











(Mobilescape 3000 and 5000)

Screen Elements









Icons	Description
	Unit is plugged into an external power source such as a wall socket or a vehicle power source.
	Battery life indicator. Lowest line indicates that you should immediately change to an external power source.
	Tower indicates that you are connected to the cellular network. Question mark indicates that you are not.
	Active data session over the cellular network.
	Returns to the previous screen.
	Aborts the session and returns to the main menu.

A PDF copy of the Mobilescape manual can be downloaded at www.commerciant.com/support/index.htm

Swiped Credit Card Transactions




- From the main menu select .
- In the Transaction Options menu select .
- Swipe the card from right to left with the magnetic stripe down and facing away from you.
- Enter the dollar amount. Select .
- If the Enter Invoice screen appears, enter in the appropriate invoice number. Select .
- If the Confirm Tip screen appears, touch "no" to proceed or "yes" to add tip amount. Select .
- Have the customer sign the display with the stylus. Select and give the receipt to the customer.

Manual Credit Card Transactions





- From the main menu select .
- In the Transaction Options menu select .
- Select . Enter the 16-digit card number. Select .
- Enter the 2-digit expiration month. Select .
- Enter the 2-digit expiration year. Select .
- Enter the dollar amount. Select .
- If the Enter Invoice screen appears, enter in the appropriate invoice number. Select .
- If the Confirm Tip screen appears, touch "no" to proceed or "yes" to add a tip amount. Select .
- Have the customer sign the display with the stylus. Select and give the receipt to the customer.
- An additional copy of the receipt will print that contains extra space allowing for a manual imprint of the credit card to be taken. This feature helps in providing proof that the card was present at the time of transaction.
- Place the blank portion of the receipt on top of the credit card. Using the flat side of the stylus, trace the cardholder information, including name, 16-digit card number, and expiration date. Keep the second receipt for your records.

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Void Credit Card Transactions

1. From the main menu select .
2. In the Transaction Options menu select .
3. Swipe or manually enter the card number. Select to proceed.
4. Enter the dollar amount. Select .
5. Have the customer sign the display with the stylus. Select and give the receipt to the customer.





Return Credit Card Transactions

1. From the main menu select .
2. In the Transaction Options menu select .
3. Swipe or manually enter the card number. Select to proceed.
4. Enter the dollar amount. Select .
5. If the Enter Invoice screen appears, enter the invoice number for the return. Select .
6. Have the customer sign the display with the stylus. Select and give the receipt to the customer.

Pre-Authorization Credit Card Transactions

1. From the main menu select .
2. In the Transaction Options menu select .
3. Swipe or manually enter the card number. Select to proceed.
4. Enter the dollar amount. Select .
5. If the Enter Invoice screen appears, enter in the appropriate invoice number. Select .
6. Have the customer sign the display with the stylus. Select and give the receipt to the customer.

Force Credit Card Transactions

1. From the main menu select .
2. In the Transaction Options menu select .
3. Swipe or manually enter the card number. Select to proceed.
4. Enter the dollar amount. Select .
5. Enter the authorization number from the receipt. Select .
6. If the Enter Invoice screen appears, enter in the appropriate invoice number. Select .
7. On the confirm tip screen, touch "no" to proceed or "yes" to add a tip amount. Select .
8. Have the customer sign the display with the stylus. Select and give the receipt to the customer.