

NURIT 30XX / 8320 EASY USER GUIDE

RETAIL AND RESTAURANT

Cards are swiped with magnetic stripe **down** and to the **right**. They can be swiped either **top to bottom** or **bottom to top**.

CREDIT CARD PURCHASE

| STEP | TERMINAL PROMPT | ACTION |
|------|--------------------------|---|
| 1. | Idle Prompt | Swipe card or manually enter credit card number. ENTER |
| 2. | Expiration date (manual) | Enter card expiration date (MMYY). ENTER |
| 3. | Amount | Enter the amount of the sale. ENTER |
| 4. | Server ID (optional) | Enter Server ID. ENTER |
| 5. | Tip (3 tips optional) | Enter tip then ENTER or ENTER to bypass tips. (Tips can be added later for restaurant.) |
| 6. | Second Receipt | Press any key to print second receipt. |

DEBIT CARD PURCHASE

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------------|---|
| 1. | Idle Prompt | Press PAYMT until terminal displays debit prompt. |
| 2. | Debit Prompt | Swipe card. |
| 3. | Amount | Enter the amount of the sale. ENTER |
| 4. | Tip (3 tips optional) | Enter tip then ENTER or ENTER to bypass tips. (Tips cannot be added later.) |
| 5. | Cash Back | Enter cash back amount then ENTER or ENTER to bypass. |
| 6. | Server ID (optional) | Enter Server ID. ENTER |
| 7. | PIN | Have the customer enter their PIN code. ENTER |
| 8. | Second Receipt | Press any key to print the second receipt. Paper type must be set to custom for second debit receipt. |

CHECK PURCHASE

| STEP | TERMINAL PROMPT | ACTION |
|---|-----------------------|--|
| 1. | Idle Prompt | Press PAYMT until terminal displays check prompt. |
| 2. | Check / Amount | Enter the amount of the sale. ENTER |
| 3. | Swipe / Enter Check | Swipe the check through the check reader or manually enter MICR information on the check. ENTER |
| <p>Note: Depending upon the check host, the ABA, Account and Check numbers are entered together or separately. Follow the terminal prompts or contact your check host.</p> | | |
| 4. | Driver License | Enter the customer driver's license number. ENTER * |
| 5. | Driver License State | Enter the license issuing state. ENTER (Use the ALPHA key to change numbers to letters.) * |
| 6. | Tip (3 tips optional) | Enter tip then ENTER or ENTER to bypass tips. (Tips cannot be added later.) |
| 7. | Second Receipt | Press any key to print the second receipt. Paper type must be set to custom for second check receipt. |

* Verification prompts vary the host. Enter requested information when prompted.

CASH PURCHASE

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------------|--|
| 1. | Idle Prompt | Press PAYMT until terminal displays cash prompt. |
| 2. | Cash Prompt / Amount | Enter the amount of the sale. ENTER |
| 3. | Tip (3 tips optional) | Enter tip then ENTER or ENTER to bypass tips. |
| 4. | Server ID (optional) | Enter Server ID. ENTER |
| 5. | Second Receipt | Press any key to print the second receipt. Paper type must be set to custom for second cash receipt. |

VOID

| STEP | TERMINAL PROMPT | ACTION |
|------|--------------------------|---|
| 1. | Idle Prompt | Press VOID until terminal displays VOID/SALE, VOID/FRCD or VOID/RTRN prompt. |
| 2. | Void | Swipe card or manually enter credit card number. ENTER |
| 3. | Expiration date (manual) | Enter card expiration date (MMYY). ENTER |
| 4. | Amount | Enter amount. ENTER |
| 5. | Second Receipt | Press any key to print the second receipt. |

NOTE: Transactions that have batched cannot be voided, they must be returned. Debit transactions cannot be voided.

RETURN – CREDIT CARD

| STEP | TERMINAL PROMPT | ACTION |
|------|--------------------------|--|
| 1. | Idle Prompt | Press RETURN to display the RETURN prompt. |
| 2. | Return | Swipe card or manually enter credit card number. ENTER |
| 3. | Expiration date (manual) | Enter card expiration date (MMYY). ENTER |
| 4. | Amount | Enter amount. ENTER |
| 5. | Authorization Number | Enter the authorization number from the original receipt. ENTER |
| 6. | Second Receipt | Press any key to print the second receipt. |

RETURN – DEBIT CARD

| STEP | TERMINAL PROMPT | ACTION |
|------|----------------------|--|
| 1. | Idle Prompt | Press PAYMT for the debit prompt. |
| 2. | Debit Prompt | Press RETURN for the RETURN prompt. |
| 3. | Return | Swipe card. |
| 4. | Amount | Enter amount. ENTER |
| 5. | Authorization Number | Enter the authorization number from the original receipt. ENTER |
| 6. | PIN | Have the customer enter their PIN code. ENTER |
| 7. | Second Receipt | Press any key to print the second receipt. |

The surcharge amount will be added to the Return if surcharge is set for Transaction not just Cash Back.

VERIFY

| STEP | TERMINAL PROMPT | ACTION |
|------|--------------------------|---|
| 1. | Idle Prompt | Press VERIFY to display verify prompt. |
| 2. | Verify | Swipe card or manually enter credit card number. ENTER |
| 4. | Expiration date (manual) | Enter card expiration date (MMYY). ENTER |
| 5. | Amount | Enter amount. ENTER |

FORCED

| STEP | TERMINAL PROMPT | ACTION |
|------|--------------------------|---|
| 1. | Idle Prompt | Press FORCED until terminal displays forced prompt. |
| 2. | Forced | Swipe card or manually enter credit card number. ENTER |
| 3. | Expiration date (manual) | Enter card expiration date (MMYY). ENTER |
| 4. | Amount | Enter amount. ENTER |
| 5. | Authorization Number | Enter the Auth No received via voice authorization or from the Verify receipt. ENTER |
| 6. | Second receipt | Press any key to print the second receipt. |

PRINT LAST MERCHANT RECEIPT

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|---|
| 1. | Idle Prompt | Press the ALPHA key. |
| 2. | Receipt Menu | Press 3 to print the last merchant receipt. |
| 3. | Not Available | The last receipt is not available to print. A cancelled or declined transaction can void this function. |

PRINT LAST CUSTOMER RECEIPT

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|---|
| 1. | Idle Prompt | Press the ALPHA key. |
| 2. | Receipt Menu | Press 1 to print the last customer receipt. |
| 3. | Not Available | The last receipt is not available to print. A cancelled or declined transaction can void this function. |

PRINT ANY RECEIPT

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--|
| 1. | Idle Prompt | Press the ALPHA key. |
| 2. | Receipt Menu | Press 2 to print any receipt. |
| 3. | Choose EDC | Press the number that corresponds with the EDC type of original receipt. |
| 4. | Transaction? | Enter the transaction number. ENTER |

ADD TIPS

| STEP | TERMINAL PROMPT | ACTION |
|------|--------------------------------------|---|
| 1. | Idle Prompt | Press the FUNCTION and REVIEW keys at the same time. |
| 2. | Tab Menu | Press 1 to add tips. |
| 3. | Add Tips Menu | Press 3 to scroll through untipped transactions. * |
| 4. | 1 st Untipped trans info. | To add a tip, press ENTER . To bypass and display next transaction, press FORCED . |
| 5. | Tip Entry | Enter tip amount. ENTER |
| 6. | Next trans info. | Enter tips or bypass as necessary. If last trans was tipped, terminal returns to Add Tips Menu. If last transaction should not be tipped, press MENU to return to Add Tips Menu. |
| 7. | Add Tips Menu | MENU to exit. |

* Tips can also be added via 4. By Server#, 5. By Transaction#, 6. By Card Type and 7. By Card#. If one of these options is chosen, all transactions, tipped and untipped, are displayed.

EDIT TIPS

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------------------------|--|
| 1. | Idle Prompt | Press the FUNCTION and REVIEW keys at the same time. |
| 2. | Tab Menu | Press 1 to add tips. |
| 3. | Add Tips Menu | Press the number that corresponds with the desired access method. |
| 4. | 1 st Transaction info. | To add a tip to this transaction or to edit an existing tip, press ENTER . To bypass and display next transaction, press FORCED . |
| 5. | Tip Entry | Enter tip amount. ENTER |
| 6. | Next trans info. | Enter/edit tips or bypass as necessary. If last trans was tipped, terminal returns to Add Tips Menu. If last transaction should not be tipped, press MENU to return to Add Tips Menu. |
| 7. | Add Tips Menu | MENU to exit. |

OPEN TAB

| STEP | TERMINAL PROMPT | ACTION |
|------|--------------------------|---|
| 1. | Idle Prompt | Press the FUNCTION and REVIEW keys at the same time. |
| 2. | Tab Menu | Press 2 to open a tab. |
| 3. | Tab Limit | The default max tab amount of \$50 is displayed. Press ENTER to accept the amount or MENU to change the amount. |
| 4. | Enter Tab Amount | Enter the new max tab amount. ENTER |
| 5. | Swipe Card | Swipe card or manually enter credit card number. ENTER |
| 6. | Expiration date (manual) | Enter card expiration date (MMYY). ENTER |

CLOSE TAB

| STEP | TERMINAL PROMPT | ACTION |
|------|-------------------------|--|
| 1. | Idle Prompt | Press the FUNCTION and REVIEW keys at the same time. |
| 2. | Tab Menu | Press 3 to close a tab. |
| 3. | Close Tab Menu | Press the number that corresponds with the desired access method. For example 5 for Transaction#. |
| 4. | Transaction# | Enter the transaction number. ENTER |
| 5. | Transaction Information | ENTER |
| 6. | Tab Entry | Enter the total tab amount. ENTER |
| 7. | Tip Entry | Enter the tip amount. ENTER |

DRIVERS LICENSE VERIFICATION

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--|
| 1. | Idle Prompt | Press the FUNCTION key to access the Function menu. |
| 2. | Function Menu | Press ENTER to access the Hot Key menu. |
| 3. | Hot Key Menu | Press the number that corresponds with the Driver License function. |
| 4. | Swipe DL | Swipe the Drivers License. |
| 5. | Function Choice | Press 1 for tobacco sale, 2 for liquor sale or 3 to scan the license. |
| 6. | Swipe DL | Swipe another license or press MENU to return to idle prompt. |

CLOSE CURRENT BATCH

| STEP | TERMINAL PROMPT | ACTION |
|------|----------------------|---|
| 1. | Idle Prompt | Press the FUNCTION key. |
| 2. | Function Menu | Press 6 to start the batch process. |
| 3. | Open Tab or Untipped | You may be prompted that the terminal has open tabs or untipped transactions. Close all open tabs. Scroll through untipped transactions adding tips where necessary. If all tips have been added, press 2 to ignore. |
| 4. | EDC Choice | Depending upon the host and terminal setup, the terminal will start the batch process or offer a choice of EDC types to batch. |
| 5. | EDC Choice | Press 1 to batch all EDC types or choose the EDC type to be batched. |

GENERAL FUNCTIONS

| DESIRED FUNCTION | ACTION |
|-------------------------|---|
| Power On | Press MENU key. |
| Power Off | Press and hold the MENU key for five seconds. NOTE: The terminal will not power off if on external power. |
| Hot Keys | Press the FUNCTION key followed by the ENTER key for a choice of programmed Hot Keys. |
| Print Default Report | Press the FUNCTION key followed by the 5 key. |
| Lighten Screen Contrast | Hold down the FUNCTION key while tapping the FORCED. |
| Darken Screen Contrast | Hold down the FUNCTION key while tapping the RETURN. |
| Feed Paper | Hold down the FUNCTION key while tapping the FEED key. |