
































Quick Reference Guide

Manual Credit Card Sale	Credit Card Refund	Voids
<p>› Enter Acct Number + </p> <p>› Exp. Date + </p> <p>› Amount + </p> <p>Card Present?</p> <p>› Press  for Yes</p> <p>› Or  for No</p> <p>› Enter Zip Code + </p> <p>› Street Address* + </p> <p>› Enter CVV2, CVC2, or CID Code* + </p> <p><small>If code is not known or not present, press  and choose the appropriate numeric response.</small></p> <p><small>*These items above prompt if the card is not present. Discover cards will prompt when the card is present as well. The AVS and CVV2 or CID response will print on the receipt.</small></p>	<p>› Press </p> <p>› Enter Acct Number + </p> <p>› Exp. Date + </p> <p>› Amount + </p>	<p>› Press </p> <p><small>Press  once to VOID sale, twice to VOID a return or three times to VOID a forced sale.</small></p> <p>› Swipe Card                  Or Enter Acct Number + </p> <p>Exp. Date + </p> <p>› Amount + </p> <p><small>The terminal will look for a transaction that matches the data entered to VOID, or it will read. "Trans not found" if no match.</small></p>
Credit Card Sale	Debit Sale	Forced Sale
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**NOTE:**

- \* 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 three digits on the right of the signature panel, directly below the mag stripe.
- ★ Use numbers only for street address.
- Terminal will prompt for Clerk ID and invoice number if those options are activated.
- › Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X = Number of merchants using the terminal).

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




















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**NOTE:**

- Tip Prompt: To have tip prompt during the transaction, press the key, 5 (system Options), 6 (Working Mode), 1, (Tip Options), Enter password then press key, 1 (Tip 1=ON), 2 (For ON), Press key until display says "Tip 1 Options - 2 In Transaction". Press 2 then key, then press key 4 times to return to idle prompt. Tip can still be adjusted later. See "Add Tips" on this card.
- \* 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 three digits on the right of the signature panel, directly below the mag stripe.
- › Optional Prompts Include: Tip Amount, Invoice Number, Table Number, Number of Guests, Zip Code and Street Address on Manual Entries (use numbers only for street address).
- ★ Use numbers only for street address.
- › Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X = Number of merchants using the terminal).

Duplicate	Card Verify	Server Report
<p>› Press </p> <p>› Select 1, 2 or 3 (see below)</p> <p>To Print Last Customer Receipt</p> <p>› Press </p> <p>To Print Any Receipt</p> <p>› Press </p> <p>Then Choose the Card Type 2, 3 or 4, and Enter the Transaction Number + </p> <p>To Print Last Merchant Receipt</p> <p>› Press </p>	<p>› Press </p> <p>› Swipe Card</p> <p>Or Enter Acct Number + </p> <p>› Exp. Date + </p> <p>› Amount + </p> <p>› Enter Server Number + </p> <p>Card Present?</p> <p>› Press  for Yes</p> <p>› Or  for No</p> <p>› Enter Zip Code + </p> <p>› Street Address* + </p> <p>› Enter CVV2, CVC2, or CID* Code + </p> <p><small>*Will prompt if card is not present. If code is not known or not present, press  and choose the appropriate numeric response.</small></p>	<p>› Press </p> <p>› Press </p> <p>To See Hot Keys</p> <p>› Press </p> <p>For Server Report</p> <p><small>A current report will print listing transactions for each active server.</small></p> <p>To Print a Report for a Specific Server:</p> <p>Press , Enter Password”</p> <p>Press 1 = Reports</p> <p>Press 2 = Current Report</p> <p>Press 2 = Short Report</p> <p>Press 2 = Specific Server</p> <p>Enter the Server ID</p> <p><small>Follow display prompts to select EDC, card and transaction types needed on report or Press  three times for ALL.</small></p>
Add Tips		
<p>› Press  and  at the Same Time</p> <p>› Press  to Add Tips</p> <p>› Choose Transaction Retrieval Method of Your Choice:</p> <p>2 = By Invoice Number</p> <p>3 = Scroll Open</p> <p>4 = By Server Number</p> <p>5 = By Transaction Number</p> <p>6 = By Card Type</p> <p>7 = By Card Number</p> <p>After Selection is Made, Enter Requested Data Such as Inv Number, Serv Number, etc., the Transaction Will Display.</p> <p>› Press  To Add the Tip</p> <p>› Press  After Adding the Tip</p> <p>› Press  to Return to the Idle Prompt</p>	Detail Report	Settle Batch
	<p>› Press </p> <p>› Press </p> <p>for Reports</p> <p>Nurit Will Print a Detailed Report of All Transactions</p>	<p>› Press </p> <p>› Press </p> <p>for Batch</p> <p>› Press </p> <p>for Batch To Host</p> <p>-Or-</p> <p>› Press </p> <p>To Batch All Hosts</p>
	Open/Close Tab	
	<p>› Press  and  at the Same Time, Then Select Desired Function From the List on the Display:</p> <ol style="list-style-type: none"> <li>1. Add Tips</li> <li>2. Open a Tab</li> <li>3. Close a Tab</li> <li>4. Delete a Tab</li> <li>5. Show Tabs</li> <li>6. Tab Report</li> <li>7. Open Tab Report</li> <li>8. Close Tab Report</li> </ol> <p><small>Note: If Tab amount exceeds additional authorization, terminal will prompt user to Press  to obtain new authorization.</small></p>	<p>Note: If transactions without tips exist, before prompting to close batch, the terminal will display “Crd Trns Untipped”</p> <p>1 = Scroll 2 = Ignore</p> <p>Press 1 to add tips or 2 to proceed with settlement.</p>

**NOTE:**

- \* 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 three digits on the right of the signature panel, directly below the mag stripe.
- ›› Optional Prompts Include: Tip Amount, Invoice Number, Table Number, Number of Guests, Zip Code and Street Address on Manual Entries (use numbers only for street address).
- \* User Must Enter Password Where Prompted
- ›› Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X = Number of merchants using the terminal).

Quick Reference Guide

Food Stamp Purchase	Food Stamp Refund	Food Stamp Electronic Voucher
<p>› Press  Until "EBT.....Sale" shows on the screen</p> <p>› Swipe EBT Card Or Enter Acct Number + </p> <p> = Food Stamp OR  = Cash Benefits</p> <p>› Press  for Food Stamp</p> <p>› Sale Amount + </p> <p>› Enter PIN Number + </p> <p>Terminal Will Print a Receipt</p> <p>› Press  then  For Additional Receipt</p>	<p>› Press  Until "EBT.....Sale" shows on the screen</p> <p>› Then Press </p> <p>Screen will say "EBT.....Return"</p> <p>› Swipe EBT Card Or Enter Acct Number + </p> <p>› Enter Amount + </p> <p>› Enter PIN Number + </p> <p>Terminal Will Print a Receipt</p> <p>› Press  then  For Additional Receipt</p>	<p>› Press  Until "EBT.....Sale" shows on the screen</p> <p>› Then Press </p> <p>Screen will say "EBT.....Forced"</p> <p>› Manually Enter Account Number + </p> <p>› Enter Amount + </p> <p>› Enter Auth Number + </p> <p>› Enter Voucher Number + </p> <p>Terminal Will Print a Receipt</p> <p>› Press  then  For Additional Receipt</p>
<b>Cash Benefits Cash Only Transaction</b>		
<p><b>Cash Benefits Purchase</b></p> <p>› Press  Until "EBT.....Sale" shows on the screen</p> <p>› Swipe EBT Card Or Enter Acct Number + </p> <p> = Food Stamp OR  = Cash Benefits</p> <p>› Press  for Cash Benefit</p> <p>› Enter Amount + </p> <p>› Cash Back +  (Optional)</p> <p>› Enter PIN Number + </p> <p>Terminal Will Print a Receipt</p> <p>› Press  then  For Additional Receipt</p>	<p>› Press  Until "EBT.....Sale" shows on the screen</p> <p>› Swipe EBT Card Or Enter Acct Number + </p> <p> = Food Stamp OR  = Cash Benefits</p> <p>› Press  for Cash Benefit</p> <p>At "Enter Amount" Prompt,</p> <p>› Press </p> <p>› Cash Back +  (Enter the cash only amount here)</p> <p>› Enter PIN Number + </p> <p>Terminal Will Print a Receipt</p> <p>› Press  then  For Additional Receipt</p>	

**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 also calls for Voice approval then completes the Electronic Voucher transaction above when the terminal is able to communicate.

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

**Food Stamp and Cash Benefits:** Some merchants will process only Food Stamps transactions, some will accept only Cash Benefit transactions, and some will accept both. This is determined by the arrangement 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: Clerk or Server Number, Invoice Number, and Password.