



CREDIT SALE

INSERT CHECK OR SWIPE CARD OPTIONS	Swipe card or press [CREDIT].
Check Credit Other	
Credit Sale Refund Force	Press [SALE].
ENTER ACCT #	Key in account number and press [ENTER].
EXPIRE DATE MMYV	Key in the expiration date in MMYV format (example: 1205) and press [ENTER].
ENTER CW2 DATA	Key in CVV2 data from back of card and press [ENTER].
CW2 No Cant Skip Code Read CW2	Select reason for not entering CVV2 code.
CARD PRESENT? YES NO	Press [YES] if card present. Press [NO] if card not present.
RECURRING ORDER? YES NO	If this is a recurring order, press [YES].
SALE AMOUNT? \$0.00	Key in sale amount and press [ENTER].
TAX AMOUNT? \$0.00	Key in tax amount and press [ENTER].
TAX EXEMPT? YES NO	Press [YES] if tax exempt.
ENTER PURCHASE #	Key in purchase number and press [ENTER].
SHIP TO ZIP CODE	Key in ZIP Code of shipping address and press [ENTER].
ENTER ORDER #	Key in order number and press [ENTER].
ENTER ADDRESS	Key in numeric portion of home address and press [ENTER].
INVOICE NUMBER	Key in invoice number and press [ENTER].
CUSTOMER ZIP	Key in ZIP Code of home address and press [ENTER].
<Host response>	Response displays. Receipt prints.
PRINT CUSTOMER RECEIPT YES NO	Tear off merchant receipt. Press [YES] to print customer copy of receipt.

AUTHORIZATION ONLY

INSERT CHECK OR SWIPE CARD OPTIONS	Press [CREDIT].
Check Credit Other	
Credit Sale Refund Force	Press [MORE].
< BACK MORE >	
Credit Auth Report Force	Press [AUTH].
ENTER ACCT #	Key in account number and press [ENTER].
EXPIRE DATE MMYV	Key in the expiration date in MMYV format (example: 1205) and press [ENTER].
ENTER CW2 DATA	Key in CVV2 data from back of card and press [ENTER].
CW2 No Cant Skip Code Read CW2	Select reason for not entering CVV2 code.
CARD PRESENT? YES NO	Press [YES] if card present. Press [NO] if card not present.
RECURRING ORDER? YES NO	If this is a recurring order, press [YES].
PREAUTH AMOUNT? \$0.00	Key in pre-auth amount and press [ENTER].
TAX AMOUNT? \$0.00	Key in tax amount and press [ENTER].
TAX EXEMPT? YES NO	Press [YES] if tax exempt.
ENTER PURCHASE #	Key in purchase number and press [ENTER].
SHIP TO ZIP CODE	Key in ZIP Code of shipping address and press [ENTER].
ENTER ORDER #	Key in order number and press [ENTER].
ENTER ADDRESS	Key in numeric portion of home address and press [ENTER].
INVOICE NUMBER	Key in invoice number and press [ENTER].
CUSTOMER ZIP	Key in ZIP Code of home address and press [ENTER].
<Host response>	Response displays. Receipt prints.
PRINT CUSTOMER RECEIPT YES NO	Tear off merchant receipt. Press [YES] to print customer copy of receipt.

DEBIT REFUND AUTHORIZATION	
INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [OTHER].
DEBIT EBT GIFTCARD	Press [DEBIT].
DEBIT SALE	Press [DEBIT REFUND].
ENTER PASSWORD	Key in the password and press [ENTER].
DEBIT REFUND SWIPE DEBIT CARD	Swipe card.
DEBIT REFUND AMT \$0.00	Key in amount of refund and press [ENTER].
WAITING FOR PIN ENTRY	Customer keys in PIN on PINpad.
<COMMUNICATION> <HOST RESPONSE>	Response displays. Receipt prints.

MANUAL AND QUICK CLOSSES	
INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [CREDIT].
Credit Sale Refund Force <Back More>	Press [MORE].
Credit Auth Report Close	Press [CLOSE].
CONFIRM CLOSE YES NO	Press [YES].
BATCH TOTAL AMT	Key in batch total amount and press [ENTER].
<COMMUNICATION> CLOSE COMPLETE <HOST RESPONSE>	Report prints. Terminal returns to idle prompt.

CREDIT VOID	
INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [EDIT] on the keypad.
SELECT TYPE OF TRANSACTION TO EDIT CREDIT CHECK	Press [CREDIT].
VISA SALE 999 Total Amt \$9.99 Auth Code XXXXXX < EDIT >	Use arrow buttons to scroll to the appropriate transaction. Press [EDIT].
EDIT TRANS ChgAmt Void	Press [VOID].
ENTER PASSWORD	Key in password and press [ENTER].
VOID OK	Terminal returns to Detail Report.

Shaded sections are optional features.

DISPLAY TOTALS	
INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [CREDIT].
Credit Sale Refund Force <Back More>	Press [MORE].
Credit Auth Report Close <Back More>	Press [REPORT].
VIEW Totals Cards Detail PRINT Totals Cards Detail	Select the report type you want to view and press the corresponding key.
ENTER TRANS #	If you selected [VIEW DETAIL], key in the starting transaction number of the records you want to view. Or, Press [ENTER] to begin first transaction.
<REPORT DATA>	Terminal displays report data. Press [CLEAR] to return to idle prompt.

PRINT REPORT	
INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [CREDIT].
Credit Sale Refund Force <Back More>	Press [MORE].
Credit Auth Report Close <Back More>	Press [REPORT].
VIEW Totals Cards Detail PRINT Totals Cards Detail	Select the report type you want to print and press the corresponding key.
ENTER TRANS #	If you selected [PRINT DETAIL], key in the starting transaction number of the records you want to view.
PRINTING <REPORT TYPE>	Terminal displays report data. Press [CLEAR] to return to idle prompt.

Shaded sections are optional features.

DEBIT SALE	
INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [OTHER].
DEBIT EBT GIFTCARD	Press [DEBIT].
DEBIT SALE	Press [DEBIT SALE].
SWIPE DEBIT CARD	Swipe card.
DEBIT SALE AMT? \$0.00	Key in sale amount and press [ENTER].
CASHBACK AMOUNT \$0.00	Key in cash-back amount and press [ENTER].
IS \$XXXXXX.XX OK? YES NO	Press [YES] to accept total.
WAITING FOR PIN ENTRY	Customer enters PIN on PINpad.
<COMMUNICATION> <HOST RESPONSE>	Receipt prints. Terminal returns to idle prompt.

REPRINT	
INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [CREDIT].
Credit Sale Refund Force <Back More>	Press [MORE].
Credit Auth Report Close <Back More>	Press [MORE].
Credit Reprint Cancel Close Setup	Press [REPRINT].
ENTER TRANS #	Key in the transaction number of the receipt you want to reprint.
PRINTING RECEIPT	Receipt prints.
PRINT CUSTOMER RECEIPT YES NO	Press [YES] to print customer receipt.

CREDIT REFUND AUTHORIZATION

INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [CREDIT].
Credit Sale Refund Force	Press [REFUND].
ENTER PASSWORD	Key in the password and press [ENTER].
ENTER ACCT #	Key in account number and press [ENTER].
EXPIRE DATE MMYY	Key in the expiration date in MMYYY format (example: 1205) and press [ENTER].
REFUND AMOUNT? \$0.00	Key in amount of refund and press [ENTER].
INVOICE NUMBER	Key in invoice number and press [ENTER].
REFUND OK	Response displays. Receipt prints.
PRINT COPY CUSTOMER RECEIPT YES NO	Tear off merchant receipt. Press [YES] to print customer copy of receipt.

Shaded sections are optional features.

CREDIT FORCE SALE

INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Swipe card or press [CREDIT].
Credit Sale Refund Force	Press [FORCE].
ENTER ACCT #	Key in account number and press [ENTER].
EXPIRE DATE MMYY	Key in the expiration date in MMYYY format (example: 1205) and press [ENTER].
FORCE SALE AMT? \$0.00	Key in sale amount and press [ENTER].
TAX AMOUNT? \$0.00	Key in tax amount and press [ENTER].
TAX EXEMPT? YES NO	Press [YES] if tax exempt.
ENTER PURCHASE #	Key in purchase number and press [ENTER].
SHIP TO ZIP CODE	Key in Zip code of shipping address and press [ENTER].
ENTER AUTH CODE	Key in approval code number and press [ENTER].
TRANS DATE MMDDYY	Key in the date of the transaction and press [ENTER].
FORCE OK	Response displays. Receipt prints.

EBT SALE (FOODSTAMP)

INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [OTHER] for EBT.
Debit EBT Gift Card	Press [EBT].
< Back System	
Sale EBT Refund Vouch	Press [SALE].
< Back Inquiry	
SALE TYPE	Press [FOODSTAMP].
FOODSTAMP CASH	
FOODSTAMP SALE SWIPE CARD	Swipe card or key in card number.
SALE AMOUNT? \$0.00	Key in dollar amount and press [ENTER].
WAITING FOR P IN ENTRY	Key in the PIN ID number into PIN Pad. Press [ENTER].
DIALING	Terminal dials in for approval.
APPROVED	Store receipt prints.
PRINTING RECEIPT	
PRINT CUSTOMER RECEIPT	Press [YES].
YES NO	
PRINTING CUSTOMER RECEIPT	Customer receipt prints.
APPROVED	Press [CLEAR] to return to idle prompt.

Shaded sections are optional features.

EBT SALE (CASH)

INSERT CHECK OR SWIPE CARD OPTIONS			Press [OTHER] for EBT.
Check	Credit	Other	
Debit	EBT	Gift Card	Press [EBT].
< Back	System		
Sale	EBT Refund	Vouch	Press [SALE].
< Back	Inquiry		
SALE TYPE			Press [CASH].
FOODSTAMP	CASH		
FOODSTAMP SALE SWIPE CARD			Swipe card or key in card number.
PURCHASE AMOUNT? \$0.00			Key in purchase amount and press [ENTER].
CASHBACK AMOUNT? \$0.00			Key in cashback amount and press [ENTER].
WAITING FOR PIN ENTRY			Key in the PIN ID number into PIN Pad. Press [ENTER].
DIALING			Terminal dials in for approval.
APPROVED			Store receipt prints.
PRINTING RECEIPT			
PRINT CUSTOMER RECEIPT			Press [YES].
YES	NO		
PRINTING CUSTOMER RECEIPT			Customer receipt prints.
APPROVED			Press [CLEAR] to return to idle prompt.

EBT REFUND

INSERT CHECK OR SWIPE CARD OPTIONS			Press [OTHER] for EBT.
Check	Credit	Other	
Debit	EBT	Gift Card	Press [EBT].
< Back	System		
Sale	EBT Refund	Vouch	Press [REFUND].
< Back	Inquiry		
FOODSTAMP REFUND SWIPE CARD			Swipe card or key in card number.
REFUND AMOUNT? \$0.00			Key in dollar amount and press [ENTER].
WAITING FOR PIN ENTRY			Key in the PIN ID number into PIN Pad. Press [ENTER].
DIALING			Terminal dials in for approval.
APPROVED			Store receipt prints.
PRINTING RECEIPT			
PRINT CUSTOMER RECEIPT			Press [YES].
YES	NO		
PRINTING CUSTOMER RECEIPT			Customer receipt prints.
APPROVED			Press [CLEAR] to return to idle prompt.

EBT INQUIRY (FOODSTAMP)

INSERT CHECK OR SWIPE CARD OPTIONS Press [OTHER] for EBT.

Check	Credit	Other	
Debit	EBT	Gift Card	Press [EBT].

< Back System

Sale	EBT Refund	Vouch	
			Press [INQUIRY].

< Back Inquiry

INQUIRY TYPE Press [FOODSTAMP].

FOODSTAMP	CASH	
FSTAMP INQUIRY SWIPE CARD		Swipe card or key in card number.
WAITING FOR PIN ENTRY		Key in the PIN ID number into PIN Pad. Press [ENTER].
DIALING		Terminal dials in for approval.
APPROVED		Store receipt prints.

PRINTING RECEIPT

PRINT CUSTOMER RECEIPT Press [YES].

YES	NO	
		Customer receipt prints.

APPROVED Press [CLEAR] to return to idle prompt.

EBT INQUIRY (CASH)

INSERT CHECK OR SWIPE CARD OPTIONS Press [OTHER] for EBT.

Check	Credit	Other	
Debit	EBT	Gift Card	Press [EBT].

< Back System

Sale	EBT Refund	Vouch	
			Press [INQUIRY].

< Back Inquiry

INQUIRY TYPE Press [CASH].

FOODSTAMP	CASH	
CASH INQUIRY SWIPE CARD		Swipe card or key in card number.
WAITING FOR PIN ENTRY		Key in the PIN ID number into PIN Pad. Press [ENTER].
DIALING		Terminal dials in for approval.
APPROVED		Store receipt prints.

PRINTING RECEIPT

PRINT CUSTOMER RECEIPT Press [YES].

YES	NO	
		Customer receipt prints.

APPROVED Press [CLEAR] to return to idle prompt.

POS-0392

Paymentech

02/01 TeleCheck ECLIPSE