



SALE		
Idle Prompt	Swipe card, TAP/WAVE card on RFID reader or press [F2] for sale.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Sct [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 # and press [ENTER].	
Choose Card:	Credit [F1] Debit [F2]	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 the card # and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Table #:		Key in table # and press [ENTER] or press [ENTER] to bypass.
Server Id:		Key in the server ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:		Key in the server password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
Tip:	\$ 0.00	Key in the tip amount and press [ENTER] 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 and press [ENTER] or press [ENTER] to bypass.
Code Present?Xread	No [F1] [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:		Key in the cardholder address and press [ENTER] or press [ENTER] to bypass.
Zip Code:		Key in the cardholder ZIP code and press [ENTER] or press [ENTER] to bypass.
Waiting for answer Please wait...		(No action while processing)
Pmnt 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].
Tip Amount: New Tip:		Key in the tip amount and press [ENTER] or press [ENTER] to return to idle prompt.

AUTH ONLY		
Idle Prompt	Press [ARROW] twice.	
	Check [F1] EBT Bal Inq [F2] Auth Only [F3] Phone Order [F4]	Press [F3] for auth only.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Sct [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, TAP/WAVE card on RFID reader or key in the card # and press [ENTER].
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 the card # and press [ENTER].
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches Press [F2] to cancel transaction.
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Table #:		Key in table # and press [ENTER] or press [ENTER] to bypass.
Server Id:		Key in the server ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:		Key in the server password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
V-Code:		Key in the CVD code from back of card and press [ENTER] or press [ENTER] to bypass.
Code Present?Xread	No [F1] [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:		Key in the cardholder address and press [ENTER] or press [ENTER] to bypass.
Zip Code:		Key in the cardholder ZIP code and press [ENTER] or press [ENTER] to bypass.
Waiting for answer Please wait...		(No action while processing)
Pmnt 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] Tab [F3] Reprint [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, TAP/WAVE card on RFID reader or key in the card # and press [ENTER].
Choose Card:	Credit [F1] Debit [F2]	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 the card # and press [ENTER].
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Table #:		Key in table # and press [ENTER] or press [ENTER] to bypass.
Server Id:		Key in the server ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:		Key in the server password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
Tip:	\$ 0.00	Key in the tip amount and press [ENTER] 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].
Prnt 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] Tab [F3] Reprint [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, TAP/WAVE card on RFID reader or key in the card # and press [ENTER].
Choose Card:	Credit [F1] Debit [F2]	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 the card # and press [ENTER].
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Table #:		Key in table # and press [ENTER] or press [ENTER] to bypass.
Server Id:		Key in the server ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:		Key in the server password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] 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].
Prnt 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**

<b>Idle Prompt</b>	Swipe debit card at idle prompt.	
<b>Password:</b>	Key in the appropriate password and press [ENTER].	
<b>1= [Merchant 1]</b>	<b>Prev [F1] Next [F2] Slct [F3] Exit [F4]</b>	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
<b>Merch Passwd:</b>	Key in the merchant password and press [ENTER].	
<b>Choose Card:</b>	<b>Credit [F1] Debit [F2]</b>	Press [F2] for debit.
<b>Cust Ref #:</b>	Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.	
<b>Invoice Number:</b>	Key in the invoice # and press [ENTER].	
<b>Table #:</b>	Key in table # and press [ENTER] or press [ENTER] to bypass.	
<b>Server Id:</b>	Key in the server ID # and press [ENTER].	
<b>Logon:</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
<b>Password:</b>	Key in the server password and press [ENTER].	
<b>Amount:</b>	<b>\$ 0.00</b>	Key in the amount and press [ENTER].
<b>Tax Amt:</b>	<b>\$ 0.00</b>	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
<b>CashBack:</b>	<b>\$ 0.00</b>	Key in the cash back amount and press [ENTER] or press [ENTER] to bypass.
<b>Tip:</b>	<b>\$ 0.00</b>	Key in the tip amount and press [ENTER] or press [ENTER] to bypass.
<b>Send Duplicate?</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to send duplicate. Press [F2] to cancel transaction.
<b>Password:</b>	Key in the appropriate password and press [ENTER].	
<b>Enter PIN on PINPad</b>	Customer keys PIN # on PIN pad and presses [ENTER].	
<b>Waiting for answer Please wait...</b>	(No action while processing)	
<b>Prnt Cust Copy</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
<b>Tear Receipt Press Enter Key</b>	Press [ENTER].	

**VOID**

<b>Idle Prompt</b>	Press [F4] for void.	
<b>Password:</b>	Key in the appropriate password and press [ENTER].	
<b>1= [Merchant 1]</b>	<b>Prev [F1] Next [F2] Slct [F3] Exit [F4]</b>	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
<b>Merch Passwd:</b>	Key in the merchant password and press [ENTER].	
<b>Void Last Trans?</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to void last transaction. Press [F2] to void other transaction.
<b>Retrieve by:</b>	<b>Inv # [F1] Acct # [F2]</b>	Press [F1] to retrieve by invoice #. Press [F2] to retrieve by account #.
<b>Invoice Number:</b>	Key in the invoice # and press [ENTER].	
<b>Last 4 digits:</b>	Key in the last 4 digits of the card # and press [ENTER].	
<b>[Account #] \$ xx.xx</b>	<b>Yes [F1] No [F2] Next [F3]</b>	Press [F1] to void transaction. Press [F2] to return to idle prompt. Press [F3] to view next transaction.
<b>Prnt Cust Copy</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
<b>Tear Receipt Press Enter Key</b>	Press [ENTER].	

**DEBIT REFUND**

<b>Idle Prompt</b>	Press [ARROW] once.	
	<b>Refund [F1] Force [F2] Tab [F3] Reprint [F4]</b>	Press [F1] for refund.
<b>Password:</b>	Key in the appropriate password and press [ENTER].	
<b>1= [Merchant 1]</b>	<b>Prev [F1] Next [F2] Slct [F3] Exit [F4]</b>	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
<b>Merch Passwd:</b>	Key in the merchant password and press [ENTER].	
<b>Swipe or Enter Account #:</b>	Swipe card.	
<b>Choose Card:</b>	<b>Credit [F1] Debit [F2]</b>	Press [F2] for debit.
<b>Cust Ref #:</b>	Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.	
<b>Invoice Number:</b>	Key in the invoice # and press [ENTER].	
<b>Table #:</b>	Key in table # and press [ENTER] or press [ENTER] to bypass.	
<b>Server Id:</b>	Key in the server ID # and press [ENTER].	
<b>Logon:</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
<b>Password:</b>	Key in the server password and press [ENTER].	
<b>Amount:</b>	<b>\$ 0.00</b>	Key in the amount and press [ENTER].
<b>Tax Amt:</b>	<b>\$ 0.00</b>	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
<b>Send Duplicate?</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to send duplicate. Press [F2] to cancel transaction.
<b>Password:</b>	Key in the appropriate password and press [ENTER].	
<b>Enter PIN on PINPad</b>	Customer keys PIN # on PIN Pad and presses [ENTER].	
<b>Waiting for answer Please wait...</b>	(No action while processing)	
<b>Prnt Cust Copy</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
<b>Tear Receipt Press Enter Key</b>	Press [ENTER].	

**REPRINT**

<b>Idle Prompt</b>	Press [ARROW] once.	
	<b>Refund [F1] Force [F2] Tab [F3] Reprint [F4]</b>	Press [F4] for reprint.
<b>Password:</b>	Key in the appropriate password and press [ENTER].	
	<b>REPRINT Last Receipt [F2] Any Receipt [F3]</b>	Press [F2] to print last receipt. Press [F3] to print other receipt.
<b>Invoice Number:</b>	Key in the invoice # and press [ENTER].	
<b>Prnt Cust Copy</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
<b>Tear Receipt Press Enter Key</b>	Press [ENTER].	

**OPEN TAB**

<b>Idle Prompt</b>	Press [ARROW] once.
<b>Refund [F1] Force [F2] Tab [F3] Reprint [F4]</b>	Press [F3] for tab.
<b>Password:</b>	Key in the appropriate password and press [ENTER].
<b>Tab Open Tab [F2] Close Tab [F3] Tab Report [F4]</b>	Press [F2] for open tab.
<b>1= [Merchant 1]</b>	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
<b>Merch Passwd:</b>	Key in the merchant password and press [ENTER].
<b>Swipe or Enter Account #:</b>	Swipe card, TAP/WAVE card on RFID reader or key in the card # and press [ENTER].
<b>Exp Date (MMYY):</b>	Key in the expiration date in MMYY format and press [ENTER].
<b>Password:</b>	Key in the appropriate password and press [ENTER].
<b>Last 4 dgts Acct:</b>	Key in the last 4 digits of the card # and press [ENTER].
<b>[Account #] Confirm</b>	Yes [F1] Press [F1] if card # matches. No [F2] Press [F2] to cancel transaction.
<b>Imprint Card Press Enter Key</b>	Press [ENTER].
<b>Cust Ref #:</b>	Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
<b>Invoice Number:</b>	Key in the invoice # and press [ENTER].
<b>Table #:</b>	Key in table # and press [ENTER] or press [ENTER] to bypass.
<b>Server Id:</b>	Key in the server ID # and press [ENTER].
<b>Logon:</b>	Yes [F1] Press [F1] to logon the server ID. No [F2] Press [F2] to return to idle prompt.
<b>Password:</b>	Key in the server password and press [ENTER].
<b>Amount:      \$    0.00</b>	Press [ENTER] to confirm default tab amount or key in amount and press [ENTER].
<b>Waiting for answer Please wait...</b>	(No action while processing)
<b>Tear Receipt Press Enter Key</b>	Press [ENTER].

**CLOSE TAB**

<b>Idle Prompt</b>	Press [ARROW] once.
<b>Refund [F1] Force [F2] Tab [F3] Reprint [F4]</b>	Press [F3] for tab.
<b>Password:</b>	Key in the appropriate password and press [ENTER].
<b>Tab Open Tab [F2] Close Tab [F3] Tab Report [F4]</b>	Press [F3] for close tab.
<b>1= [Merchant 1]</b>	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
<b>Merch Passwd:</b>	Key in the merchant password and press [ENTER].
<b>Inv # [F1] Acct # [F2]</b>	Press [F1] to close tab by invoice #. Press [F2] to close tab by account #.
<b>Retrieve by:</b>	
<b>Invoice Number:</b>	Key in the invoice # and press [ENTER].
<b>Last 4 digits:</b>	Key in the last 4 digits of the card # and press [ENTER].
<b>Yes [F1] No [F2] Next [F3]</b>	Press [F1] to close the tab displayed. Press [F2] to cancel and return to the tab menu. Press [F3] to scroll to the next transaction.
<b>[Account #] \$    x.xx</b>	
<b>Yes [F1] No [F2]</b>	Press [F1] to close the tab on the same card. Press [F2] to close the tab on a different card.
<b>Cnfrm Same Card:</b>	
<b>Cust Ref #:</b>	Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
<b>Table #:</b>	Key in table # and press [ENTER] or press [ENTER] to bypass.
<b>Server Id:</b>	Key in the server ID # and press [ENTER].
<b>Logon:</b>	Yes [F1] Press [F1] to logon the server ID. No [F2] Press [F2] to return to idle prompt.
<b>Password:</b>	Key in the server password and press [ENTER].
<b>Amount:      \$    x.xx New Amount:    \$    0.00</b>	Key in the amount and press [ENTER].
<b>Tax Amt:      \$    0.00</b>	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
<b>Tip:            \$    0.00</b>	Key in the tip amount and press [ENTER] or press [ENTER] to bypass.
<b>Yes [F1] No [F2]</b>	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
<b>Prnt Cust Copy</b>	
<b>Tear Receipt Press Enter Key</b>	Press [ENTER].

**FORCE OPEN TAB**

Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Tab [F3] Reprint [F4]	Press [F3] for tab.
Password:		Key in the appropriate password and press [ENTER].
	Tab Open Tab [F2] Close Tab [F3] Tab Report [F4]	Press [ARROW] once.
	Force Open Tab [F1] Delete Tab [F2]	Press [F1] for force open tab.
1= [Merchant 1]	Prev [F1] Next [F2] Sict [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, TAP/WAVE card on RFID reader or key in the card number and press [ENTER].
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 the card # and press [ENTER].
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Table #:		Key in table # and press [ENTER] or press [ENTER] to bypass.
Server Id:		Key in the server ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:		Key in the server password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Appr. Code:		Key in the authorization # and press [ENTER].
Prnt 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].

**DELETE TAB**

Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Tab [F3] Reprint [F4]	Press [F3] for tab.
Password:		Key in the appropriate password and press [ENTER].
	Tab Open Tab [F2] Close Tab [F3] Tab Report [F4]	Press [ARROW] once.
	Force Open Tab [F1] Delete Tab [F2]	Press [F2] for delete tab.
1= [Merchant 1]	Prev [F1] Next [F2] Sict [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].
	Inv # [F1] Acct # [F2]	Press [F1] to delete tab by invoice #. Press [F2] to delete tab by account #.
Retrieve by:		
Invoice Number:		Key in the invoice # and press [ENTER].
Last 4 dgts Acct:		Key in the last 4 digits of the card # and press [ENTER].
	Yes [F1] No [F2] Next [F3]	Press [F1] to delete the tab displayed. Press [F2] to cancel and return to the tab menu. Press [F3] to scroll to the next transaction.
[Account #] \$ x.xx		
Tab Deleted		Terminal returns to the tab menu.

### TIP ADJUSTMENT

Idle Prompt		Press [TIP] hot key.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Stct [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].
Retrieve by:	Srvr [F1] Amt [F2] Acct [F3] Inv # [F4]	Press [F1] to retrieve by server. Press [F2] to retrieve by amount. Press [F3] to retrieve by account #. Press [F4] to retrieve by invoice #.
Server Id:		Key in the server ID # and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Last 4 digits:		Key in the last 4 digits of the card # and press [ENTER].
Invoice Number:		Key in the invoice # and press [ENTER].
	Adj [F1] Prev [F2] Next [F3] Exit [F4]	Press [F1] to adjust the transaction. Press [F2] to scroll to previous tran. Press [F3] to scroll to next tran. Press [F4] to exit.
[Account #] \$ x.xx		
Tip Amount: New Tip:	\$ x.xx \$ 0.00	Key in the new tip amount and press [ENTER].
Prnt 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].
	Adj [F1] Prev [F2] Next [F3] Exit [F4]	Press [F1] to adjust the transaction. Press [F2] to scroll to previous tran. Press [F3] to scroll to next tran. Press [F4] to exit.
[Account #] \$ x.xx		

### SERVER MANAGEMENT - ADD SERVER

Idle Prompt		Press [ARROW] three times.
	Other Setup [F1] Server Setup [F2] Batch Auth [F3] HELP [F4]	Press [F2] for server setup.
Password:		Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Server [F2] Log Off Server [F3] Add Server [F4]		Press [F4] to add server to terminal
Password:		Key in the appropriate password and press [ENTER].
Server Id:		Key in the ID # of the server and press [ENTER].
Password:		Key in the new server password and press [ENTER].
Reenter:		Key in the new password again for confirmation and press [ENTER].
Server Id:		Prompt will continue to display until [CLEAR] is pressed to exit. Repeat for each server being added.

### SERVER MANAGEMENT - LOG ON/OFF SERVER

Idle Prompt		Press [ARROW] three times.
	Other Setup [F1] Server Setup [F2] Batch Auth [F3] HELP [F4]	Press [F2] for server setup.
Password:		Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Server [F2] Log Off Server [F3] Add Server [F4]		Press [F2] to log on server. Press [F3] to log off server.
Server Id:		Key in the ID # of the server and press [ENTER].
Password:		Key in the server password and press [ENTER].
Confirm	Yes [F1] No [F2]	Press [F1] to log on/off server. Press [F2] to cancel.
Logoff/on is successful		Terminal displays confirmation of logon/off and returns to the idle prompt.

### SERVER MANAGEMENT - CLEAR SERVER

Idle Prompt		Press [ARROW] three times.
	Other Setup [F1] Server Setup [F2] Batch Auth [F3] HELP [F4]	Press [F2] for server setup.
Password:		Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Server [F2] Log Off Server [F3] Add Server [F4]		Press [ARROW] for more options.
	Modify Server [F1] Delete Server [F2] Clear Servers [F3]	Press [F3] for clear servers.
Server t/s cleared		Terminal confirms that servers have been cleared and returns to the idle prompt.

### SERVER MANAGEMENT - DELETE SERVER

Idle Prompt		Press [ARROW] three times.
	Other Setup [F1] Server Setup [F2] Batch Auth [F3] HELP [F4]	Press [F2] for server setup.
Password:		Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Server [F2] Log Off Server [F3] Add Server [F4]		Press [ARROW] for more options.
	Modify Server [F1] Delete Server [F2] Clear Servers [F3]	Press [F2] for delete server.
Password:		Key in the appropriate password and press [ENTER].
Server Id:		Key in the ID # of the server and press [ENTER].
Password:		Key in the server password and press [ENTER].
Server Id:		Prompt will continue to display until [CLEAR] is pressed to exit. Repeat for each server being deleted.

**SERVER MANAGEMENT - MODIFY SERVER**

Idle Prompt	Press [ARROW] three times.
Other Setup [F1] Server Setup [F2] Batch Auth [F3] HELP [F4]	Press [F2] for server setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Server [F2] Log Off Server [F3] Add Server [F4]	Press [ARROW] for more options.
Modify Server [F1] Delete Server [F2] Clear Server [F3]	Press [F1] for modify servers
Password:	Key in the appropriate password and press [ENTER].
Server Id:	Key in the ID # of the server and press [ENTER].
Svr Password:	Key in the appropriate server password and press [ENTER].
PWrd [F1] Tip [F2]	Press [F1] to modify the server password. Press [F2] to modify the server's cash tips.
Old Pass:	Key in the old server password and press [ENTER].
New Pass:	Key in the new server password and press [ENTER].
Reenter:	Key in the new password again for confirmation and press [ENTER].
Cash Tip Amt: \$ x.xx New Amt: \$ 0.00	Key in the server's cash tip amount and press [ENTER] or press [ENTER] to bypass.
Server Id:	Prompt will continue to display until [CLEAR] is pressed to exit.

**SERVER MANAGEMENT - SERVER REPORTS**

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Server Reports [F4]	Press [F4] for server reports.
SERVER REPORTS Totals Report [F2] Detail Report [F3] Shift Report [F4]	Press [F2] for server totals. Press [F3] for server detail. Press [F4] for shift report. Press [ARROW] for more options.
Server Table [F1] Unadjust Report [F2] IRS Tip Report [F3] Discount Tip [F4]	Press [F1] for server table. Press [F2] for unadjusted trans. Press [F3] for server IRS tip report. Press [F4] for discount tips.
One [F1] All [F2]	Press [F1] for single server detail. Press [F2] for all server detail.
Svr Rpt Options	
Server Id:	Key in the ID # of the server and press [ENTER].
Cash Tip Amt: \$ 0.00 New Amt: \$ 0.00	Key in the server's cash tip amount and press [ENTER] or press [ENTER] to bypass.
Server Report:	Report prints.

**MANUAL SHIFT CLOSE**

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

**VIEWING BATCH TOTALS**

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Server Reports [F4]	Press [ARROW] for more reports.
Batch Review [F1] Batch History [F2] Terminal Rpts [F3] Merchant Report [F4]	Press [F1] for batch review.
BATCH REVIEW Totals Review [F2] Detail Review [F3]	Press [F2] for totals review.
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Sctd [F3] Press [F3] to select displayed merchant. Exit [F4] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Host: [Host]	Prev [F1] Press [F1] for previous host. Next [F2] Press [F2] for next host. Sctd [F3] Press [F3] to view totals for host displayed Exit [F4] Press [F4] to exit.
Host: [Host] Sales: \$ xx.xx Refunds: \$ xx.xx Total: \$ xx.xx	Press [CLEAR] to return to batch review main menu.

**REPORTS**

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

**TAB REPORT**

Idle Prompt	Press [ARROW] once.
Refund [F1] Force [F2] Tab [F3] Reprint [F4]	Press [F3] for tab.
Password:	Key in the appropriate password and press [ENTER].
Tab Open Tab [F2] Close Tab [F3] Tab Report [F4]	Press [F4] for tab report.
Open Tab	Report prints.

**HOST TOTALS REPORT**

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Server Reports [F4]	Press [ARROW] twice.
Host Totals [F1]	Press [F1] for host totals.
Processing	(No action while report prints)

**SETTLEMENT**

Idle Prompt	Press [F3] for settlement.
Password:	Key in the appropriate password and press [ENTER].
Sales: \$ xx.xx Refunds: \$ xx.xx Total: \$ xx.xx Enter to confirm	Confirm totals, press [ENTER]
Sales: \$ 00.00	Key in the sales total and press [ENTER].
Refunds: \$ 00.00	Key in the refund total and press [ENTER].
Total: \$ 00.00	Key in the batch total and press [ENTER].
Settle Neg Batch Yes [F1] No [F2]	Press [F1] to settle negative batch. Press [F2] to return to idle prompt.
Password:	Key in the appropriate password and press [ENTER].
Waiting for answer Please wait...	(No action while processing)
Settlement Successful	Settlement report prints and terminal returns to idle prompt.

**AVS RESPONSE CODES**

VISA	DESCRIPTION
Y	Address & 5-digit or 9-digit ZIP match (Domestic only)
A	Address matches, ZIP code does not SAVS not supported at this time (Domestic only)
R	Issuer's authorization system is unavailable, try again later (Domestic only)
U	Unable to perform address verification because either address information is unavailable or Issuer does not support AVS (Domestic only)
Z	Either 5-digit or 9-digit ZIP matches, address does not or not included in request.
N	Neither the ZIP nor the address matches
B	Address matches, ZIP not verified.
P	ZIP matches, address not verified
C	Address and ZIP code not verified due to incompatible formats.
D	Address and ZIP code match (International only)
G	Address not verified for International transaction (International only)
I	Address not verified (International only)
M	Address and ZIP code match (International only)

**MASTERCARD DESCRIPTION**

Y	Exact, all digits match, 5-digit ZIP code
A	Address matches, ZIP code does not
S	AVS not supported at this time
R	Retry, system unable to process
U	No data from issuer/Authorization system
Z	5-digit ZIP code matches, but address does not
N	Neither the ZIP nor the address matches
W	For U.S. addresses, 9-digit ZIP code matches, but address does not; for address outside of U.S., the ZIP code matches, address does not
X	Exact, all digits match, 9-digit ZIP code

**DISCOVER DESCRIPTION**

Y	Address only matches
A	Address and 5-digit ZIP code match
S	AVS not supported at this time
U	Retry, system unable to process
Z	5-digit ZIP code matches, but address does not
N	Neither the ZIP nor the address matches
W	No data from issuer/authorization system
X	Address and 9-digit ZIP code match
T	9-digit ZIP code matches, but address does not

**AMERICAN EXPRESS DESCRIPTION**

Y	Yes, address and ZIP code are both correct
A	Address only is correct
B	AVS not supported at this time
R	System unavailable; retry
U	The necessary information is not available, account number is neither U.S. nor Canadian
Z	ZIP code only is correct
N	Neither the ZIP nor the address matches

