

From the HOME screen, press the button next to "Financial" to run the credit/debit application.



Sale Or Manual Sale	Debit	Refund
<p>> Press Sale or Swipe Card</p> <p>> Or Enter Acct Number + Enter</p> <p>> Exp. Date + Enter</p> <p>Card Present?</p> <p>> If Yes, Enter</p> <p>> If No, Clear and Follow</p> <p>Mail/Phone Order</p> <p>> Server Number + Enter</p> <p>On Manually Entered Sale Only:</p> <p>> V-Code*: 1 = Not Present 2 = Present 3 = Illegible 4 = Absent</p> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <p>> Enter CVV2 Value From Card + Enter</p> <p>> Base Amount + Enter</p> <p>> *Tip Amount + Enter</p> <p>> Total Correct? + Enter</p>	<p>> Press Sale</p> <p>> Select Debit + Swipe Card</p> <p>> Server Number + Enter</p> <p>> Sale Amount + Enter</p> <p>> *Tip Amount + Enter</p> <p>> Cash Amount + Enter</p> <p>Total Correct?</p> <p>> To Accept Press Enter</p> <p>> To Adjust Press Clear</p> <p>> Enter PIN + Enter</p>	<p>> Press Refund</p> <p>> Choose Debit, Credit or EBT</p> <p>> Swipe Card Or</p> <p>> Enter Acct Number + Enter</p> <p>> Exp. Date + Enter</p> <p>> Server Number + Enter</p> <p>> Refund Amount + Enter</p>
	<p>Prepaid Balance Inquiry</p> <p>> Press Enter</p> <p>> Select Transaction + ↓</p> <p>> Select Prepaid Bankcard</p> <p>> Select Balance + Swipe Card</p>	<p>Mail/Phone Order</p> <p>> Press MO/TO</p> <p>> Enter Acct Number + Enter</p> <p>> Exp. Date + Enter</p> <p>> Server Number + Enter</p> <p>> V-Code*: 1 = Not Present 2 = Present 3 = Illegible 4 = Absent</p> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <p>> Enter CVV2 Value From Card + Enter</p>
<p>Off-Line Entry</p> <p>> Press Off-Line</p> <p>> Enter Acct Number + Enter</p> <p>> Exp. Date + Enter</p> <p>> Server Number + Enter</p> <p>> Base Amount + Enter</p> <p>> *Tip Amount + Enter</p> <p>> Total Correct? + Enter</p> <p>> Approval Code + Enter</p>	<p>Auth Only</p> <p>> Press Func + 9 + Enter</p> <p>> Swipe Card</p> <p>Or Acct Number + Enter</p> <p>> Exp. Date + Enter</p> <p>> Server Number + Enter</p> <p>> Base Amount + Enter</p> <p>> *Tip Amount + Enter</p> <p>> Total Correct? + Enter</p>	<p>> P.O./ID# (invoice #) + Enter</p> <p>> Base Amount + Enter</p> <p>> *Tip Amount + Enter</p> <p>> Street Address + Enter</p> <p>> Zip Code + Enter</p>

NOTE:

Optional Prompts may be marked with an asterisk. Optional prompts may include: Last 4 digits if fraud control is ON, numeric address and zip code and imprint card on manual entries and mail/phone orders, password, table ID, tip amount, and invoice number if those options are activated.

*CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last 3 digits on the right of the signature panel, directly below the mag stripe

Corporate, Business, and Purchasing Cards: may prompt for additional information after authorization is received, including tax amount (select option for exempt if not applicable) and customer code (enter a 1-17 digit code supplied by the customer or enter a 9 if code is unknown).

Batch Review	Settlement	Tip Adjust	
<p>› Press Func + 1 + Enter</p> <p>› Server Number + Enter</p> <p>To Scroll Through the Batch:</p> <p>› Press Clear for Previous</p> <p>› Or Enter for Next Trans.</p> <p>› To End Review Press Cancel</p>	<p>› Press Settle</p> <p>› *Password + Enter</p> <p>Sales Correct?</p> <p>› Press Enter to Accept</p> <p>› Or Clear to Reject</p> <p>Refunds Correct?</p> <p>› Press Enter to Accept</p> <p>› Or Clear to Reject</p>	<p>› Press Tip Adjust</p> <p>› Server Number + Enter</p> <p>› Invoice Number + Enter</p> <p>› To Adjust Press* Clear</p> <p>› Base Amount Correct? Enter</p> <p>› To Adjust Press Clear then Enter New Amount + Enter</p> <p>› Tip Amount Correct?</p> <p>› To Adjust Press Clear</p> <p>› Enter New Tip Amount + Enter</p> <p>› To Add Tip, Enter Tip + Press Enter</p> <p>› To Accept Press Enter</p> <p>› Press Cancel to Exit</p>	
Void			
<p>› Press Void</p> <p>› Choose Last or Invoice</p> <p>› If Invoice, Invoice Number + Enter</p> <p>Correct? Yes or No</p> <p>› To Void Press Enter</p>			
Reports	Totals	Server Log-On/Off	
<p>› Press Reports</p> <p>› Select Report:</p> <p>1 = Audit 2 = Summary 3 = Server* 4 = Tips 5 = Tip Discounts 6 = Reprint 7 = Open Tabs 8 = Performance 9 = Configuration</p> <p><i>*For Server Report, Select 1 = Detail, 2 = Summary, or 3 = Unadjusted</i></p> <p>› Host Number + Enter</p>	<p>› Press Func + 5 + Enter</p> <p>To See Totals by Card Type:</p> <p>› Press Enter</p> <p>Repeatedly Until Terminal Reads "No More Totals"</p> <p>To Exit Totals:</p> <p>› Press Cancel</p>	<p>› Press Func + 77 + Enter</p> <p>› Server Number + Enter</p> <p>Sign On? Or Sign Off?</p> <p>› Press Enter for Yes</p> <p>› Or Clear for No</p> <p>› Press Cancel to Exit</p> <th data-bbox="703 1203 1036 1247">Reprint</th> <p>› Press Enter</p> <p>› Select Reports</p> <p>› Press ↓</p> <p>› Press Reprint</p>	Reprint
NOTE:			
Open/Close Tabs = Press Func + 20 + Enter . Then select 1 = Open Tab or 2 = Close Tab			