

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



Sale	Debit	Refund
<ul style="list-style-type: none"> Swipe Card Or Enter Acct Number + <input type="button" value="Enter"/> Exp. Date + <input type="button" value="Enter"/> Card Present? If Yes, <input type="button" value="Enter"/> If No, <input type="button" value="Clear"/> and Follow Mail/Phone Order Server Number + <input type="button" value="Enter"/> On Manually Entered Sale Only: V-Code*: 1 = Not Present 2 = Present 3 = Illegible 4 = Absent Press 2 to enter the CVV2 value, or the option that applies if no CVV2. Enter CVV2 Value From Card + <input type="button" value="Enter"/> Base Amount + <input type="button" value="Enter"/> *Tip Amount + <input type="button" value="Enter"/> Total Correct? + <input type="button" value="Enter"/> 	<ul style="list-style-type: none"> Press <input type="button" value="Debit"/> Swipe Card Server Number + <input type="button" value="Enter"/> Sale Amount + <input type="button" value="Enter"/> *Tip Amount + <input type="button" value="Enter"/> Cash Amount + <input type="button" value="Enter"/> Total Correct? To Accept Press <input type="button" value="Enter"/> To Adjust Press <input type="button" value="Clear"/> Enter PIN + <input type="button" value="Enter"/> 	<ul style="list-style-type: none"> Press <input type="button" value="Refund"/> Choose Debit, Credit or EBT Swipe Card Or Enter Acct Number + <input type="button" value="Enter"/> Exp. Date + <input type="button" value="Enter"/> Server Number + <input type="button" value="Enter"/> Refund Amount + <input type="button" value="Enter"/>
	<h3>Prepaid Balance Inquiry</h3> <ul style="list-style-type: none"> Press <input type="button" value="Gift/Loyalty"/> or <input type="button" value="Bal Inq"/> Select Prepaid Bankcard If Prompted, Choose Balance Swipe Card 	<h3>Mail/Phone Order</h3> <ul style="list-style-type: none"> Press <input type="button" value="MO/TO"/> Enter Acct Number + <input type="button" value="Enter"/> Exp. Date + <input type="button" value="Enter"/> Server Number + <input type="button" value="Enter"/> V-Code*: 1 = Not Present 2 = Present 3 = Illegible 4 = Absent Press 2 to enter the CVV2 value, or the option that applies if no CVV2. Enter CVV2 Value From Card + <input type="button" value="Enter"/>
	<h3>Auth Only</h3> <ul style="list-style-type: none"> Press <input type="button" value="Func"/> + 9 + <input type="button" value="Enter"/> Swipe Card Or Acct Number + <input type="button" value="Enter"/> Exp. Date + <input type="button" value="Enter"/> Server Number + <input type="button" value="Enter"/> Base Amount + <input type="button" value="Enter"/> *Tip Amount + <input type="button" value="Enter"/> Total Correct? + <input type="button" value="Enter"/> 	<ul style="list-style-type: none"> P.O./ID# (invoice #) + <input type="button" value="Enter"/> Base Amount + <input type="button" value="Enter"/> *Tip Amount + <input type="button" value="Enter"/> Street Address + <input type="button" value="Enter"/> Zip Code + <input type="button" value="Enter"/>
<h3>Off-Line Entry</h3> <ul style="list-style-type: none"> Press <input type="button" value="Off-Line"/> Enter Acct Number + <input type="button" value="Enter"/> Exp. Date + <input type="button" value="Enter"/> Server Number + <input type="button" value="Enter"/> Base Amount + <input type="button" value="Enter"/> *Tip Amount + <input type="button" value="Enter"/> Total Correct? + <input type="button" value="Enter"/> Approval Code + <input type="button" value="Enter"/> 		

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	Adjust
<ul style="list-style-type: none"> › Press Review › Server Number + Enter To Scroll Through the Batch: › Press Clear for Previous › Or Enter for Next Trans. › To End Review Press Cancel 	<ul style="list-style-type: none"> › Press Settle › *Password + Enter Sales Correct? › Press Enter to Accept › Or Clear to Reject Refunds Correct? › Press Enter to Accept › Or Clear to Reject 	<ul style="list-style-type: none"> › Press Tip Adjust › Server Number + Enter › Invoice Number + Enter › To Adjust Press* Clear › Base Amount Correct? Enter › To Adjust Press Clear then Enter New Amount + Enter › Tip Amount Correct? › To Adjust Press Clear › Enter New Tip Amount + Enter › To Add Tip, Enter Tip + Press Enter › To Accept Press Enter › Press Cancel to Exit
Void		
<ul style="list-style-type: none"> › Press Void › Choose Last or Invoice › If Invoice, Invoice Number + Enter Correct? Yes or No › To Void Press Enter 		
Reports	Totals	Server Log-On/Off
<ul style="list-style-type: none"> › Press Reports › Select Report: 1 = Audit 2 = Summary 3 = Server* 4 = Tips 5 = Tip Discounts 6 = Reprint 7 = Open Tabs 8 = Performance 9 = Configuration *For Server Report, Select 1 = Detail, 2 = Summary, or 3 = Unadjusted › Host Number + Enter › Or Press White Button for All Hosts 	<ul style="list-style-type: none"> › Press Func + 5 + Enter To See Totals by Card Type: › Press Enter Repeatedly Until Terminal Reads "No More Totals" To Exit Totals: › Press Cancel 	<ul style="list-style-type: none"> › Press Func + 77 + Enter › Server Number + Enter Sign On? Or Sign Off? › Press Enter for Yes › Or Clear for No › Press Cancel to Exit
Reprint		
<ul style="list-style-type: none"> › Press Reprint 1 = Last or 2 = invoice Last: 1 = Customer Copy 2 = Merchant Copy Invoice: › Invoice Number + Enter 1 = Customer Copy 2 = Merchant Copy 		

NOTE:Open/Close Tabs = Press **Func** + 20 + **Enter**. Then select 1 = Open Tab or 2 = Close Tab