

Overview




The Mobilescape terminal gives you the choice of converting a paper check into electronic format for processing or of manually depositing the paper check at your bank once you have verified it. Depending on the check processing service you purchased, your Mobilescape terminal will offer one or more of the capabilities described below. Depending on the service you purchased, your screen prompts may be slightly different than those described below.

Check Conversion

Tapping the conversion icon does three things. It a) verifies that the customer does not have a history of bad check writing, b) converts your customer's paper check into an electronic transaction and c) moves funds into your bank account.

Once you have selected conversion and swiped the paper check through the device, mark it VOID and hand it back to the customer. There is no need for the customer to fill out an amount or sign the check-you will do both on the Mobilescape screen.




Note: If your screen shows a verification icon and you select it, the device will verify that the customer does not have a history of bad check writing, but the electronic conversion process will not happen. You will still have to take the paper check to the bank for deposit. **Always select conversion to electronically move funds.** For more information about verification, see the back of this sheet.

1.	From the main menu select  .
2.	In the Transaction Options menu select <input type="button" value="conversion"/>  .
3.	Hold the check with the bank transit and account numbers down and facing you and swipe the check from right to left with a smooth, even motion. If the check does not register, try swiping it again. You will hear one beep when the check successfully swipes. Two beeps signifies an unsuccessful swipe. Three ascending beeps indicates a successful conversion.
4.	Once the check is successfully swiped, you'll be prompted to enter data based on the service you purchased. Examples include phone, driver's license number, state, first name, and last name. For state driver's license with a magnetic stripe, swipe from left to right with a slow, even motion.
5.	Next, enter the amount (in dollars and cents), then select <input type="button" value="enter"/>  . The terminal contacts the server to perform the authorization.
6.	Have the customer sign in the signature box using the stylus, then select <input type="button" value="Done"/> .
7.	Stamp or write VOID on the check and return it to the customer.




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

Verification






Tapping the verification icon **will not convert the paper check into an electronic transaction and will not move funds to your account!** By selecting the verification icon and swiping the check, your check processor will simply determine whether you should accept or decline the check. If the check is approved, you still have to manually deposit the check at your bank. In almost all cases, you will want to select conversion instead of verification. If you have questions, please contact your check processing company.

1. From the main menu select .
2. In the Transaction Options menu select .
3. Hold the check with the bank transit and account number down and facing you and swipe the check from right to left with a smooth, even motion. If the check does not register, try swiping it again.
4. Once the check is successfully swiped, you'll be prompted to enter data based on the service you purchased. Examples include phone, driver's license number, state, first name, and last name. For state driver's license with a magnetic stripe, swipe from left to right with a slow, even motion.
5. Next, enter the amount (in dollars and cents), then select . The terminal contacts the server to perform the authorization.
6. The "Transaction Approved" message displays. Verify the information and select .
7. Keep the customer's check and manually deposit it at your bank.

Void/Reversal

1. From the main menu select .
2. In the Transaction Options menu select .
3. Hold the check with the bank transit and account number down and facing you and swipe the check from right to left with a smooth, even motion. If the check does not register, try swiping it again.
4. Once the check is successfully swiped, you'll be prompted to enter data based on the service you purchased. Examples include phone, driver's license number, state, first name, and last name. Follow the instructions on your screen to enter each field.
5. Next, enter the amount (in dollars and cents), then select . The terminal contacts the server to authorize the void or reversal.
6. The Transaction Approved message displays. Verify the information and print a receipt if needed.

Manually Entering Check Information

1. If the check will not swipe successfully, you can manually enter the information by doing the following. (Manual entry of check information only applies to verifying a check and the void/reversal of a transaction, not conversion).
2. After selecting verification or void/reversal from the Transaction Options menu, select .
3. Enter the transit number. Select .
4. Enter the account number. Select .
5. Enter the check number. Select .
6. Once you have entered the check information correctly, you'll be prompted to enter data based on the service you purchased. Examples include phone, driver's license number, state, first name, and last name. Follow the instructions on your screen to enter each field.
7. Type in the amount (in dollars in cents), then select . The terminal contacts the server to perform the authorization.
8. The Transaction Approved message displays. Verify the information and print a receipt if needed.