER ? YES NO		00:00PM	Press the blue arrow beneath YES if the transaction is a phone order. Press the blue arrow beneath NO if the transaction is not a phone order.
MM/DD/YY ENTER ORDER #		00:00PM	Key in the order number and press [ENTER].
MM/DD/YY ENTR TRAN TIME HH/MM		00:00PM	Key in the original transaction time in HHMM format and press [ENTER].
MM/DD/YY ENTR TRAN DATE MMDDYY		00:00PM	Key in the original transaction date in MMDDYY format and press [ENTER].
MM/DD/YY ENTER NET AUTH ID		00:00PM	Key in the net auth ID and press [ENTER].
MM/DD/YY ENTER CUSTOMER CODE		00:00PM	Key in the customer code and press [ENTER].
MM/DD/YY ENTER DESTINATION ZIP		00:00PM	Key in the destination ZIP Code and press [ENTER].
MM/DD/YY ENTER CLERK #		00:00PM	Key in the clerk number and press [ENTER].
MM/DD/YY ENTER AMOUNT \$		00:00PM	Key in the amount and press [ENTER].
MM/DD/YY ENTER TOTAL AMOUNT \$		00:00PM	Key in the total amount and press [ENTER].
MM/DD/YY ENTER SHIPPED AMT \$		00:00PM	Key in the shipped amount and press [ENTER].
MM/DD/YY ENTER TAX AMOUNT \$		00:00PM	Key in the tax amount and press [ENTER].
MM/DD/YY TAX EXEMPT? YES NO		00:00PM	Press the blue arrow beneath YES if tax exempt. Press the blue arrow beneath NO if not tax exempt.
MM/DD/YY TIP OPTIONS % 0 \$		00:00PM	Press the blue arrow beneath % to enter a tip percentage. Press the blue arrow beneath 0 to skip the tip option. Press the blue arrow beneath \$ to enter a tip dollar amount.
MM/DD/YY ENTER PERCENTAGE __%		00:00PM	Key in the tip percentage and press [ENTER].
MM/DD/YY ENTER TIP AMOUNT \$		00:00PM	Key in the tip amount and press [ENTER].
MM/DD/YY AMOUNT OK? CANCEL/NO ENTER/YES		00:00PM	Verify the transaction amount and press [ENTER].
MM/DD/YY PRINTING...		00:00PM	(No action while processing) Receipt prints.
MM/DD/YY TEAR RECEIPT TO CONTINUE PRINTING		00:00PM	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.

Shaded sections are optional features.

RETURN			
MM/DD/YY	00:00PM	DEBIT EBT RETURN.	Press SCROLL until menu displays RETURN.
SALE SALE SALE			
MM/DD/YY	00:00PM	DEBIT EBT RETURN RETURN RETURN	Press the blue arrow beneath RETURN.
MM/DD/YY	00:00PM	ENTER SUPER PASSWORD	Key in the supervisor password and press [ENTER].
MM/DD/YY	00:00PM	ENTER CREDIT CARD	Swipe card or key in the card number and press [ENTER].
MM/DD/YY	00:00PM	ENTER LAST 4 NUM	Key in the last 4 digits of the card number and press [ENTER].
MM/DD/YY	00:00PM	EXP DATE MM/YY	Key in the expiration date in MMYY format and press [ENTER].
MM/DD/YY	00:00PM	MAIL/PHONE ORDER ? YES NO	Press the blue arrow beneath YES if the transaction is a phone order. Press the blue arrow beneath NO if the transaction is not a phone order.
MM/DD/YY	00:00PM	ENTER CLERK #	Key in the clerk number and press [ENTER].
MM/DD/YY	00:00PM	ENTER AMOUNT	Key in the amount and press [ENTER].
MM/DD/YY	00:00PM	AMOUNT OK? \$XX.XX CANCEL/NO ENTER/YES	Verify the transaction amount and press [ENTER].
MM/DD/YY	00:00PM	PRINTING..	(No action while processing) Receipt prints.
MM/DD/YY	00:00PM	TEAR RECEIPT TO CONTINUE PRINTING	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.

REPRINT			
MM/DD/YY	00:00PM	DEBIT EBT SALE SALE SALE	Press [REPRINT] Hot Key.
MM/DD/YY	00:00PM	ENTER SUPER PASSWORD	Key in the supervisor password and press [ENTER].
MM/DD/YY	00:00PM	REPRINT RECEIPT REF # LAST FIND	Press the blue arrow beneath REF # to reprint by reference number. Press the blue arrow beneath LAST to reprint the last transaction. Press the blue arrow beneath FIND to scroll through all the transactions.
MM/DD/YY	00:00PM	ENTER REFERENCE # R#	Key in the reference number of the transaction to reprint and press [ENTER].
MM/DD/YY	00:00PM	R# XXX \$ XX.XX VIEW PRINT NEXT	Press the blue arrow beneath VIEW to view the details of the transaction. Press the blue arrow beneath PRINT to reprint the transaction. Press the blue arrow beneath NEXT to scroll to the next transaction.
MM/DD/YY	00:00PM	PRINTING..	The receipt prints and terminal returns to the idle prompt.

DEBIT SALE			
MM/DD/YY	00:00PM	DEBIT EBT DEBIT SALE.	Press the blue arrow beneath DEBIT SALE.
MM/DD/YY	00:00PM	ENTER SUPER PASSWORD	Key in the supervisor password and press [ENTER].
MM/DD/YY	00:00PM	ENTER DEBIT CARD	Swipe card.
MM/DD/YY	00:00PM	ENTER CLERK #	Key in the clerk number and press [ENTER].
MM/DD/YY	00:00PM	ENTER AMOUNT	Key in the amount and press [ENTER].
MM/DD/YY	00:00PM	TIP OPTIONS % 0	Press the blue arrow beneath % to enter a tip percentage. Press the blue arrow beneath 0 to skip the tip option. Press the blue arrow beneath \$ to enter a tip dollar amount.
MM/DD/YY	00:00PM	ENTER PERCENTAGE	Key in the tip percentage and press [ENTER].
MM/DD/YY	00:00PM	ENTER TIP AMOUNT	Key in the tip amount and press [ENTER].
MM/DD/YY	00:00PM	ENTER CASH BACK	Key in the cash back amount and press [ENTER].
MM/DD/YY	00:00PM	AMOUNT OK? \$XX.XX CANCEL/NO ENTER/YES	Verify the transaction amount and press [ENTER].
MM/DD/YY	00:00PM	ENTER PIN	Key in the PIN number on the PIN pad and press [ENTER] on the PIN pad.
MM/DD/YY	00:00PM	PRINTING..	(No action while processing) Receipt prints.
MM/DD/YY	00:00PM	TEAR RECEIPT TO CONTINUE PRINTING	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.

DEBIT RETURN			
MM/DD/YY	00:00PM	DEBIT EBT DEBIT RETURN.	Press SCROLL until the menu displays DEBIT RETURN.
MM/DD/YY	00:00PM	DEBIT EBT DEBIT RETURN RETURN RETURN	Press the blue arrow beneath DEBIT RETURN.
MM/DD/YY	00:00PM	ENTER SUPER PASSWORD	Key in the supervisor password and press [ENTER].
MM/DD/YY	00:00PM	ENTER DEBIT CARD	Swipe card.
MM/DD/YY	00:00PM	ENTER CLERK #	Key in the clerk number and press [ENTER].
MM/DD/YY	00:00PM	ENTER AMOUNT	Key in the amount and press [ENTER].
MM/DD/YY	00:00PM	AMOUNT OK? \$XX.XX CANCEL/NO ENTER/YES	Verify the transaction amount and press [ENTER].
MM/DD/YY	00:00PM	ENTER PIN	Key in the PIN number on the PIN pad and press [ENTER] on the PIN pad.
MM/DD/YY	00:00PM	PRINTING..	(No action while processing) Receipt prints.
MM/DD/YY	00:00PM	TEAR RECEIPT TO CONTINUE PRINTING	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.

EBT SALE - FOOD STAMP			
MM/DD/YY	00:00PM	DEBIT EBT SALE.	Press the blue arrow beneath EBT SALE.
MM/DD/YY	00:00PM	ENTER SUPER PASSWORD	Key in the supervisor password and press [ENTER].
MM/DD/YY	00:00PM	FOOD CASH FOOD.	Press the blue arrow beneath FOOD.
MM/DD/YY	00:00PM	ENTER EBT CARD	Swipe the card or key in the card number and press [ENTER].
MM/DD/YY	00:00PM	EXP DATE MM/YY	Key in the expiration date in MMYY format and press [ENTER].
MM/DD/YY	00:00PM	ENTER CLERK #	Key in the clerk number and press [ENTER].
MM/DD/YY	00:00PM	ENTER AMOUNT	Key in the amount and press [ENTER].
MM/DD/YY	00:00PM	AMOUNT OK? \$XX.XX CANCEL/NO ENTER/YES	Verify the transaction amount and press [ENTER].
MM/DD/YY	00:00PM	ENTER PIN	Key in the PIN number on the PIN pad and press [ENTER] on the PIN pad.
MM/DD/YY	00:00PM	PRINTING..	(No action while processing) Receipt prints.
MM/DD/YY	00:00PM	TEAR RECEIPT TO CONTINUE PRINTING	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.

EBT SALE - CASH BENEFIT		
MM/DD/YY	00:00PM	Press the blue arrow beneath EBT
DEBIT	EBT	SALE.
SALE	SALE	SALE
MM/DD/YY	00:00PM	Key in the supervisor password and press [ENTER].
ENTER SUPER PASSWORD		

MM/DD/YY	00:00PM	Press the blue arrow beneath CASH.
FOOD	CASH	
MM/DD/YY	00:00PM	Swipe the card or key in the card number and press [ENTER].
ENTER EBT CARD		
MM/DD/YY	00:00PM	Key in the expiration date in MMY format and press [ENTER].
EXP DATE MM/YY		
__/___		
MM/DD/YY	00:00PM	Key in the clerk number and press [ENTER].
ENTER CLERK #		

MM/DD/YY	00:00PM	Key in the amount and press [ENTER].
ENTER AMOUNT		
\$ _____		
MM/DD/YY	00:00PM	Key in the cash back amount and press [ENTER].
ENTER CASH BACK		
\$ _____		
MM/DD/YY	00:00PM	Press [ENTER] to bypass the tip prompt.
TIP OPTIONS		
% 0	\$	
MM/DD/YY	00:00PM	Verify the transaction amount and press [ENTER].
AMOUNT OK?	\$XX.XX	
CANCEL/NO	ENTER/YES	
MM/DD/YY	00:00PM	Key in the PIN number on the PIN pad and press [ENTER] on the PIN pad.
ENTER PIN		
MM/DD/YY	00:00PM	(No action while processing) Receipt prints.
PRINTING..		
MM/DD/YY	00:00PM	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.
TEAR RECEIPT		
TO CONTINUE PRINTING		

EBT FORCE - FOOD STAMP		
MM/DD/YY	00:00PM	Press SCROLL until the menu displays EBT FORCE.
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Press the blue arrow beneath EBT FORCE.
ENTER SUPER PASSWORD		
VOID	FORCE	FORCE
MM/DD/YY	00:00PM	Key in the supervisor password and press [ENTER].
ENTER SUPER PASSWORD		

MM/DD/YY	00:00PM	Press the blue arrow beneath FOOD.
FOOD	CASH	
MM/DD/YY	00:00PM	Swipe the card or key in the card number and press [ENTER].
ENTER EBT CARD		
MM/DD/YY	00:00PM	Key in the expiration date in MMY format and press [ENTER].
EXP DATE MM/YY		
__/___		
MM/DD/YY	00:00PM	Key in the clerk number and press [ENTER].
ENTER CLERK #		

MM/DD/YY	00:00PM	Key in the amount and press [ENTER].
ENTER AMOUNT		
\$ _____		
MM/DD/YY	00:00PM	Verify the transaction amount and press [ENTER].
AMOUNT OK?	\$XX.XX	
CANCEL/NO	ENTER/YES	
MM/DD/YY	00:00PM	Key in the authorization code and press [ENTER].
ENTER AUTHORIZTN CODE		

MM/DD/YY	00:00PM	Key in the voucher number and press [ENTER].
ENTER VOUCHER NUMBER		
MM/DD/YY	00:00PM	(No action while processing) Receipt prints.
PRINTING..		
MM/DD/YY	00:00PM	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.
TEAR RECEIPT		
TO CONTINUE PRINTING		

EBT FORCE - CASH BENEFIT		
MM/DD/YY	00:00PM	Press SCROLL until the menu displays EBT FORCE.
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Press the blue arrow beneath EBT FORCE.
ENTER SUPER PASSWORD		
VOID	FORCE	FORCE
MM/DD/YY	00:00PM	Key in the supervisor password and press [ENTER].
ENTER SUPER PASSWORD		

MM/DD/YY	00:00PM	Press the blue arrow beneath CASH.
FOOD	CASH	
MM/DD/YY	00:00PM	Swipe the card or key in the card number and press [ENTER].
ENTER EBT CARD		
MM/DD/YY	00:00PM	Key in the expiration date in MMY format and press [ENTER].
EXP DATE MM/YY		
__/___		
MM/DD/YY	00:00PM	Key in the clerk number and press [ENTER].
ENTER CLERK #		

MM/DD/YY	00:00PM	Key in the amount and press [ENTER].
ENTER AMOUNT		
\$ _____		
MM/DD/YY	00:00PM	Key in the cash back amount and press [ENTER].
ENTER CASH BACK		
\$ _____		
MM/DD/YY	00:00PM	Press [ENTER] to bypass the tip prompt.
TIP OPTIONS		
% 0	\$	
MM/DD/YY	00:00PM	Verify the transaction amount and press [ENTER].
AMOUNT OK?	\$XX.XX	
CANCEL/NO	ENTER/YES	
MM/DD/YY	00:00PM	Key in the authorization code and press [ENTER].
ENTER AUTHORIZTN CODE		

MM/DD/YY	00:00PM	Key in the voucher number and press [ENTER].
ENTER VOUCHER NUMBER		
MM/DD/YY	00:00PM	(No action while processing) Receipt prints.
PRINTING..		
MM/DD/YY	00:00PM	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.
TEAR RECEIPT		
TO CONTINUE PRINTING		

EBT RETURN		
MM/DD/YY	00:00PM	Press SCROLL until the menu displays EBT RETURN.
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Press the blue arrow beneath EBT RETURN.
ENTER SUPER PASSWORD		
RETURN	RETURN	RETURN
MM/DD/YY	00:00PM	Key in the supervisor password and press [ENTER].
ENTER SUPER PASSWORD		

MM/DD/YY	00:00PM	Swipe the card or key in the card number and press [ENTER].
ENTER EBT CARD		
MM/DD/YY	00:00PM	Key in the expiration date in MMY format and press [ENTER].
EXP DATE MM/YY		
__/___		
MM/DD/YY	00:00PM	Key in the clerk number and press [ENTER].
ENTER CLERK #		

MM/DD/YY	00:00PM	Key in the amount and press [ENTER].
ENTER AMOUNT		
\$ _____		
MM/DD/YY	00:00PM	Verify the transaction amount and press [ENTER].
AMOUNT OK?	\$XX.XX	
CANCEL/NO	ENTER/YES	
MM/DD/YY	00:00PM	Key in the PIN number on the PIN pad and press [ENTER] on the PIN pad.
ENTER PIN		
MM/DD/YY	00:00PM	(No action while processing) Receipt prints.
PRINTING..		
MM/DD/YY	00:00PM	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.
TEAR RECEIPT		
TO CONTINUE PRINTING		

EBT BALANCE INQUIRY		
MM/DD/YY	00:00PM	Press SCROLL until the menu displays EBT BALANCE.
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Press the blue arrow beneath EBT BALANCE.
AUTHZN	EBT	
ONLY	BALANCE	
MM/DD/YY	00:00PM	Key in the supervisor password and press [ENTER].
ENTER SUPER PASSWORD		

MM/DD/YY	00:00PM	Press the blue arrow beneath FOOD for a food stamp balance inquiry. Press the blue arrow beneath CASH for a cash benefits balance inquiry.
FOOD	CASH	
MM/DD/YY	00:00PM	Swipe the card or key in the card number and press [ENTER].
ENTER EBT CARD		
MM/DD/YY	00:00PM	Key in the expiration date in MMY format and press [ENTER].
EXP DATE MM/YY		
__/___		
MM/DD/YY	00:00PM	Key in the PIN number on the PIN pad and press [ENTER] on the PIN pad.
ENTER PIN		
MM/DD/YY	00:00PM	(No action while processing) Receipt prints.
PRINTING..		
MM/DD/YY	00:00PM	Tear receipt. Terminal will automatically print customer copy and return to the idle prompt.
TEAR RECEIPT		
TO CONTINUE PRINTING		

VOID

MM/DD/YY	00:00PM	Press SCROLL until the menu displays VOID .
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Press the blue arrow beneath VOID .
EBT		
VOID	FORCE	FORCE
MM/DD/YY	00:00PM	Key in the supervisor password and press [ENTER] .
ENTER SUPER PASSWORD		
MM/DD/YY	00:00PM	Swipe the card or key in the card number and press [ENTER] .
ENTER CREDIT CARD		
MM/DD/YY	00:00PM	Key in the last 4 digits of the card number and press [ENTER] .
ENTER LAST 4 NUM		
MM/DD/YY	00:00PM	Key in the reference number from the transaction to void and press [ENTER] .
ENTER REFERENCE #		
MM/DD/YY	00:00PM	Press [ENTER] to void the transaction.
VOID	\$XX.XX	
CANCEL/NO	ENTER/YES	Press [CANCEL] to return to idle prompt.
MM/DD/YY	00:00PM	Receipt prints and terminal returns to the idle prompt.
PRINTING..		

TIP ADJUSTMENT

MM/DD/YY	00:00PM	Press [TIP ADJUST] Hot Key.
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Key in the supervisor password and press [ENTER] .
ENTER SUPER PASSWORD		
MM/DD/YY	00:00PM	Press the blue arrow beneath REF # to adjust the tip by reference number.
ADJUST TIP BY:		Press the blue arrow beneath
REF #	SERV#	ALL
		SERV # to adjust the tip by clerk number.
		Press the blue arrow beneath ALL to adjust all tips.
MM/DD/YY	00:00PM	Key in the reference number from the transaction to adjust and press [ENTER] .
ENTER REFERENCE #		
R #		
MM/DD/YY	00:00PM	Key in the clerk number from the transaction to adjust and press [ENTER] .
ENTER SERVER #		
S #		
MM/DD/YY	00:00PM	Press the blue arrow beneath VIEW to view details of the transaction displayed.
R# XXX	\$XX.XX	
VIEW	EDIT	NEXT
		Press the blue arrow beneath EDIT to edit the transaction displayed
		Press the blue arrow beneath NEXT to scroll to the next transaction.
MM/DD/YY	00:00PM	Key in the tip amount and press [ENTER] .
ENTER TIP AMOUNT		
\$		
MM/DD/YY	00:00PM	Press the blue arrow beneath VIEW to view details of the transaction displayed.
R# 000	\$XX.XX	
VIEW	EDIT	NEXT
		Press the blue arrow beneath EDIT to edit the transaction displayed
		Press the blue arrow beneath NEXT to scroll to the next transaction.
		Press [CANCEL] twice to return to the idle prompt.

ID SCAN

MM/DD/YY	00:00PM	Press [1] for ID Scan.
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Swipe the ID card.
SWIPE ID CARD		
MM/DD/YY	00:00PM	Receipt prints and the terminal returns to the idle prompt.
BIRTHDAY: MM/DD/YY		
AGE: XX		

BATCH INQUIRY REPORT

MM/DD/YY	00:00PM	Press [Fn] .
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Key in the manager password and press [ENTER] .
ENTR MANAGER PASSWORD		
MM/DD/YY	00:00PM	Press the blue arrow beneath BATCH MENU .
BATCH		
MENU	PARM	TEST
MM/DD/YY	00:00PM	Press SCROLL until menu displays BATCH INQUIRY .
BATCH	CLERK	TERM
CLOSE	REPORT	REPORT
MM/DD/YY	00:00PM	Press the blue arrow beneath BATCH INQUIRY .
BATCH	HISTRY	
INQUIRY	REPORT	ERASE
MM/DD/YY	00:00PM	Report prints. Press [CANCEL] to return to the idle prompt.
DIALING..		
BATCH INQUIRY		

CLERK REPORT

MM/DD/YY	00:00PM	Press [CLERK] Hot Key.
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Key in the supervisor password and press [ENTER] .
ENTER SUPER PASSWORD		
MM/DD/YY	00:00PM	Key in the clerk number to print and press [ENTER] .
ENTER CLERK #		
0 = ALL		Press [0] and [ENTER] to print all clerk numbers.
MM/DD/YY	00:00PM	Report prints. Press [CANCEL] to return to the idle prompt.
PRINTING..		

TERMINAL BATCH REPORT

MM/DD/YY	00:00PM	Press [TERM RPT] Hot Key.
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Key in the supervisor password and press [ENTER] .
ENTER SUPER PASSWORD		
MM/DD/YY	00:00PM	Report prints. Press [CANCEL] to return to the idle prompt.
PRINTING BATCH		
REPORT..		

BATCH HISTORY REPORT

MM/DD/YY	00:00PM	Press [Fn] .
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Key in the manager password and press [ENTER] .
ENTR MANAGER PASSWORD		
MM/DD/YY	00:00PM	Press the blue arrow beneath BATCH MENU .
BATCH		
MENU	PARM	TEST
MM/DD/YY	00:00PM	Press SCROLL until menu displays HISTRY REPORT .
BATCH	CLERK	TERM
CLOSE	REPORT	REPORT
MM/DD/YY	00:00PM	Press the blue arrow beneath HISTRY REPORT .
BATCH	HISTRY	
INQUIRY	REPORT	ERASE
MM/DD/YY	00:00PM	Key in the batch number to print and press [ENTER] .
REQUEST PRIOR BATCH #		
0 = ALL		Press [0] and [ENTER] to print all the batch history reports.
MM/DD/YY	00:00PM	Report prints. Press [CANCEL] to return to the idle prompt.
PRINTING..		

BATCH CLOSE

MM/DD/YY	00:00PM	Press [CLOSE] Hot Key.
DEBIT	EBT	
SALE	SALE	SALE
MM/DD/YY	00:00PM	Key in the supervisor password and press [ENTER] .
ENTER SUPER PASSWORD		
MM/DD/YY	00:00PM	Press the blue arrow beneath YES to confirm the batch close.
ARE YOU SURE		
YES		NO
MM/DD/YY	00:00PM	Report prints and terminal returns to the idle prompt.
PRINTING..		

