



Quick Reference Card for the
Verifone Omni Petroleum
Petroleum Application on the PNS Network



CREDIT CARD SALE

Idle Prompt	Swipe card at idle prompt or press [F2] for sale.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F2]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].	
Choose Card:	Credit [F1] Debit [F2] EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].	
Select Product:	Key in the fuel or service product code and then press [ENTER].	
Select Service	Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$	Key in the amount and press [ENTER].	
Quantity:	Key in the quantity of items purchased.	
Price: \$	Key in the product price and press [ENTER].	
Select Product:	This prompt will continue to appear until [ENTER] is pressed to bypass.	
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Tax Amt: \$	Key in the amount of tax or press [ENTER] to bypass.	
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:	Key in the appropriate password and press [ENTER].	
V-Code:	Key in the CVD code from back of card or press [ENTER] to bypass.	
Code Present?	No [F1] Xread [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:	Key in the cardholder address or press [ENTER] to bypass.	
Zip Code:	Key in the cardholder ZIP code or press [ENTER] to bypass.	
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

WRIGHT EXPRESS SALE

Idle Prompt	Swipe card at idle prompt or press [F2] for sale.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F2]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].	
Choose Card:	Petro [F1] Debit [F2] EBT [F3]	Press [F1] for petro.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].	
Select Product:	Key in the fuel or service product code and then press [ENTER].	
Select Service	Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$	Key in the amount and press [ENTER].	
Quantity:	Key in the quantity of items purchased.	
Price: \$	Key in the product price and press [ENTER].	
Select Product:	This prompt will continue to appear until [ENTER] is pressed to bypass.	
Driver Id: Enter on PINPad	Driver keys ID number on PIN pad.	
Odometer: Enter on PINPad	Driver keys odometer reading on PIN pad.	
Vehicle Num: Enter on PINPad	Driver keys vehicle number on PIN pad.	
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:	Key in the appropriate password and press [ENTER].	
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

Shaded sections are optional features.

VOYAGER SALE

Idle Prompt	Swipe card at idle prompt or press [F2] for sale.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F2]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].	
Choose Card:	Petro [F1] Debit [F2] EBT [F3]	Press [F1] for petro.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].	
Restrict Code:	Key in the restriction code and then press [ENTER].	
Select Product:	Key in the fuel or service product code and then press [ENTER].	
Select Service	Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$	Key in the amount and press [ENTER].	
Quantity:	Key in the quantity of items purchased.	
Price: \$	Key in the product price and press [ENTER].	
Select Product:	This prompt will continue to appear until [ENTER] is pressed to bypass.	
Driver Id: Enter on PINPad	Driver keys ID number on PIN pad.	
Odometer: Enter on PINPad	Driver keys odometer reading on PIN pad.	
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:	Key in the appropriate password and press [ENTER].	
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

MC FLEET SALE

Idle Prompt	Swipe card at idle prompt or press [F2] for sale.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F2]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].	
Choose Card:	Credit [F1] Petro [F2] Debit [F3] EBT [F4]	Press [F2] for petro.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].	
Select Product:	Key in the fuel or service product code and then press [ENTER].	
Select Service	Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$	Key in the amount and press [ENTER].	
Quantity:	Key in the quantity of items purchased.	
Price: \$	Key in the product price and press [ENTER].	
Select Product:	This prompt will continue to appear until [ENTER] is pressed to bypass.	
Driver Id: Enter on PINPad	Driver keys ID number on PIN pad.	
Odometer: Enter on PINPad	Driver keys odometer reading on PIN pad.	
Vehicle Num: Enter on PINPad	Driver keys vehicle number on PIN pad.	
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:	Key in the appropriate password and press [ENTER].	
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

Shaded sections are optional features.

AUTH ONLY	
Idle Prompt	Press [ARROW] twice.
EBT Bal Inq [F1] Auth Only [F2] Other Setup [F3] Clerk Setup [F4]	Press [F2] for auth only.
Password:	Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Slct [F3] Press [F3] to select displayed merchant. Exit [F2] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].
Credit [F1] Debit [F2] Choose Card: EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].
Password:	Key in the appropriate password and press [ENTER].
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].
[Account #] Yes [F1] Confirm No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Select Product:	Key in the fuel or service product code and then press [ENTER].
Select Service Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$	Key in the amount and press [ENTER].
Quantity:	Key in the quantity of items purchased.
Price: \$	Key in the product price and press [ENTER].
Select Product:	This prompt will continue to appear until [ENTER] is pressed to bypass.
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:	Key in the invoice number and press [ENTER].
Clerk Id:	Key in the clerk ID number and press [ENTER].
Tax Amt: \$	Key in the amount of tax or press [ENTER] to bypass.
V-Code:	Key in the CVD code from back of card or press [ENTER] to bypass.
Code Present? No [F1] Xread [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:	Key in the cardholder address or press [ENTER] to bypass.
Zip Code:	Key in the cardholder ZIP code or press [ENTER] to bypass.
Waiting for answer Please wait...	(No action while processing)
Print Cust Copy Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].

FORCE SALE	
Idle Prompt	Press [ARROW] once.
Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F2] for force.
Password:	Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Slct [F3] Press [F3] to select displayed merchant. Exit [F2] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].
Credit [F1] Debit [F2] Choose Card: EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].
Password:	Key in the appropriate password and press [ENTER].
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].
[Account #] Yes [F1] Confirm No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].
Select Product:	Key in the fuel or service product code and then press [ENTER].
Select Service Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$	Key in the amount and press [ENTER].
Quantity:	Key in the quantity of items purchased.
Price: \$	Key in the product price and press [ENTER].
Select Product:	This prompt will continue to appear until [ENTER] is pressed to bypass.
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:	Key in the invoice number and press [ENTER].
Clerk Id:	Key in the clerk ID number and press [ENTER].
Tax Amt: \$	Key in the amount of tax or press [ENTER] to bypass.
Appr Code:	Key in authorization number and press [ENTER].
Waiting for answer Please wait...	(No action while processing)
Print Cust Copy Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].

REFUND	
Idle Prompt	Press [ARROW] once.
Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F1] for refund.
Password:	Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Slct [F3] Press [F3] to select displayed merchant. Exit [F2] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].
Credit [F1] Debit [F2] Choose Card: EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].
Password:	Key in the appropriate password and press [ENTER].
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].
[Account #] Yes [F1] Confirm No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].
Select Product:	Key in the fuel or service product code and then press [ENTER].
Select Service Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$	Key in the amount and press [ENTER].
Quantity:	Key in the quantity of items purchased.
Price: \$	Key in the product price and press [ENTER].
Select Product:	This prompt will continue to appear until [ENTER] is pressed to bypass.
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:	Key in the invoice number and press [ENTER].
Clerk Id:	Key in the clerk ID number and press [ENTER].
Tax Amt: \$	Key in the amount of tax or press [ENTER] to bypass.
Send Duplicate? Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:	Key in the appropriate password and press [ENTER].
Waiting for answer Please wait...	(No action while processing)
Print Cust Copy Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].

DEBIT SALE	
Idle Prompt	Swipe debit card at idle prompt.
Password:	Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Slct [F3] Press [F3] to select displayed merchant. Exit [F2] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Debit [F1] Choose Card: EBT [F2]	Press [F1] for debit.
Select Product:	Key in the fuel or service product code and then press [ENTER].
Select Service Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$	Key in the amount and press [ENTER].
Quantity:	Key in the quantity of items purchased.
Price: \$	Key in the product price and press [ENTER].
Select Product:	This prompt will continue to appear until [ENTER] is pressed to bypass.
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:	Key in the invoice number and press [ENTER].
Clerk Id:	Key in the clerk ID number and press [ENTER].
Tax Amt: \$	Key in the amount of tax or press [ENTER] to bypass.
Cash: \$	Key in the cash back amount and press [ENTER].
Enter PIN on PINPad	Customer keys PIN number on PIN pad and presses [ENTER].
Waiting for answer Please wait...	(No action while processing)
Print Cust Copy Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].

DEBIT REFUND		
Idle Prompt		Press [ARROW] once.
Refund [F1] Force [F2] Reprint [F3] Check [F4]		Press [F1] for refund.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe debit card.
Choose Card:	Debit [F1] EBT [F2]	Press [F1] for debit.
Select Product:		Key in the fuel or service product code and then press [ENTER].
Select Service	Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$		Key in the amount and press [ENTER].
Quantity:		Key in the quantity of items purchased.
Price: \$		Key in the product price and press [ENTER].
Select Product:		This prompt will continue to appear until [ENTER] is pressed to bypass.
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Tax Amt: \$		Key in the amount of tax or press [ENTER] to bypass.
Enter PIN on PINPad		Customer keys PIN number on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT SALE - CASH BENEFIT		
Idle Prompt		Swipe EBT card at idle prompt or press [F2] for sale.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card number and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F1] for cash.
Imprint Card Press Enter Key		Press [ENTER].
Select Product:		Key in the fuel or service product code and then press [ENTER].
Select Service	Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$		Key in the amount and press [ENTER].
Quantity:		Key in the quantity of items purchased.
Price: \$		Key in the product price and press [ENTER].
Select Product:		This prompt will continue to appear until [ENTER] is pressed to bypass.
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Cash: \$		Key in the cash back amount and press [ENTER].
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN number on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT SALE - FOOD STAMP		
Idle Prompt		Swipe EBT card at idle prompt or press [F2] for sale.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card number and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F2] for food.
Imprint Card Press Enter Key		Press [ENTER].
Select Product:		Key in the fuel or service product code and then press [ENTER].
Select Service	Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$		Key in the amount and press [ENTER].
Quantity:		Key in the quantity of items purchased.
Price: \$		Key in the product price and press [ENTER].
Select Product:		This prompt will continue to appear until [ENTER] is pressed to bypass.
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN number on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT FORCE - CASH BENEFIT		
Idle Prompt		Press [ARROW] once.
Refund [F1] Force [F2] Reprint [F3] Check [F4]		Press [F2] for force.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card number and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F1] for cash.
Imprint Card Press Enter Key		Press [ENTER].
Select Product:		Key in the fuel or service product code and then press [ENTER].
Select Service	Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$		Key in the amount and press [ENTER].
Quantity:		Key in the quantity of items purchased.
Price: \$		Key in the product price and press [ENTER].
Select Product:		This prompt will continue to appear until [ENTER] is pressed to bypass.
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Appr Code:		Key in authorization number and press [ENTER].
Voucher S/N:		Key in the voucher number and press [ENTER].
Cash: \$		Key in the cash back amount and press [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT FORCE - FOOD STAMP		
Idle Prompt	Press [ARROW] once.	
Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F2] for force.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].	
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Trans Type:	Cash [F1] Food [F2]	Press [F2] for food.
Imprint Card Press Enter Key	Press [ENTER].	
Select Product:	Key in the fuel or service product code and then press [ENTER].	
Select Service	Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$	Key in the amount and press [ENTER].	
Quantity:	Key in the quantity of items purchased.	
Price: \$	Key in the product price and press [ENTER].	
Select Product:	This prompt will continue to appear until [ENTER] is pressed to bypass.	
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Appr Code:	Key in authorization number and press [ENTER].	
Voucher S/N:	Key in the voucher number and press [ENTER].	
Amount: \$	Key in the amount and press [ENTER].	
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

EBT REFUND - FOOD STAMP		
Idle Prompt	Press [ARROW] once.	
Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F1] for refund.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].	
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Imprint Card Press Enter Key	Press [ENTER].	
Select Product:	Key in the fuel or service product code and then press [ENTER].	
Select Service	Full [F1] Self [F2]	Press [F1] for full service. Press [F2] for self service.
Amount: \$	Key in the amount and press [ENTER].	
Quantity:	Key in the quantity of items purchased.	
Price: \$	Key in the product price and press [ENTER].	
Select Product:	This prompt will continue to appear until [ENTER] is pressed to bypass.	
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Enter PIN on PINPad	Customer keys PIN number on PIN pad and presses [ENTER].	
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

EBT BALANCE INQUIRY		
Idle Prompt	Press [ARROW] twice.	
EBT Bal Inq [F1] Auth Only [F2] Other Setup [F3] Clerk Setup [F4]	Press [F1] for EBT balance inquiry.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].	
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Trans Type:	Cash [F1] Food [F2]	Press [F1] for cash benefit inquiry. Press [F2] for food stamp inquiry.
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Enter PIN on PINPad	Customer keys PIN number on PIN pad and presses [ENTER].	
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

REPRINT		
Idle Prompt	Press [ARROW] once.	
Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F3] for reprint.	
Password:	Key in the appropriate password and press [ENTER].	
Last Receipt [F2] Any Receipt [F3]	Press [F2] to print last receipt. Press [F3] to print other receipt.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Reprmt Receipt	Receipt prints.	
VOID		
Idle Prompt	Press [F4] for void.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F2]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Void Last Trans?	Yes [F1] No [F2]	Press [F1] to void last transaction. Press [F2] to void other transaction.
Retrieve by:	Inv# [F1] Acct# [F2]	Press [F1] to pull up by invoice #. Press [F2] to pull up by account #.
Invoice Number:	Key in the invoice number and press [ENTER].	
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].	
[Account #] \$ XX.XX	Yes [F1] No [F2] Next [F3]	Press [F1] to void transaction. Press [F2] to return to idle prompt. Press [F3] to view next transaction.
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

CLERK MANAGEMENT - LOG ON/OFF CLERK

Idle Prompt	Press [ARROW] twice.
EBT Bal Inq [F1] Auth Only [F2] Other Setup [F3] Clerk Setup [F4]	Press [F4] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [F2] to log on clerk. Press [F3] to log off clerk.
Clerk Id:	Key in the ID number of the clerk and press [ENTER].
Confirm Yes [F1] No [F2]	Press [F1] to log on/off clerk. Press [F2] to cancel.
Logoff/on is successful	Terminal will display confirmation of logon/off and will return to the idle prompt.

CLERK MANAGEMENT - ADD CLERK

Idle Prompt	Press [ARROW] twice.
EBT Bal Inq [F1] Auth Only [F2] Other Setup [F3] Clerk Setup [F4]	Press [F4] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [F4] to add clerk to terminal.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID number of the new clerk and press [ENTER].
Password:	Key in the new clerk password and press [ENTER].
Reenter:	Key in the new password again for confirmation and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit.

CLERK MANAGEMENT - MODIFY CLERK

Idle Prompt	Press [ARROW] twice.
EBT Bal Inq [F1] Auth Only [F2] Other Setup [F3] Clerk Setup [F4]	Press [F4] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [ARROW] once.
Modify Clerk [F1] Delete Clerk [F2] Clear Clerks [F3]	Press [F1] for modify clerk.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID number of the clerk and press [ENTER].
Old Pass:	Key in the old clerk password and press [ENTER].
New Pass:	Key in the new clerk password and press [ENTER].
Reenter:	Key in the new password again for confirmation and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit.

CLERK MANAGEMENT - DELETE CLERK

Idle Prompt	Press [ARROW] twice.
EBT Bal Inq [F1] Auth Only [F2] Other Setup [F3] Clerk Setup [F4]	Press [F4] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [ARROW] for more options.
Modify Clerk [F1] Delete Clerk [F2] Clear Clerks [F3]	Press [F2] for delete clerk.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID number of the clerk and press [ENTER].
Password:	Key in the clerk password and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit.

Shaded sections are optional features.

CLERK MANAGEMENT - CLERK REPORTS

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Clerk Reports [F4]	Press [F4] for clerk reports.
CLERK REPORTS Totals Report [F2] Detail Report [F3] Shift Report [F4]	Press [F2] for clerk totals. Press [F3] for clerk detail. Press [F4] for shift report. Press [ARROW] for more options.
Clerk Table [F1]	Press [F1] to print clerk table.
One [F1] All [F2]	Press [F1] for single clerk detail. Press [F2] for all clerk detail.
Clerk Rpt Options	
Clerk Id:	Key in the ID number of the clerk and press [ENTER].
Clerk Report	Report prints.

CLERK MANAGEMENT - CLEAR CLERKS

Idle Prompt	Press [ARROW] twice.
EBT Bal Inq [F1] Auth Only [F2] Other Setup [F3] Clerk Setup [F4]	Press [F4] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [ARROW] for more options.
Modify Clerk [F1] Delete Clerk [F2] Clear Clerks [F3]	Press [F3] for clear clerks.
Password:	Key in the appropriate password and press [ENTER].
Clerk tis clear	Terminal confirms that clerks have been cleared and returns to the idle prompt.

MANUAL SHIFT CLOSE

Idle Prompt	Press [1].
Password:	Key in the appropriate password and press [ENTER].
Increment Shift# Yes [F1] No [F2]	Press [F1] to increment shift #. Press [F2] for other options.
Reset Shift# Yes [F1] No [F2]	Press [F1] to reset shift # to 1. Press [F2] to continue with current shift.
Shift # is X	Shift # is displayed and terminal returns to idle prompt.

EDITING AUTO SHIFT TIMES

Idle Prompt	Press [1].
Password:	Key in the appropriate password and press [ENTER].
#1/9: 01	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] for next shift. Slct [F3] Press [F3] to modify shift displayed. Exit [F4] Press [F4] to exit.
Shift 1	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] for next shift. Edit [F3] Press [F3] to modify shift number. Exit [F4] Press [F4] to exit.
Shift 1 New:	Prev [F1] Key in the new shift number and press [ENTER]. Next [F2] Edit [F3] Exit [F4]
Shift 1	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] for next shift. Edit [F3] Press [F3] to view shift start time. Exit [F4] Press [F4] to exit.
Shift Start Time HHMM	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] to view the shift end time. Edit [F3] Press [F3] to edit the shift start time. Exit [F4] Press [F4] to exit.
Shift Start Time HHMM New:	Prev [F1] Key in the new shift start time in military format and press [ENTER]. Next [F2] Example: For start time of 8:00 AM, Edit [F3] key 0800 and press [ENTER]. Exit [F4]
Shift Start Time HHMM	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] to view the shift end time. Edit [F3] Press [F3] to edit the shift start time. Exit [F4] Press [F4] to exit.
Shift End Time HHMM New:	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] to view shift end time. Edit [F3] Press [F3] to edit shift end time. Exit [F4] Press [F4] to exit.
Shift End Time HHMM New:	Prev [F1] Key in the new shift end time in military format and press [ENTER]. Next [F2] Example: For end time of 6:00 PM, Edit [F3] key 1800 and press [ENTER]. Exit [F4]
Shift End Time HHMM	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] to view shift start time. Edit [F3] Press [F3] to edit shift end time. Exit [F4] Press [F4] to exit.
Save Changes?	Cncl [F1] Press [F1] to cancel changes. OK [F2] Press [F2] to save changes.
#1/9: 01	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] for next shift. Slct [F3] Press [F3] to select shift displayed. Exit [F4] Press [F4] or [CLEAR] to exit.

Shaded sections are optional features.

PRODUCT PRICE REPORT

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS	Press [ARROW] twice.
Totals Report [F2]	
Detail Report [F3]	
Clerk Reports [F4]	
Products [F1]	Press [F1] for product price report.
Product Price Report	Report prints.

CHANGE PRODUCT CODE PRICE

Idle Prompt	Press [ARROW] three times.
Batch Auth [F2]	Press [F3] for products admin.
Products Admin [F3]	
Password:	Key in the appropriate password and press [ENTER].
Prev [F1]	Press [F1] for previous product.
Next [F2]	Press [F2] for next product.
#1/43: Slct [F3]	Press [F3] to select product displayed.
01 Exit [F4]	Press [F4] to exit.
Prev [F1]	Press [F3] to edit the displayed amount.
Next [F2]	
Amount: Edit [F3]	
0.000 Exit [F4]	
Prev [F1]	Key in the new amount and press [ENTER].
Amount: Next [F2]	
0.000 Edit [F3]	
New: Exit [F4]	
Save Changes? Cncl [F1]	Press [F1] to cancel changes.
OK [F2]	Press [F2] to save changes.

Prev [F1]	Press [F1] for previous product.
Next [F2]	Press [F2] for next product.
#1/43: Slct [F3]	Press [F3] to select product displayed.
01 Exit [F4]	Press [F4] to exit.

REPORTS

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS	Press [F2] for totals report.
Totals Report [F2]	Press [F3] for detail report.
Detail Report [F3]	Press [F4] for clerk reports.
Clerk Reports [F4]	Press [ARROW] for more reports.
Batch Review [F1]	Press [F1] for batch review.
Batch History [F2]	Press [F2] for batch history.
Terminal Rpts [F3]	Press [F3] for terminal reports.
Merchant Report [F4]	Press [F4] for merchant report.
Products [F1]	Press [F1] for product report.

[Name of Report] Report prints.

VIEWING BATCH TOTALS

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS	Press [ARROW] for more reports.
Totals Report [F2]	
Detail Report [F3]	
Clerk Reports [F4]	
Batch Review [F1]	Press [F1] for batch review.
Batch History [F2]	
Terminal Rpts [F3]	
Merchant Report [F4]	

BATCH REVIEW	Press [F2] for totals review.
Totals Review [F2]	
Detail Review [F3]	

1= [Merchant 1]	Prev [F1]	Press [F1] for previous merchant.
	Next [F2]	Press [F2] for next merchant.
	Slct [F3]	Press [F3] to select displayed merchant.
	Exit [F4]	Press [F4] to exit.

Merch Passwd:	Key in the merchant password and press [ENTER].
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Host: [Host]	Prev [F1]	Press [F1] for previous host.
	Next [F2]	Press [F2] for next host.
	Slct [F3]	Press [F3] to view totals for host displayed.
	Exit [F4]	Press [F4] to exit.

Host: [Host]	Press [ENTER] to return to batch review menu.
Sales: \$	XX.XX
Refunds: \$	XX.XX
Total: \$	XX.XX

SETTLEMENT

Idle Prompt	Press [F3] for settlement.	
Password:	Key in the appropriate password and press [ENTER].	
Sales: \$	XX.XX	Confirm totals, press [ENTER].
Refunds: \$	XX.XX	
Total: \$	XX.XX	
Enter to confirm		
Sales: \$	XX.XX	Key in the sales total and press [ENTER].
Refunds: \$	XX.XX	Key in the refund total and press [ENTER].
Total: \$	XX.XX	Key in the batch total and press [ENTER].

Waiting for answer (No action while processing)
Please wait...

Settlement Successful Settlement report prints and terminal returns to idle prompt.

AVS RESPONSE CODES

VISA	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
E	Error - Transaction ineligible for AVS or edit error found.
S	AVS not supported by issuer.

MASTERCARD DESCRIPTION

X	Exact - Match on address and 9-digit ZIP Code.
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

AVS RESPONSE CODES

DISCOVER	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.

AMERICAN EXPRESS DESCRIPTION

Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

Shaded sections are optional features.

