











(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.

(Mobilescape 3000 and 5000)


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.