

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



Sale Or Manual 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 On Manually Entered Sale Only: ▶ V-Code*: 1 = Not Provided 2 = Present 3 = Illegible 4 = Not Present 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"/> ▶ Sale Amount + <input type="button" value="Enter"/> ▶ *Enter Zip Code <input type="button" value="Enter"/> 	<ul style="list-style-type: none"> ▶ Press <input type="button" value="Debit"/> ▶ Swipe Card ▶ Sale Amount + <input type="button" value="Enter"/> ▶ *Cash Amount + <input type="button" value="Enter"/> ▶ Total Correct? + <input type="button" value="Enter"/> ▶ 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 ▶ Enter Acct Number + <input type="button" value="Enter"/> ▶ Exp. Date + <input type="button" value="Enter"/> ▶ Refund Amount + <input type="button" value="Enter"/>
	Auth Only	Reprint
	<ul style="list-style-type: none"> ▶ Press <input type="button" value="Func"/> + 9 + <input type="button" value="Enter"/> ▶ Swipe Card Or Enter Acct Number + <input type="button" value="Enter"/> ▶ Exp. Date + <input type="button" value="Enter"/> ▶ Sale Amount + <input type="button" value="Enter"/> 	<ul style="list-style-type: none"> ▶ Press <input type="button" value="Reprint"/> 1 = Last or 2 = invoice Last: 1 = Customer Copy 2 = Merchant Copy Invoice: ▶ Invoice Number + <input type="button" value="Enter"/> 1 = Customer Copy 2 = Merchant Copy
Off-Line Entry		Mail/Phone Order
<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"/> ▶ Sale Amount + <input type="button" value="Enter"/> ▶ Approval Code + <input type="button" value="Enter"/> 		<ul style="list-style-type: none"> ▶ Press <input type="button" value="MO/TO"/> ▶ Acct Number + <input type="button" value="Enter"/> ▶ Exp. Date + <input type="button" value="Enter"/> ▶ V-Code*: 1 = Not Provided 2 = Present 3 = Illegible 4 = Not Present 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"/> ▶ P.O./ID# (invoice #) + <input type="button" value="Enter"/> ▶ Sale Amount + <input type="button" value="Enter"/> ▶ Enter Address + <input type="button" value="Enter"/> ▶ Enter Zip Code + <input type="button" value="Enter"/>
Prepaid Balance Inquiry	Void	
<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 	<ul style="list-style-type: none"> ▶ Press <input type="button" value="Void"/> ▶ Choose Last or Invoice ▶ If Invoice, Enter Invoice Number + <input type="button" value="Enter"/> ▶ Correct? Yes or No ▶ To Void Press <input type="button" value="Enter"/> 	


NOTE:

Some of the 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, and cashier number, and invoice number if those options are activated.

Press to backspace if data has been entered incorrectly.

*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
<p>› Press Review</p> <p>To Scroll Through the Batch:</p> <p>› Press Enter for Next Transaction</p> <p>› Or Clear for Previous 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>› Invoice Number + Enter</p> <p>Total Correct?</p> <p>› To Adjust Press Clear</p> <p>› Enter New Amount + Enter</p> <p>› Press Enter Again To Confirm</p> <p>› Press Cancel to Exit</p>
Reports	Totals	Cashier Log-On/Off
<p>› Press Reports</p> <p>› Select Report*:</p> <p>1 = Audit 2 = Summary 3 = Cashier 4 = Reprint 5 = Performance 6 = Configuration 7 = History</p> <p>› Host Number + Enter</p> <p>› Or Press White Button for All Hosts</p> 	<p>› Press Func + 5 + Enter</p> <p>To See Totals by Card Type:</p> <p>› Press Enter Repeatedly Until Terminal Reads "No More Totals"</p> <p>To Exit Totals:</p> <p>› Press Cancel</p>	<p>› Press Func + 77 + Enter</p> <p>› Cashier 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>
<p>NOTE:</p> <p>*Order of reports may be different than shown depending on optional terminal settings, such as shift and cashier.</p>		