

Quick Reference Guide

Sale Or Manual Sale	Debit	Refund
<p>› <b>Swipe Card</b></p> <hr/> <p>› Or Enter Acct Number + <b>Enter</b></p> <hr/> <p>› Exp. Date + <b>Enter</b></p> <hr/> <p><b>Card Present?</b></p> <p>› If Yes, <b>Enter</b> If No, <b>Clear</b> and Follow Mail/Phone Order</p> <hr/> <p>On Manually Entered Sale Only:</p> <p>› V-Code★: 1 = Not Provided                  2 = Present                  3 = Illegible                  4 = Not Present</p> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <p>› Enter CVV2 Value From Card + <b>Enter</b></p> <hr/> <p>› Sale Amount + <b>Enter</b></p> <hr/> <p>› *Enter Zip Code <b>Enter</b></p>	<p>› Press <b>Debit</b></p> <hr/> <p>› <b>Swipe Card</b></p> <hr/> <p>› Sale Amount + <b>Enter</b></p> <hr/> <p>› *Cash Amount + <b>Enter</b></p> <hr/> <p>› Total Correct? + <b>Enter</b></p> <p>› To Accept Press + <b>Enter</b></p> <p>› To Adjust Press + <b>Clear</b></p> <p>› Enter PIN + <b>Enter</b></p>	<p>› Press <b>Refund</b></p> <hr/> <p>› Choose Debit, Credit or EBT</p> <hr/> <p>› Enter Acct Number + <b>Enter</b></p> <hr/> <p>› Exp. Date + <b>Enter</b></p> <hr/> <p>› Refund Amount + <b>Enter</b></p>
	<b>Auth Only</b>	<b>Reprint</b>
	<p>› Press <b>Func</b> + 9 + <b>Enter</b></p> <hr/> <p>› <b>Swipe Card</b>                  Or Enter Acct Number + <b>Enter</b></p> <hr/> <p>› Exp. Date + <b>Enter</b></p> <hr/> <p>› Sale Amount + <b>Enter</b></p>	<p>› Press <b>Reprint</b></p> <hr/> <p>1 = Last or 2 = invoice                  Last: 1 = Customer Copy                  2 = Merchant Copy                  Invoice:</p> <p>› Invoice Number + <b>Enter</b>                  1 = Customer Copy                  2 = Merchant Copy</p>
<b>Off-Line Entry</b>		<b>Mail/Phone Order</b>
<p>› Press <b>Off-Line</b></p> <hr/> <p>› Enter Acct Number + <b>Enter</b></p> <hr/> <p>› Exp. Date + <b>Enter</b></p> <hr/> <p>› Sale Amount + <b>Enter</b></p> <hr/> <p>› Approval Code + <b>Enter</b></p>		<p>› Press <b>MO/TO</b></p> <hr/> <p>› Acct Number + <b>Enter</b></p> <hr/> <p>› Exp. Date + <b>Enter</b></p> <hr/> <p>› V-Code★: 1 = Not Provided                  2 = Present                  3 = Illegible                  4 = Not Present</p> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <p>› Enter CVV2 Value From Card + <b>Enter</b></p> <hr/> <p>› P.O./ID# (invoice #) + <b>Enter</b></p> <hr/> <p>› Sale Amount + <b>Enter</b></p> <hr/> <p>› Enter Address + <b>Enter</b></p> <hr/> <p>› Enter Zip Code + <b>Enter</b></p>
<b>Prepaid Balance Inquiry</b>	<b>Void</b>	
<p>› Press <b>Gift/Loyalty</b> or <b>Bal Inq</b></p> <hr/> <p>› Select prepaid Bankcard</p> <hr/> <p>› If Prompted, Choose Balance</p> <hr/> <p>› <b>Swipe Card</b></p>	<p>› Press <b>Void</b></p> <hr/> <p>› Choose Last or Invoice</p> <hr/> <p>› If Invoice, Enter Invoice Number + <b>Enter</b></p> <hr/> <p>› Correct? Yes or No</p> <hr/> <p>› To Void Press <b>Enter</b></p>	

**NOTE:**

Some of the Optional Prompts may be marked with an asterisk. Optional prompts may include: Last 4 digits if fraud control is ON, numeric address and zip code and imprint card on manual entries and mail/phone orders, password, and cashier number, and invoice number if those options are activated.

Press to backspace if data has been entered incorrectly.

★CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last 3 digits on the right of the signature panel, directly below the mag stripe

**Corporate, Business, and Purchasing Cards:** may prompt for additional information after authorization is received, including tax amount (select option for exempt if not applicable) and customer code (enter a 1-17 digit code supplied by the customer or enter a 9 if code is unknown).

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From the HOME screen, press the button next to "Financial" to run the credit/debit application.



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<p>› Swipe Card</p> <hr/> <p>› Or Enter Acct Number + <b>Enter</b></p> <hr/> <p>› Exp. Date + <b>Enter</b></p> <hr/> <p>Card Present?</p> <p>› If Yes, <b>Enter</b> If No, <b>Clear</b> and Follow Mail/Phone Order</p> <hr/> <p>On Manually Entered Sale Only:</p> <p>› V-Code★: 1 = Not Provided 2 = Present 3 = Illegible 4 = Not Present</p> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <p>› Enter CVV2 Value From Card + <b>Enter</b></p> <hr/> <p>› Sale Amount + <b>Enter</b></p> <hr/> <p>› *Enter Zip Code <b>Enter</b></p>	<p>› Press <b>Debit</b></p> <hr/> <p>› Swipe Card</p> <hr/> <p>› Sale Amount + <b>Enter</b></p> <hr/> <p>› *Cash Amount + <b>Enter</b></p> <hr/> <p>› Total Correct? + <b>Enter</b></p> <hr/> <p>› To Accept Press + <b>Enter</b></p> <hr/> <p>› To Adjust Press + <b>Clear</b></p> <hr/> <p>› Enter PIN + <b>Enter</b></p>	<p>› Press <b>Refund</b></p> <hr/> <p>› Choose Debit, Credit or EBT</p> <hr/> <p>› Enter Acct Number + <b>Enter</b></p> <hr/> <p>› Exp. Date + <b>Enter</b></p> <hr/> <p>› Refund Amount + <b>Enter</b></p>
	<b>Auth Only</b>	<b>Reprint</b>
	<p>› Press <b>Func</b> + 9 + <b>Enter</b></p> <hr/> <p>› Swipe Card Or Enter Acct Number + <b>Enter</b></p> <hr/> <p>› Exp. Date + <b>Enter</b></p> <hr/> <p>› Sale Amount + <b>Enter</b></p>	<p>› Press <b>Reprint</b></p> <hr/> <p>1 = Last or 2 = invoice Last: 1 = Customer Copy 2 = Merchant Copy Invoice:</p> <p>› Invoice Number + <b>Enter</b> 1 = Customer Copy 2 = Merchant Copy</p>
<b>Off-Line Entry</b>		<b>Mail/Phone Order</b>
<p>› Press <b>Off-Line</b></p> <hr/> <p>› Enter Acct Number + <b>Enter</b></p> <hr/> <p>› Exp. Date + <b>Enter</b></p> <hr/> <p>› Sale Amount + <b>Enter</b></p> <hr/> <p>› Approval Code + <b>Enter</b></p>		<p>› Press <b>MO/TO</b></p> <hr/> <p>› Acct Number + <b>Enter</b></p> <hr/> <p>› Exp. Date + <b>Enter</b></p> <hr/> <p>› V-Code★: 1 = Not Provided 2 = Present 3 = Illegible 4 = Not Present</p> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <p>› Enter CVV2 Value From Card + <b>Enter</b></p> <hr/> <p>› P.O./ID# (invoice #) + <b>Enter</b></p> <hr/> <p>› Sale Amount + <b>Enter</b></p> <hr/> <p>› Enter Address + <b>Enter</b></p> <hr/> <p>› Enter Zip Code + <b>Enter</b></p>
<b>Prepaid Balance Inquiry</b>	<b>Void</b>	
<p>› Press <b>Gift/Loyalty</b> or <b>Bal Inq</b></p> <hr/> <p>› Select prepaid Bankcard</p> <hr/> <p>› If Prompted, Choose Balance</p> <hr/> <p>› Swipe Card</p>	<p>› Press <b>Void</b></p> <hr/> <p>› Choose Last or Invoice</p> <hr/> <p>› If Invoice, Enter Invoice Number + <b>Enter</b></p> <hr/> <p>› Correct? Yes or No</p> <hr/> <p>› To Void Press <b>Enter</b></p>	

**NOTE:**

Some of the Optional Prompts may be marked with an asterisk. Optional prompts may include: Last 4 digits if fraud control is ON, numeric address and zip code and imprint card on manual entries and mail/phone orders, password, and cashier number, and invoice number if those options are activated.

Press to backspace if data has been entered incorrectly.

★CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last 3 digits on the right of the signature panel, directly below the mag stripe

**Corporate, Business, and Purchasing Cards:** may prompt for additional information after authorization is received, including tax amount (select option for exempt if not applicable) and customer code (enter a 1-17 digit code supplied by the customer or enter a 9 if code is unknown).

Quick Reference Guide

Sale	Debit	Refund
<ul style="list-style-type: none"> <li>› Swipe Card</li> <li>› Or Enter Acct Number + <input type="button" value="Enter"/></li> <li>› Exp. Date + <input type="button" value="Enter"/></li> </ul> <p>Card Present?</p> <ul style="list-style-type: none"> <li>› If Yes, <input type="button" value="Enter"/></li> <li>› If No, <input type="button" value="Clear"/> and Follow</li> </ul> <p>Mail/Phone Order</p> <ul style="list-style-type: none"> <li>› Server Number + <input type="button" value="Enter"/></li> </ul> <p>On Manually Entered Sale Only:</p> <ul style="list-style-type: none"> <li>› V-Code★: 1 = Not Present 2 = Present 3 = Illegible 4 = Absent</li> </ul> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <ul style="list-style-type: none"> <li>› Enter CVV2 Value From Card + <input type="button" value="Enter"/></li> <li>› Base Amount + <input type="button" value="Enter"/></li> <li>› *Tip Amount + <input type="button" value="Enter"/></li> <li>› Total Correct? + <input type="button" value="Enter"/></li> </ul>	<ul style="list-style-type: none"> <li>› Press <input type="button" value="Debit"/></li> <li>› Swipe Card</li> <li>› Server Number + <input type="button" value="Enter"/></li> <li>› Sale Amount + <input type="button" value="Enter"/></li> <li>› *Tip Amount + <input type="button" value="Enter"/></li> <li>› Cash Amount + <input type="button" value="Enter"/></li> </ul> <p>Total Correct?</p> <ul style="list-style-type: none"> <li>› To Accept Press <input type="button" value="Enter"/></li> <li>› To Adjust Press <input type="button" value="Clear"/></li> <li>› Enter PIN + <input type="button" value="Enter"/></li> </ul>	<ul style="list-style-type: none"> <li>› Press <input type="button" value="Refund"/></li> <li>› Choose Debit, Credit or EBT</li> <li>› Swipe Card Or</li> <li>› Enter Acct Number + <input type="button" value="Enter"/></li> <li>› Exp. Date + <input type="button" value="Enter"/></li> <li>› Server Number + <input type="button" value="Enter"/></li> <li>› Refund Amount + <input type="button" value="Enter"/></li> </ul>
	<p><b>Prepaid Balance Inquiry</b></p> <ul style="list-style-type: none"> <li>› Press <input type="button" value="Gift/Loyalty"/> or <input type="button" value="Bal Inq"/></li> <li>› Select Prepaid Bankcard</li> <li>› If Prompted, Choose Balance</li> <li>› Swipe Card</li> </ul>	<p><b>Mail/Phone Order</b></p> <ul style="list-style-type: none"> <li>› Press <input type="button" value="MO/TO"/></li> <li>› Enter Acct Number + <input type="button" value="Enter"/></li> <li>› Exp. Date + <input type="button" value="Enter"/></li> <li>› Server Number + <input type="button" value="Enter"/></li> <li>› V-Code★: 1 = Not Present 2 = Present 3 = Illegible 4 = Absent</li> </ul> <p>Press 2 to enter the CVV2 value, or the option that applies if no CVV2.</p> <ul style="list-style-type: none"> <li>› Enter CVV2 Value From Card + <input type="button" value="Enter"/></li> </ul>
<p><b>Off-Line Entry</b></p> <ul style="list-style-type: none"> <li>› Press <input type="button" value="Off-Line"/></li> <li>› Enter Acct Number + <input type="button" value="Enter"/></li> <li>› Exp. Date + <input type="button" value="Enter"/></li> <li>› Server Number + <input type="button" value="Enter"/></li> <li>› Base Amount + <input type="button" value="Enter"/></li> <li>› *Tip Amount + <input type="button" value="Enter"/></li> <li>› Total Correct? + <input type="button" value="Enter"/></li> <li>› Approval Code + <input type="button" value="Enter"/></li> </ul>	<p><b>Auth Only</b></p> <ul style="list-style-type: none"> <li>› Press <input type="button" value="Func"/> + 9 + <input type="button" value="Enter"/></li> <li>› Swipe Card</li> <li>Or Acct Number + <input type="button" value="Enter"/></li> <li>› Exp. Date + <input type="button" value="Enter"/></li> <li>› Server Number + <input type="button" value="Enter"/></li> <li>› Base Amount + <input type="button" value="Enter"/></li> <li>› *Tip Amount + <input type="button" value="Enter"/></li> <li>› Total Correct? + <input type="button" value="Enter"/></li> </ul>	<ul style="list-style-type: none"> <li>› P.O./ID# (invoice #) + <input type="button" value="Enter"/></li> <li>› Base Amount + <input type="button" value="Enter"/></li> <li>› *Tip Amount + <input type="button" value="Enter"/></li> <li>› Street Address + <input type="button" value="Enter"/></li> <li>› Zip Code + <input type="button" value="Enter"/></li> </ul>

**NOTE:**




























Optional Prompts may be marked with an asterisk. Optional prompts may include: Last 4 digits if fraud control is ON, numeric address and zip code and imprint card on manual entries and mail/phone orders, password, table ID, tip amount, and invoice number if those options are activated.

★CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last 3 digits on the right of the signature panel, directly below the mag stripe

Corporate, Business, and Purchasing Cards: may prompt for additional information after authorization is received, including tax amount (select option for exempt if not applicable) and customer code (enter a 1-17 digit code supplied by the customer or enter a 9 if code is unknown).

Batch Review	Settlement	Adjust	
<ul style="list-style-type: none"> <li>› Press <b>Review</b></li> <li>› Server Number + <b>Enter</b></li> <li>To Scroll Through the Batch:</li> <li>› Press <b>Clear</b> for Previous</li> <li>› Or <b>Enter</b> for Next Trans.</li> <li>› To End Review Press <b>Cancel</b></li> </ul>	<ul style="list-style-type: none"> <li>› Press <b>Settle</b></li> <li>› *Password + <b>Enter</b></li> <li>Sales Correct?</li> <li>› Press <b>Enter</b> to Accept</li> <li>› Or <b>Clear</b> to Reject</li> <li>Refunds Correct?</li> <li>› Press <b>Enter</b> to Accept</li> <li>› Or <b>Clear</b> to Reject</li> </ul>	<ul style="list-style-type: none"> <li>› Press <b>Tip Adjust</b></li> <li>› Server Number + <b>Enter</b></li> <li>› Invoice Number + <b>Enter</b></li> <li>› To Adjust Press* <b>Clear</b></li> <li>› Base Amount Correct? <b>Enter</b></li> <li>› To Adjust Press <b>Clear</b> then Enter New Amount + <b>Enter</b></li> <li>› Tip Amount Correct?</li> <li>› To Adjust Press <b>Clear</b></li> <li>› Enter New Tip Amount + <b>Enter</b></li> <li>› To Add Tip, Enter Tip + Press <b>Enter</b></li> <li>› To Accept Press <b>Enter</b></li> <li>› Press <b>Cancel</b> to Exit</li> </ul>	
Void			
<ul style="list-style-type: none"> <li>› Press <b>Void</b></li> <li>› Choose Last or Invoice</li> <li>› If Invoice, Invoice Number + <b>Enter</b></li> <li>Correct? Yes or No</li> <li>› To Void Press <b>Enter</b></li> </ul>			
Reports	Totals	Server Log-On/Off	
<ul style="list-style-type: none"> <li>› Press <b>Reports</b></li> <li>› Select Report:</li> <li>1 = Audit</li> <li>2 = Summary</li> <li>3 = Server*</li> <li>4 = Tips</li> <li>5 = Tip Discounts</li> <li>6 = Reprint</li> <li>7 = Open Tabs</li> <li>8 = Performance</li> <li>9 = Configuration</li> <li><i>*For Server Report, Select</i></li> <li>1 = Detail, 2 = Summary, or</li> <li>3 = Unadjusted</li> <li>› Host Number + <b>Enter</b></li> <li>› Or Press White Button for All Hosts</li> </ul>	<ul style="list-style-type: none"> <li>› Press <b>Func</b> + 5 + <b>Enter</b></li> <li>To See Totals by Card Type:</li> <li>› Press <b>Enter</b></li> <li>Repeatedly Until Terminal Reads "No More Totals"</li> <li>To Exit Totals:</li> <li>› Press <b>Cancel</b></li> </ul>	<ul style="list-style-type: none"> <li>› Press <b>Func</b> + 77 + <b>Enter</b></li> <li>› Server Number + <b>Enter</b></li> <li>Sign On? Or Sign Off?</li> <li>› Press <b>Enter</b> for Yes</li> <li>› Or <b>Clear</b> for No</li> <li>› Press <b>Cancel</b> to Exit</li> </ul> <th data-bbox="1023 1543 1453 1596" style="text-align: center;">Reprint</th> <ul style="list-style-type: none"> <li>› Press <b>Reprint</b></li> <li>1 = Last or 2 = invoice</li> <li>Last: 1 = Customer Copy</li> <li>2 = Merchant Copy</li> <li>Invoice:</li> <li>› Invoice Number + <b>Enter</b></li> <li>1 = Customer Copy</li> <li>2 = Merchant Copy</li> </ul>	Reprint
NOTE:			
Open/Close Tabs = Press <b>Func</b> + 20 + <b>Enter</b> . Then select 1 = Open Tab or 2 = Close Tab			

Quick Reference Guide

Food Stamp Purchase	Food Stamp Refund	Food Stamp Electronic Voucher
<ul style="list-style-type: none"> <li>› Press </li> <li>› Swipe EBT Card Or Manually Enter Acct Number + </li> <li>› 1 = Food Stamp 2 = Cash Benefit Press 1 for Food Stamp</li> <li>› Enter Sale Amount + </li> <li>› Enter PIN + </li> </ul>	<ul style="list-style-type: none"> <li>› Press </li> <li>› Press </li> <li>› Swipe EBT Card Or Manually Enter Acct Number + </li> <li>› Enter Amount + </li> <li>› Enter PIN + </li> </ul>	<ul style="list-style-type: none"> <li>› Press  + 43 + </li> <li>› Swipe EBT Card Or Manually Enter Acct Number + </li> <li>› Press 1 for Food Stamp</li> <li>› Enter Amount + </li> <li>› Enter Approval Code + </li> <li>› Enter Voucher Number + </li> </ul>
Cash Benefits Purchase	Cash Benefits Cash Only Transaction	
<ul style="list-style-type: none"> <li>› Press </li> <li>› Swipe EBT Card Or Manually Enter Acct Number + </li> <li>› 1 = Food Stamp 2 = Cash Benefit Press 2 for Cash Benefit</li> <li>› Enter Sale Amount + </li> <li>› Enter Cash Amount + </li> <li>› Total Correct? + </li> <li>› Enter PIN + </li> </ul>	<ul style="list-style-type: none"> <li>› Press </li> <li>› Swipe EBT Card Or Manually Enter Acct Number + </li> <li>› 1 = Food Stamp 2 = Cash Benefit Press 2 for Cash Benefit</li> <li>› At Enter Sale Amount Prompt, Just Press </li> <li>› Enter Cash Amount + </li> <li>› Total Correct? + </li> <li>› Enter PIN + </li> </ul>	

**NOTE:**

**EBT INFORMATION / DEFINITIONS:**

**Electronic Voucher:** A form completed by merchant for a Food Stamp transaction if the terminal is unable to complete a Food Stamp Purchase Transaction. Merchant calls for Voice approval then completes the Electronic Voucher transaction above when the terminal is able to communicate.

**Voucher Number:** A Serial Number is pre-printed on every voucher form and this number must be entered during the Electronic Voucher Transaction.

**Food Stamps and Cash Benefits:** Some merchants will process only Food Stamp transactions, some will accept only Cash Benefit transactions, and some will accept both. This is determined by the agreement the merchant signs with the Food and Nutrition Services.

**Available Balance:** The available balance on the customer's EBT card will print at the bottom of all receipts.

**OPTIONAL TERMINAL PROMPTS:**

Optional Terminal prompts may appear during EBT transactions based on the terminal application. Optional prompts include: Cashier or Server #, Invoice number, and password.