

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"> <li>&gt; Swipe Card or Press <b>Sale</b></li> <li>&gt; Select Debit/Credit/EBT</li> <li>&gt; Or Enter Acct Number + <b>Enter</b></li> </ul> <p>Card Present?</p> <ul style="list-style-type: none"> <li>&gt; If Yes, <b>Enter</b> If No, <b>Clear</b> and</li> </ul> <p>Follow Mail/Phone Order</p> <p>On Manually Entered Sale Only:</p> <ul style="list-style-type: none"> <li>&gt; V-Code*: 1 = Not Provided 2 = Present 3 = Illegible 4 = Not Present</li> </ul> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <ul style="list-style-type: none"> <li>&gt; Enter CVV2 Value From Card + <b>Enter</b></li> <li>&gt; Exp. Date + <b>Enter</b></li> <li>&gt; Sale Amount + <b>Enter</b></li> <li>&gt; *Enter Zip Code <b>Enter</b></li> </ul>	<ul style="list-style-type: none"> <li>&gt; Press <b>Debit</b></li> <li>&gt; Swipe Card</li> <li>&gt; Sale Amount + <b>Enter</b></li> <li>&gt; *Cash Amount + <b>Enter</b></li> <li>&gt; Total Correct? + <b>Enter</b></li> <li>&gt; To Accept Press + <b>Enter</b></li> <li>&gt; To Adjust Press + <b>Clear</b></li> <li>&gt; Enter PIN + <b>Enter</b></li> </ul> <p><b>Auth Only</b></p> <ul style="list-style-type: none"> <li>&gt; Press <b>Func</b> + 9 + <b>Enter</b></li> <li>&gt; Swipe Card Or Enter Acct Number + <b>Enter</b></li> <li>&gt; Exp. Date + <b>Enter</b></li> </ul> <p>On Manually Entered Auth Only:</p> <ul style="list-style-type: none"> <li>&gt; V-Code*: 1 = Not Provided 2 = Present 3 = Illegible 4 = Not Present</li> </ul> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <ul style="list-style-type: none"> <li>&gt; Enter CVV2 Value From Card + <b>Enter</b></li> <li>&gt; Sale Amount + <b>Enter</b></li> </ul>	<ul style="list-style-type: none"> <li>&gt; Press <b>Refund</b></li> <li>&gt; Choose Debit, Credit or EBT</li> <li>&gt; Enter Acct Number + <b>Enter</b></li> <li>&gt; Exp. Date + <b>Enter</b></li> <li>&gt; Refund Amount + <b>Enter</b></li> </ul> <p><b>Reprint</b></p> <ul style="list-style-type: none"> <li>&gt; Press <b>Enter</b> + Select Reports + Select Reprint</li> </ul> <p>1 = Last of 2 = invoice Last: 1 = Customer Copy 2 = Merchant Copy Invoice:</p> <ul style="list-style-type: none"> <li>&gt; Invoice Number + <b>Enter</b> 1 = Customer Copy 2 = Merchant Copy</li> </ul>
<p><b>Off-Line Entry</b></p> <ul style="list-style-type: none"> <li>&gt; Press <b>Off-Line</b></li> <li>&gt; Swipe Card Or Enter Acct Number + <b>Enter</b></li> <li>&gt; Sale Amount + <b>Enter</b></li> <li>&gt; Approval Code + <b>Enter</b></li> </ul>	<p><b>Void</b></p> <ul style="list-style-type: none"> <li>&gt; Press <b>Void</b></li> <li>&gt; Choose Last or Invoice</li> <li>&gt; If Invoice, Enter Invoice Number + <b>Enter</b></li> <li>&gt; Correct? Yes or No</li> <li>&gt; To Void Press <b>Enter</b></li> </ul>	<p><b>Mail/Telephone Order</b></p> <ul style="list-style-type: none"> <li>&gt; Press <b>MO/TO</b></li> <li>&gt; Acct Number + <b>Enter</b></li> <li>&gt; Exp. Date + <b>Enter</b></li> <li>&gt; V-Code*: 1 = Not Provided 2 = Present 3 = Illegible 4 = Not Present</li> </ul> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <ul style="list-style-type: none"> <li>&gt; Enter CVV2 Value From Card + <b>Enter</b></li> <li>&gt; P.O./ID# (invoice #) + <b>Enter</b></li> <li>&gt; Sale Amount + <b>Enter</b></li> <li>&gt; Enter Address + <b>Enter</b></li> <li>&gt; Enter Zip Code + <b>Enter</b></li> </ul>
<p><b>Prepaid Balance Inquiry</b></p> <ul style="list-style-type: none"> <li>&gt; Press <b>Enter</b> + Select Transaction</li> <li>&gt; Press <b>↓</b></li> <li>&gt; Select Prepaid Bankcard</li> <li>&gt; Select Balance</li> <li>&gt; Swipe Card</li> </ul>		


### 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	Cashier Log-On/Off
<p>› Press <b>Func</b> + 1 + <b>Enter</b></p> <p>To Scroll Through the Batch:</p> <p>› Press <b>Enter</b> for Next Transaction</p> <p>› Or <b>Clear</b> for Previous Trans.</p> <p>› To End Review Press <b>Cancel</b></p>	<p>› Press <b>Settle</b></p> <p>› *Password + <b>Enter</b></p> <hr/> <p>Sales Correct?</p> <p>› Press <b>Enter</b> to Accept</p> <p>› Or <b>Clear</b> to Reject</p> <hr/> <p>Refunds Correct?</p> <p>› Press <b>Enter</b> to Accept</p> <p>› Or <b>Clear</b> to Reject</p>	<p>› Press <b>Func</b> + 77 + <b>Enter</b></p> <p>› Cashier Number + <b>Enter</b></p> <hr/> <p>Sign On? Or Sign Off?</p> <p>› Press <b>Enter</b> for Yes</p> <p>› Or <b>Clear</b> for No</p> <p>› Press <b>Cancel</b> to Exit</p>
Reports	Totals	
<p>› Press <b>Reports</b></p> <p>› Select Report**:</p> <p>1 = Audit 2 = Summary 3 = Cashier 4 = Reprint 5 = Performance 6 = Configuration 7 = History</p> <p>› Host Number + <b>Enter</b></p> 	<p>› Press <b>Func</b> + 5 + <b>Enter</b></p> <p>To See Totals by Card Type:</p> <p>› Press <b>Enter</b> Repeatedly Until Terminal Reads "No More Totals"</p> <hr/> <p>To Exit Totals:</p> <p>› Press <b>Cancel</b></p>	

**NOTE:**

\*\*Order of reports may be different than shown depending on optional terminal settings, such as shift and cashier.