

HyperWare® Retail Software

Quick Reference Card

SPOS32-M4100, Version 1.0

Note: Printing a second receipt, the customer receipt, is an option for all transactions.

Credit Sale

Terminal Display	Action
Idle Screen	Press Enter on the terminal keypad, touch Transaction > Sale > Credit .
Swipe/Tap Cust. Card	Swipe the credit card through the card reader or tap the card on the contactless reader.
Amount \$0.00	Enter the amount of sale, then touch Enter .
COMMS	Terminal contacts host.
Response	Approval number is displayed on screen, and printed on receipt.
APPROVAL 123456	

Debit Sale

Terminal Display	Action
Idle Screen	Press Enter on the terminal keypad, touch Transaction > Sale > Debit .
Swipe/Tap Cust Card	Swipe the debit card through card reader or tap the card on the contactless reader.
Sale Amount \$0.00	Enter the amount of sale, then touch Enter .
Cash Amount \$0.00	Enter the amount of cash added to the sale, then touch Enter .
Total \$0.00	Touch Enter to approve total of sale and cash back.
Enter PIN	Customer enters PIN on the terminal keypad, touches Enter .
COMMS	Terminal contacts host.
Response	Approval number is displayed on screen, and printed on receipt.
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Cash Sale

Terminal Display	Action
Idle Screen	Touch Cash Sale , then touch Enter .
Sale Amount \$0.00	Enter the amount of sale, then touch Enter .
Cash Amount \$0.00	Enter the amount of cash received, then touch Enter .
Insufficient Amt Paid	Press Clear to go to previous screen, re-enter cash received.
Change Due \$0.00	Terminal shows amount of change due, if any.
APPROVAL 123456	Approval number prints on receipt.

Credit Refund

Terminal Display	Action
Idle Screen	Press Enter on the terminal keypad, touch Transaction > Refund > Credit .
Swipe/Tap Cust. Card	Swipe the credit card through card reader or tap the card on the contactless reader.
Last Invoice Invoice Number	Touch Last , then touch Enter to view last invoice amount. Touch Invoice , then enter the invoice number and touch Enter .
Invoice 123456 \$0.00	Touch Enter to accept the invoice amount.
COMMS	Terminal contacts host.
Response	Approval number is displayed on screen, and printed on receipt.
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Debit Refund

Terminal Display	Action
Idle Screen	Press Enter on the terminal keyboard, then touch Transaction > Refund > Debit .
Swipe/Tap Cust. Card	Swipe the debit card through card reader or tap the card on the contactless reader.
Amount \$0.00	Enter amount of debit refund, then touch Enter .
Enter PIN	Customer enters PIN on the terminal keypad, touches Enter .
COMMS	Terminal contacts host.
Response	Approval number is displayed on screen, and printed on receipt.
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Reprint Last Receipt

Terminal Display	Action
Idle Screen	Touch Function > 72 > Enter or Press Enter on the terminal keypad, touch Reprint > Last .
Customer Copy Merchant Copy	Touch Customer Copy or Merchant Copy .
Reprint Complete	Receipt is printed.

Mail Order Sale

Terminal Display	Action
Idle Screen	Press Enter on the terminal keypad, touch Transaction > Mail Order .
Enter Card Number	Enter the card number, then touch Enter .
Expiration Date MMY	Enter the expiration date, then touch Enter .
Verification Code	Touch Present .
Enter CVC2 From Card	Enter the CVC2 code, then touch Enter .
Amount \$0.00	Enter the amount of sale, then touch Enter .
Billing Address	Enter the billing address, then touch Enter .
Billing ZIP Code	Enter the billing ZIP code, then touch Enter .
COMMS	Terminal contacts host.
Response	Approval number is displayed on screen, and printed on receipt.
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Batch Report (Summary)

Terminal Display	Action
Idle Screen	Touch Function > 79 > Enter or Press Enter on the terminal keypad, touch Reports > Summary .
Please Wait Scanning Batch	Terminal scans for Batch Totals and prints Summary Report.

Batch Report (Audit)

Terminal Display	Action
Idle Screen	Touch Function > 79 > Enter or Press Enter on the terminal keypad, then touch Reports > Audit .
Select Host	Touch the host number or touch 0 for all hosts, then touch Enter .
Please Wait Printing	Audit report is printed.

Batch Settle

Terminal Display	Action
Idle Screen	Touch SETTLE , or Press Enter on the terminal keypad, then touch Batch > Settle .
Enter Password	Enter the password, then touch Enter .
Select Host	Touch the host number or touch 0 for all hosts, then touch Enter .
Please Wait Scanning the Batch	Terminal scans for Batch Totals.
SalesTotal Correct?	Touch Yes to confirm.
Refund Total Correct?	Touch Yes to confirm.
COMMS	Terminal contacts host.
Response	Settlement is complete. The report is printed.
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World Headquarters

2851 West Kathleen Road • Phoenix, AZ 85053
 602.504.5000 • 877.HYPERCOM within USA • Fax: 602.866.5380
 E-mail: info@hypercom.com • web: www.hypercom.com

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