



SALE		
Idle Prompt		Swipe card.
Sale	Credit Debit	Choose the appropriate card type.
Choose Card: EBT		
Sale		Key last 4 digits of card number and press [ENTER].
Last 4 dgts Acct:		
Sale		Key in clerk ID and press [ENTER].
Last 4 dgts Acct:		
Clerk ID:		
Sale		Key in amount and press [ENTER].
Last 4 dgts Acct:		
Clerk ID:		
Amount: \$ 0.00		
Sale		(No action while processing.)
Last 4 dgts Acct:		
Clerk ID:		Receipt prints.
Amount: \$ 0.00		
Total: \$ \$.cc		
Processing...		
Printing...		
Sale	No	Press [F2] to print customer copy. Or,
	Yes	press [F1] to return to idle prompt.
Prnt Cust Copy?		

AUTH ONLY		
Idle Prompt		Press [ARROW].
Offline		Press [F3].
Refund		
Auth. Only		
Server Setup		
Auth. Only		Swipe card or key in account number.
Swipe Card		
Acct:		
Auth. Only	Credit Debit	Press [F1] for credit card transaction.
Choose Card: EBT		
Auth. Only		Key last 4 digits of card number and press [ENTER].
Last 4 dgts Acct:		
Auth. Only		Key in clerk ID and press [ENTER].
Last 4 dgts Acct:		
Clerk ID:		
Auth. Only		Key in amount and press [ENTER].
Last 4 dgts Acct:		
Clerk ID:		
Amount: \$ 0.00		
Auth. Only		(No action while processing.)
Last 4 dgts Acct:		
Clerk ID:		Receipt prints.
Amount: \$ 0.00		
Total: \$ \$.cc		
Processing...		
Printing...		
Auth. Only	No	Press [F2] to print customer copy. Or,
	Yes	press [F1] to return to idle prompt.
Prnt Cust Copy?		

REFUND		
Idle Prompt		Press [ARROW].
Offline Refund		Press [F2].
Auth Only Server Setup		
Password:		Key in password and press [ENTER].
Refund Swipe Card Acct:		Swipe or key in card number.
Refund Credit Debit		Press [F1] for credit card transaction.
Choose Card: EBT		
Refund Last 4 dgts Acct:		Key last 4 digits of card number and press [ENTER].
Refund Last 4 dgts Acct: Clerk ID:		Key in clerk ID and press [ENTER].
Refund Last 4 dgts Acct: Clerk ID: Amount: \$ 0.00		Key in amount and press [ENTER].
Refund Last 4 dgts Acct: Clerk ID: Amount: \$ 0.00		(No action while processing.)
Refund Last 4 dgts Acct: Clerk ID: Amount: \$ 0.00		Receipt prints.
Refund No		Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
Refund Yes		Press [F1] to return to idle prompt.
Prnt Cust Copy?		

VOID		
Idle Prompt		Press [F4].
Void No		Press [F2] to void last transaction. Or, press [F1] for other transaction.
Void Yes		
Void Last Trans		[F1] for other transaction.
Void Inv # Acct #		Press [F1] to retrieve by invoice. Or, press [F2] to retrieve by account #.
Retrieve By:		
Void Invoice Number:		Key in invoice number and press [ENTER].
Void Last 4 dgts:		Key in last 4 digits of card number and press [ENTER].
Void Card Type No		Press [F2] to void transaction.
Void Card Type Yes		Press [F3] to scroll to next transaction.
Void Card Type Next		Press [F1] to return to idle prompt.
Amount: \$ 0.00		
Void Processing...		(No action while processing.)
Printng...		Receipt prints.
Void No		Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
Void Yes		
Prnt Cust Copy?		

OFF-LINE (PRIOR)		
Idle Prompt		Press [ARROW].
Offline Refund		Press [F1].
Auth Only Server Setup		
Force Sale Swipe Card Acct:		Swipe card.
Force Sale Credit Debit		Press [F1] for credit card transaction.
Choose Card: EBT		
Force Sale Last 4 dgts Acct:		Key last 4 digits of card number and press [ENTER].
Force Sale Last 4 dgts Acct: Clerk ID:		Key in clerk ID and press [ENTER].
Force Sale Last 4 dgts Acct: Clerk ID: Amount: \$ 0.00		Key in amount and press [ENTER].
Force Sale Last 4 dgts Acct: Clerk ID: Amount: \$ 0.00		Key in authorization code and press [ENTER].
Force Sale Last 4 dgts Acct: Clerk ID: Amount: \$ 0.00		(No action while processing.)
Force Sale Last 4 dgts Acct: Clerk ID: Amount: \$ 0.00		Receipt prints.
Force Sale Last 4 dgts Acct: Clerk ID: Amount: \$ 0.00		
Force Sale Last 4 dgts Acct: Clerk ID: Amount: \$ 0.00		
Force Sale Last 4 dgts Acct: Clerk ID: Amount: \$ 0.00		
Force Sale No		Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
Force Sale Yes		
Prnt Cust Copy?		

REPRINT	
Idle Prompt	Press the purple [REPRINT] key.
Last Receipt Any Receipt	Press [F1] to print last transaction. Or, press [F2] to print a specific transaction.
Receipt Any Receipt	Key in invoice number for ticket to be reprinted and press [ENTER].
Invoice Number:	
Receipt Any Receipt Printng...	Receipt prints.

Shaded sections are optional features.

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PHONE ORDER	
Idle Prompt	Press [ARROW].
Offline	Press [ARROW].
Refund	
Auth Only	
Server Setup	
Other Setup	Press [F2].
Phone Order	
Tab	
Batch Totals	
Phone Order	Key in card number and press [ENTER].
Acct:	
Phone Order	Key in expiration date in MMY format and press [ENTER].
Acct:	
Exp Date (MMYY):	
Phone Order	Key in numeric address and press [ENTER].
Acct:	
Exp Date (MMYY):	
Address:	
Phone Order	Key in ZIP Code and press [ENTER].
Address:	
ZIP Code:	
Phone Order	Key in CVV2 code from back of card and press [ENTER].
Address:	
ZIP Code:	
V-Code:	
Phone Order	Key in clerk ID and press [ENTER].
ZIP Code:	
V-Code:	
Clerk ID:	
Phone Order	Key in amount and press [ENTER].
ZIP Code:	
V-Code:	
Clerk ID:	
Amount:	\$ 0.00
Phone Order	(No action while processing.)
V-Code:	
Clerk ID:	Receipt Prints.
Amount:	\$ 0.00
Total:	\$ 0.00
Processing...	
Printing...	
Phone Order	No AVS Verified Failed.
Yes	Press [F1] to reject transaction.
Override AVS?	Or, press [F2] to accept transaction.
Phone Order	No Press [F2] to print customer copy. Or,
Yes	press [F1] to return to idle prompt.
Print Cust Copy?	

DEBIT	
Idle Prompt	Press [F2] for sale.
Sale	Swipe card.
Swipe Card	
Acct:	
Sale	Debit Press [F1] for debit card transaction.
EBT	
Choose Card:	
Sale	Key in clerk ID and press [ENTER].
Clerk ID:	
Sale	Key in amount and press [ENTER].
Acct:	
Clerk ID:	
Amount:	\$ 0.00
Sale	Key in cash back amount and press [ENTER].
Acct:	
Clerk ID:	
Amount:	\$ 0.00
Cash:	\$ 0.00
Sale	Customer keys in PIN and presses [ENTER].
Amount:	\$ 0.00
Cash:	\$ 0.00
Total:	\$ 0.00
Enter PIN	
Sale	(No action while processing.)
Amount:	\$ 0.00
Cash:	\$ 0.00
Total:	\$ 0.00
Enter PIN	
Processing...	
Printing...	
Sale	No Press [F2] to print customer copy. Or,
Yes	press [F1] to return to idle prompt.
Print Cust Copy?	

SETTLEMENT	
Idle Prompt	Press [F3].
Settlement	Press [ENTER] to confirm totals.
Sales:	\$0.00
Refunds:	\$0.00
Total:	\$0.00
Confirm PAYM	
Enter to Confirm..	
Settlement	(No action while processing.)
Sales:	\$0.00
Refunds:	\$0.00
Total:	\$0.00
Enter to Confirm..	Terminal returns to idle prompt.
Dialing.. Waiting..	
Receiving	
Settlement Successful	

BATCH TOTALS REVIEW	
Idle Prompt	Press [ARROW] two times and then [F4].
Batch Totals Prev [F1]	Press [F3] to select host displayed, or use [F1] and
Host <-> PAYM Next [F2]	[F2] to scroll to other hosts.
Select [F3]	Press [F4] to exit.
Exit [F4]	
Batch Totals	Review batch totals and then press
Sales:	\$0.00
Refunds:	\$0.00
Total:	\$0.00
	[CLEAR] to exit.

LOG ON/OFF/ADD CLERK	
Idle Prompt	Press [ARROW] and then [F4].
Password:	Key in password and press [ENTER].
Log On Server	[F1] to log on clerk.
Log Off Server	[F2] to log off clerk.
Add Server	[F3] to add clerk.
Modify Server	[F4] to modify.
	Or, press [ARROW] for more options.
Log On/Off/Add Clerk ID:	Key in clerk ID and press [ENTER].
Log On/Off/Add Password:	Key in clerk password and press [ENTER]. Or, press [CLEAR] for idle prompt.
Log On/Off/Add Reenter:	Reenter password. Press [ENTER]. When finished press [CLEAR].
Log Off	No Press [F1] to cancel.
Confirm	Yes Press [F2] to log off clerk.

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CLERK REPORT	
Idle Prompt	Press the purple [REPORTS] key.
Total s Report	Press [F3] for clerk report. Or, press [ARROW] to scroll through options.
Detail Report	
Server Reports	
Shift Reports	
Batch History	
Total s Report	Press appropriate function key for report desired. Or, press [ARROW] to scroll through options.
Detail Report	
Server Report	
Shift Table	
Server Report	(No action while processing.)
Clerk ID:	
Printing...	

MANUAL ENTRY	
Idle Prompt	Press [F2].
Sale	Key in card number and press [ENTER].
Swipe Card	
Acct:	
Sale	Credit Choose appropriate card type.
Debit	
Choose Card: EBT	
Sale	Key in expiration date in MMY format and press [ENTER].
Exp Date (MMYY)	
Card Type	No Press [F2] if card present. Or, press [F1] if card not present, and refer to 'Phone Order' section.
Yes	
Card Present	
Sale	Imprint card and press [ENTER].
Imprint Card	
Press Enter Key	
Sale	Key in clerk ID and press [ENTER].
Clerk ID:	
Sale	Key in amount and press [ENTER].
Amount: \$ 0.00	
Sale	Key in ZIP Code and press [ENTER]. Or, press [ENTER] to bypass.
Total: \$ 0.00	
ZIP Code:	
Sale	(No action while processing.)
Total: \$ 0.00	
ZIP Code:	
Processing...	
Phone Order	No AVS Verified Failed. Press [F1] to reject transaction.
Yes	
Override AVS?	Or, press [F2] to accept transaction.
Sale	Receipt prints.
Total: \$ 0.00	
ZIP Code:	
Printing...	
Sale	No Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
Yes	
Print Cust Copy?	

BATCH REVIEW	
Idle Prompt	Press [ARROW] three times and then [F1].
Batch Review Clerk	Press [F1] to review by clerk number.
Host<->PAYM	
Amt	Press [F2] to review by amount.
Retrieve By: Acct	Press [F3] to review by account number.
Inv#	Press [F4] to review by invoice number.
Batch Review	Key in clerk #, amount of transaction, last 4 digits of account number, or invoice # and press [ENTER].
(Enter Clerk, Amt, Acct, or Inv#)	
Batch Review Adj	Press [F1] to adjust.
(Card Type) Print	Press [F2] to print.
Void	Press [F3] to void.
(Transaction Next Type)	Press [F4] to scroll to next transaction.
XXXXXXXXXXXXXXXXXXXX	
Amount: \$ \$.cc	

BATCH REPORT	
Idle Prompt	Press the purple [REPORTS] key.
Total s Report	Press [F1] for totals report. Or, press [F2] for detail report.
Detail Report	
Server Reports	
Shift Reports	Press [ARROW] to scroll through options.
Batch History	
Batch Total s Prev	[F1] Press [F3] to select host
Host<->PAYM	Next [F2] displayed, or use [F1] and
Next	[F2] [F2] to scroll to other hosts.
SI ct	[F3] [F2] to scroll to other hosts.
Exit	[F4] Press [F4] to exit.
Printing...	(No action while processing.)

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EBT SALE - FOOD STAMPS

Idle Prompt		Swipe card.
Sal e	Debl t EBT	Press [F2] for EBT card transaction.
Choose Card:		
EBT	Food Cash	Press [F1] for food stamp.
EBT Trans Type		
FS Sal e		Key in clerk ID and press [ENTER].
Cl erk I D:		
FS Sal e		Key in amount and press [ENTER].
Cl erk I D:	XX	
Amount:	\$ 00. 00	
FS Sal e		Customer keys PIN number into PIN pad and presses [ENTER].
Cl erk I D:	XX	
Amount:	\$ 00. 00	
Total :	\$ \$\$. cc	
Enter PI N		
FS Sal e		(No action while processing.) Receipt prints.
Cl erk I D:	XX	
Amount:	\$ 00. 00	
Total :	\$ \$\$. cc	
Enter PI N		
Processl ng . . .		
Prl ntl ng . . .		
FS Sal e		Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
	No Yes	
Prnt Cust Copy?		

EBT SALE - CASH BENEFITS

Idle Prompt		Swipe card.
Sal e	Debl t EBT	Press [F2] for EBT card transaction.
Choose Card:		
EBT	Food Cash	Press [F2] for cash benefits.
EBT Trans Type		
CB Sal e		Key in clerk ID and press [ENTER].
Cl erk I D:		
CB Sal e		Key in amount and press [ENTER].
Cl erk I D:	XX	
Amount:	\$ 00. 00	
CB Sal e		Key in cash amount and press [ENTER].
Cl erk I D:	XX	
Amount:	\$ 00. 00	
Cash:	\$ 00. 00	
CB Sal e		Customer keys PIN number into PIN pad and presses [ENTER].
Cl erk I D:	XX	
Amount:	\$ 00. 00	
Cash:	\$ 00. 00	
Total :	\$ \$\$. cc	
Enter PI N		
CB Sal e		(No action while processing.) Receipt prints.
Cl erk I D:	XX	
Amount:	\$ 00. 00	
Cash:	\$ 00. 00	
Total :	\$ \$\$. cc	
Enter PI N		
Processl ng . . .		
Prl ntl ng . . .		
CB Sal e		Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
	No Yes	
Prnt Cust Copy?		

EBT OFFLINE (PRIOR)

Idle Prompt		Press [ARROW].
Offline Refund Auth Only Server Setup		Press [F1] for Offline.
Force Sale Swipe Card Acct:		Swipe card or key in card number.
Force Sale	Debit EBT	Press [F2] for EBT.
Choose Card:		
EV Sale Acct:	XXXXXXXXXXXXXXXXXX	Key in clerk ID and press [ENTER].
EV Sale Acct:	XXXXXXXXXXXXXXXXXX	Key in clerk ID:
EV Sale Acct:	XXXXXXXXXXXXXXXXXX	Key in Voucher Approval No. and press [ENTER].
EV Sale Voucher Appr#:	XX	
EV Sale Voucher Appr#:	XXXXXX	Key in Voucher Approval No. and press [ENTER].
EV Sale Voucher S/N:		
EV Sale Voucher Appr#:	XXXXXX	Key in amount and press [ENTER].
EV Sale Voucher S/N:	XXXXXX	
EV Sale Amount:	\$ 00.00	
EV Sale Voucher Appr#:	XXXXXX	(No action while processing.) Receipt prints.
EV Sale Voucher S/N:	XXXXXX	
EV Sale Amount:	\$ 00.00	
EV Sale Processing...		
EV Sale Printing...		
EV Sale No Yes		Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
Print Cust Copy?		

EBT BALANCE INQUIRY

Idle Prompt		Press [ARROW] three times.
Batch Review Check Balance Inq		Press [F3] for Balance Inquiry.
Balance Inquiry Swipe Card Acct:		Swipe card or key in card number.
Balance Inquiry	Debit EBT	Press [F2] for EBT.
Choose Card:		
EBT Balance Inquiry Acct:	XXXXXXXXXXXXXXXXXX	Key in clerk ID and press [ENTER].
EBT Balance Inquiry Acct:	XXXXXXXXXXXXXXXXXX	Key in clerk ID:
EBT Balance Inquiry Acct:	XXXXXXXXXXXXXXXXXX	Customer keys in PIN and presses [ENTER].
EBT Balance Inquiry Acct:	XX	
EBT Balance Inquiry Acct:	XXXXXXXXXXXXXXXXXX	(No action while processing.) Receipt prints.
EBT Balance Inquiry Acct:	XX	
EBT Balance Inquiry Enter PIN		
EBT Balance Inquiry Processing...		
EBT Balance Inquiry Printing...		
EBT Balance Inquiry No Yes		Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
Print Cust Copy?		

AVS RESPONSE CODES

<i>VISA</i>	<i>DESCRIPTION</i>
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

<i>DESCRIPTION</i>	<i>DESCRIPTION</i>
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 CODES CONTINUED

<i>DISCOVER</i>	<i>DESCRIPTION</i>
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

<i>DESCRIPTION</i>	<i>DESCRIPTION</i>
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.

