



NURIT 2085-2090

Quick Reference Guide - Retail & 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 MODE 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 MODE 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 MODE 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. (Tips cannot be added later.)
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 MODE 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 EDIT key.
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 EDIT key.
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 EDIT key.
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 EDIT key.
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 Hot Key that was assigned the Drivers License function.
2.	Swipe DL	Swipe the Drivers License.
3.	Function Choice	Press 1 for tobacco sale, 2 for liquor sale or 3 to scan the license.
4.	Swipe DL	Swipe another license or press MENU to return to idle prompt.

A Print Setup Report (see Quick Reference Guide) will print a list all Hot Key assignments if this information is unknown.

CLOSE CURRENT BATCH

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the BATCH key.
2.	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.	Processing	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.