

CREDIT

OPERATOR ACTION

TERMINAL RESPONSE

*Terminal prompt if Fraud Control is ON.

Press CREDIT

CREDIT

Swipe Card

Swipe customer card

Enter Last 4 Numbers

+ ENTER

*ENTER LAST 4 NO. OF CARD

> ENTER CLERK ID...

If card unreadable, key in:

Account number

+ ENTER

EXPIRATION DATE MMY

Expiration Date

+ ENTER

> ENTER CLERK ID

> Enter Clerk ID

+ ENTER

> ENTER INVOICE NUMBER

> Enter invoice No.

+ ENTER

AMOUNT \$0.00

Enter Credit Amount

+ ENTER

TRANSACTION ACCEPTED

CLERK TRANSACTION: OFFLINE ENTRY

OPERATOR ACTION

TERMINAL RESPONSE

**Terminal prompt if Fraud Control is ON.*

Press OFFLINE

1- OFFLINE
2- ATM RE-ENTER

Press 1 for Offline

+ ENTER

****OFFLINE MODE****

ENTER ACCOUNT NUMBER

Swipe Card

*ENTER LAST \$ NO> OF CARD

Enter Last \$ Numbers

+ ENTER

If card unreadable, key in:

Account Number

+ ENTER

EXPIRATION DATE MMY

Expiration Date

+ ENTER

> ENTER CLERK ID

Enter Clerk ID

+ ENTER

> ENTER TRAN. ID NO....

> See Custom Payment

> [Custom Payment Prompts...]

> ENTER INVOICE NUMBER

> Enter Invoice Number

+ ENTER

AMOUNT \$0.00

Enter \$ Amount

+ ENTER

ENTER APPROVAL CODE

Enter Approval Code

+ ENTER

TRANSACTION ACCEPTED

Imprint Card if Keyed in!

MAIL/PHONE

OPERATOR TRANSACTION

Press MAIL/PHONE or E-Mail

Enter Account No.

> Visa CVV2/ AMEX CID OPTION

Press YES if American Express

Press NO if Other

If No V-Code:

> Only Press ENTER

> Press 1 or 2

Enter Expiration Date

> Enter Clerk ID

Enter \$ Amount

Enter Address No.

> Enter Zip Code

> Enter Invoice Number

> Enter Cust. Code

> Enter Sales Tax

+ ENTER

+ ENTER

+ ENTER

+ ENTER

+ ENTER

+ ENTER

+ ENTER

+ ENTER

+ ENTER

TERMINAL RESPONSE

MAIL/PHONE

ENTER ACCOUNT NUMBER

> AMEX CARD? YES OR NO

> V-CODE?

1- CANT READ [illegible]

2- NO V-CODE [unavailable]

EXPIRATION DATE MMY

> ENTER CLERK ID

Amount \$0.00

ENTER STREET ADDRESS

> ENTER ZIP CODE

> ENTER INVOICE NUMBER

DIALING NOW

PROCESSING NOW

> ENTER CUST CODE

> ENTER SALES TAX \$0.00

APPROVAL XXXXXXXXX

CLERK TRANSACTIONS: AUTHORIZATION ONLY

OPERATOR ACTION

TERMINAL RESPONSE

*Terminal prompt if Fraud Control is ON.

Press AUTH ONLY

AUTH ONLY

Swipe Card
Enter last 4 numbers

+ ENTER

SWIPE CUSTOMER CARD
* ENTER LAST NO. OF CARD

If card unreadable, key in:

Account Number
Expiration Date

+ ENTER
+ ENTER

EXPIRATION DATE MMY
> ENTER CLERK ID

Enter Clerk ID
Enter \$ Amount

+ ENTER
+ ENTER

AMOUNT \$0.00
DIALING NOW
PROCESSING NOW
APPROVALXXXXX

ADJUST TOTALS/TIP

OPERATOR ACTION

TERMINAL RESPONSE

Press ADJUST
Enter SERVER ID

+ ENTER

> ENTER SERVER ID
REFERENCE NUMBER

Enter 4-digit Ref. No.

+ ENTER

TOTAL \$0.00
CORRECT YES OR NO?

Press NO

BASE AMOUNT \$0.00
CORRECT YES OR NO?

Press NO

BASE AMOUNT \$0.00
NEW AMOUNT? \$0.00

Enter New \$ Amount

+ ENTER

TOTAL \$0.00
CORRECT? YES OR NO

If only adjusting totals:

Press YES

TRANSACTION ACCEPTED

[Or] To adjust tips:

Press NO to continue...

[Or...]

BASE AMOUNT \$0.00
CORRECT YES OR NO?

Press YES

TIP AMOUNT \$0.00
ENTER TIP \$0.00

Enter New tip amount

+ ENTER

TOTAL \$0.00
CORRECT YES OR NO?

Press YES

TRANSACTION COMPLETE

VOID

Press VOID

VOID
REFERENCE NUMBER

Enter 4-digit Ref. No.

+ ENTER

1234 \$0.00

Press YES

CORRECT? YES OR NO
TRANSACTION ACCEPTED

CLERK TRANSACTIONS: TELECHECK/TELECREDIT

OPERATOR ACTION

TERMINAL RESPONSE

Press check

CHECK

> Enter Clerk ID + ENTER

+ ENTER

DRIVERS LIC. NUMBER

Enter Driver's License Number

+ ENTER

STATE CODE

Enter 2-digit State ID Number

+ ENTER

BIRTHDATE MMY

Enter Birth date

+ ENTER

AMOUNT

\$0.00

Enter \$ Amount

+ ENTER

DIALING NOW

PROCESSING NOW

APPROVAL XXXXXXX

CHECK-- JBS/SCAN

OPERATOR ACTION

TERMINAL RESPONSE

Press CHECK

CHECK

> Enter Clerk ID

+ ENTER

> ENTER CLERK ID
ENTER ID NUMBER

For JBS:

Enter MICR Number from Bottom of Check

For SCAN:

Enter "MR" and MICR Number

Press Enter

AMOUNT

\$0.00

Enter \$ Amount

+ ENTER

DIALING NOW
PROCESSING NOW
APPROVAL XXXXXX

DEBIT CARD SALE/PURCHASE

OPERATOR ACTION

Press DEBIT or ATM
Swipe Card
> Enter Clerk ID
> Enter Invoice Number
Enter \$ Amount

Press YES
Customer enters PIN

+ ENTER
+ ENTER
+ ENTER

= ENTER

TERMINAL RESPONSE

SWIPE CARD
Enter Clerk ID
> ENTER INVOICE NUMBER
AMOUNT \$0.00
TOTAL 0.00
CORRECT? YES OR NO
WAITING FOR PIN
DIALING NOW....
PROCESSING NOW
APPROVAL XXXXXXXXXXXXX

ADD SERVER ID / NAME

OPERATOR ACTION

TERMINAL RESPONSE

Press FUNCTION 77	+ ENTER	SIGN-ON/OFF ENTER SERVER ID
Enter Server ID	+ ENTER	ENTER SERVER NAME
Enter Server Name [Use ALPHA function]	+ ENTER	SIGN-ON Y OR NO
Press YES to sign-on Server		
Repeat process to continue		
[Or] Press CANCEL		READY [Idle Prompt]

REPRINT RECEIPT

OPERATOR ACTION

Press REPRINT

Enter 4-digit Reference Number + ENTER
[OR] **For last Transaction:**
ONLY PRESS ENTER

TERMINAL RESPONSE

REPRINT
ENTER REFERENCE NUMBER
PRINTING
REPRINT COMPLETED

REPORTS (BATCH REVIEW)

OPERATOR ACTION

Press REPORTS

Select Desired Report 1,2,3,4, or 5
Follow particular report prompts
Press CANCEL when finished

TERMINAL RESPONSE

1- CLERK
2- DETAIL
3- TOTALS
4- LOG (most used; best in detail)
5- BAM
[Additional Prompts Displayed...]
PRINTING
READY [Idle Prompt]

TRANSMIT BATCH

OPERATOR ACTION

Press TRANSMIT or SETTLE

Press YES if the total is correct

Press YES if the total is correct

TERMINAL RESPONSE

SCANNING BATCH

PLEASE WAIT

PURCH TOTAL \$0.00

CORRECT? YES OR NO

CREDIT TOTAL \$0.00

CORRECT? YES OR NO

PLEASE WAIT

SCANNING BATCH

GB0000 ACCEPTED

BATCH NUMBER: 999

RECONCILE COMPLETE