



MENU LAYOUT

UP ARROW will access the **ADMIN MENU** and the **DOWN ARROW** will access the **TRANSACTION MENU**

To input letters and special characters the alpha key will need to be used. Press the number on the keypad that contains the character and press the ALPHA key until that character is visible on the screen.

CREDIT SALE

Enter sale amount, press OK

Press OK again and pass terminal to customer

Customer inserts/swipes/taps card and confirms sale amount

TIP: Customer chooses: % or \$ then inputs amount

Customer confirms total and enters PIN #

Terminal will process transaction, press OK

Terminal prints merchant copy and prompts to print customer copy

REFUND

Press **DOWN ARROW** to access Transaction Menu

Press **DOWN ARROW** again to scroll to next screen and 5 for Refund function

Enter Merchant Password, press OK

Enter Invoice # of the transaction to be refunded, press OK

Enter refund amount, press OK

Press OK again and pass terminal to customer

Customer inserts/swipes card and confirms sale amount Terminal will process refund, press OK

Terminal prints merchant copy and prompts to print customer copy

PRE-AUTHORIZATION

Press **DOWN ARROW** to access Transaction Menu

Press 2 for Pre-authorization function

Enter amount of pre-authorization, press OK

Press OK again and pass terminal to customer

Customer inserts/swipes card and confirms sale amount

Customer enters PIN #

Terminal will process transaction

Terminal prints merchant copy and prompts to print customer copy

PRE-AUTHORIZATION COMPLETION

Press **DOWN ARROW** to access Transaction Menu

Press 3 for (pre-authorization) Completion function, press OK

Enter Invoice #, press OK

Confirm correct transaction to be completed, press OK

Enter final total amount of sale, press OK

Confirm completion amount, press OK

Terminal prints merchant copy and prompts to print

DEBIT CARD SALE

Enter sale amount, then press OK

Press OK again and pass terminal to customer

TIP: Customer chooses % or AMT, inputs tip and confirms total amount

Customer inserts/swipes/taps card

CASHBACK: Customer chooses cashback amount, confirms fee and total Customer chooses Checking or Savings account

Customer enters PIN #

Terminal will process transaction

Terminal prints merchant copy and prompts to print customer copy

DEBIT REFUND

Press DOWN ARROW to access Transaction Menu
Press DOWN ARROW to scroll to next screen and 5 for Refund function
Enter Merchant Password, press OK
Enter Invoice # of the transaction to be refunded, press OK
Enter refund amount, press OK
Press OK again and pass terminal to customer
Customer inserts/swipes card and confirms refund amount Customer chooses Checking or Savings account
Customer enters PIN #
Terminal will process transaction
Terminal prints merchant copy and prompts to print customer copy

CREDIT OR DEBIT CARD VOID

Press DOWN ARROW to access Transaction Menu
Press DOWN ARROW F2 to scroll to next screen then 6 for Void function
Enter merchant password + OK
To Void last transaction press Yes
To Void other transaction press Other and enter Invoice #
Enter Record #, press OK
Confirm correct transaction and amount, press OK
Customer inserts/swipes card and confirms void amount
Customer enters PIN #
Terminal will process transaction
Terminal prints merchant copy and prompts to print customer copy

REPRINT RECEIPT

Press DOWN ARROW to access Transaction Menu
Press F2 twice to scroll to third menu then Press 7 for Reprint function
To Reprint receipt for last transaction press Yes
To Reprint other transaction press Other
Enter Invoice # and press OK to confirm
Terminal will print receipt

SETTLEMENT

Press UP ARROW to access Admin Menu
Press 1 for Settlement, press OK
If you have pre-authorizations pending a pre-auth report will print
If you need to close any pending pre-authorizations:
Choose yes and follow pre-auth completion instructions
If you choose No pending pre-authorizations:
Confirm total Sales total, press OK
Confirm total Refunds, press OK
Confirm Net total press OK.
Confirm Totals match Settlement Batch, press OK
Print summary report

CHANGING THE LANGUAGE

Press UP ARROW to access Admin menu
Select 3 SETUP
Select 1 OPTIONS
Enter ADMIN password, press OK
Choose Language
Press Cancel twice to return to main screen

TRAINING MODE

IMPORTANT NOTE: When terminal is in training mode any Sale transactions will not be processed. Please ensure you turn Training OFF to begin accepting payments.
Batch must be closed (settlement) to be in training mode
Press UP ARROW for Admin Menu
Press DOWN ARROW to scroll twice and 8 for Training mode
Enter merchant password, press OK
Select TRAINING YES/NO, press OK

TECHNICAL SUPPORT

For assistance contact us:
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