

FD Series – Retail/QSR Quick Tips

| MANUAL CARD ENTRY (Credit, gift, EBT and loyalty cards only) | |
|---|--|
| DISPLAY | ACTION |
| Idle Menu | Touch display button that corresponds to card type. |
| Card Type Menu | Touch display button that corresponds to transaction type. |
| Swipe or Enter CARD # | Enter card number and press [ENTER]. |
| EXPIRE DATE MMY | Enter expiration date, press [ENTER], and then follow prompts based on the transaction type being processed. |

| SALES TRANSACTION (Note: Card swipe defaults to a CREDIT SALE) | |
|---|---|
| DISPLAY | ACTION |
| Idle Menu | Swipe card or touch display button that corresponds to card type. |
| Card Type Menu | Touch display button that corresponds to transaction type. |
| Swipe or Enter CARD # | Swipe card. |
| ENTER AMOUNT | Enter sale amount and press [ENTER]. |
| Customer Enter PIN | If prompted, customer enter PIN on PIN pad and press [ENTER]. |
| LOYALTY CARD? | If prompted, touch <YES> to enter loyalty card or touch <NO>. |
| Host Response | Receipts print. |

| VOID / REVERSAL | |
|-------------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch display button that corresponds to the card type. |
| Card Type Menu | Touch <VOID> on display. |
| Transaction Detail Menu | Touch <LAST> to void last transaction; or touch <SEQ> or <PAN> and enter information from receipt, press [ENTER]. |
| Transaction Display | Select transaction, touch <YES> or <NO>. |
| Press YES to Confirm! | Verify selected transaction, touch <YES> or <NO>. |
| Host Response | Receipts print. |

| RETURN / REFUND | |
|------------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch display button that corresponds to the card type. |
| Card Type Menu | Credit, Debit and Gift: Touch <RETURN> on display. EBT: Touch type and then <RETURN> on display. |
| Swipe or Enter CARD # | Swipe card. |
| ENTER AMOUNT | Enter refund amount and press [ENTER]. |
| Customer Enter PIN | If prompted, customer enter PIN on PINpad and press [ENTER]. |
| Host Response | Receipts print. |

| AUTHORIZATION ONLY | |
|---------------------------|--|
| DISPLAY | ACTION |
| Idle Menu | Touch <CREDIT> or <GIFT> on display. |
| Card Type Menu | Touch <AUTH ONLY> on display. |
| Swipe or Enter CARD # | Swipe card. |
| Fleet Data Prompts | If prompted, have customer enter prompted fleet data on PIN pad and press [ENTER]. |
| ENTER AUTH AMNT | Enter Auth Only amount and press [ENTER]. |
| IS AMNT CORRECT? | Verify amount and touch <YES> or <NO>. |
| Host Response | Receipts print. |

| PRE-AUTHORIZATION (Auth Only Completion or Voice Approval) | |
|---|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <CREDIT>, <GIFT> or <EBT> on display. |
| Card Type Menu | Credit and Gift: Touch <PRE-AUTH> on display. EBT: Touch <VCHR> and <SALE> on display. |
| Swipe or Enter CARD # | Swipe card. |
| ENTER AMOUNT | Enter amount and press [ENTER]. |
| ENTER AUTH CODE | Enter authorization code and press [ENTER]. |
| Host Response | Receipts print. |

| LOYALTY ONLY TRANSACTIONS | |
|----------------------------------|--|
| DISPLAY | ACTION |
| Idle Menu | Touch <LOYALTY> on display. |
| Loyalty Transaction Menu | Touch <SALE>, <REDEEM>, <ADD>, <UPDATE>, <INQUIRY>, <MORE>, <RETURN> or <VOID> on display. |
| Swipe/Enter loyalty card# | Swipe or enter loyalty card or requested data and press [ENTER]. |
| Additional prompts | Enter requested data and follow prompts on display. |
| Host Response | Receipts print. |

| REPRINT RECEIPT | |
|------------------------|--|
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on display. |
| Main Menu | Touch <REPRNT> on display. |
| CREDIT LOYALTY | Touch <CREDIT> or <LOYALTY>. |
| Reprint Receipt Menu | Touch <LAST>, <SEQ> or <PAN> on display. |
| PRINT RECEIPT? | Verify sequence number, touch <YES> or <NO>. |
| Reprint Receipt Menu | Touch <MERCH>, <CUST> or <BOTH> on display. |
| Host Response | Receipts print. |

| HOST LOADS | |
|-------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on display. |
| Main Menu | Touch <SETUP> on display. |
| Setup Menu | Touch <HOST LOAD> on display. |
| Host Load Menu | Touch <TABLE>, <PHONE> or <DATE/TIME> on display. |

| VIEW / EDIT / PRINT PARAMETERS | |
|---------------------------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on display. |
| Main Menu | Touch <SETUP> on display. |
| Setup Menu | Touch <PARAM> on display. |
| Parameter Menu | Touch <VIEW>, <EDIT>, <PRINT> on display. |

| END OF DAY BALANCING PROCEDURES | |
|--|----------------------------------|
| Host Totals/Settlement | |
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on display. |
| Main Menu | Touch <SETTLE> on display. |
| Settle Menu | Touch <DAY> on display. |
| Host Response | Terminal and Host Reports print. |

| | |
|---|-------------------------|
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FD Series– Restaurant Quick Tips
MANUAL CARD ENTRY (for credit, gift, and EBT cards only)

| DISPLAY | ACTION |
|-----------------------|--|
| Idle Menu | Touch display button that corresponds to the card type. |
| Card Type Menu | Touch display button that corresponds to the transaction type. |
| Swipe or Enter Card # | Enter card number and press [ENTER]. |
| Expire Date MMY | Enter expiration date, press [ENTER], and then follow the prompts based on the transaction type being processed. |

SALES TRANSACTION (Note: Card swipe defaults to a Credit Sale.)

| DISPLAY | ACTION |
|-----------------------|---|
| Idle Menu | Touch display button that corresponds to the card type: <CREDIT>, <DEBIT>, <EBT>, <GIFT> |
| Card Type Menu | Touch display button that corresponds to the transaction type. |
| ENTER SERVER ID | Enter the 1-4 digit Server ID and press [ENTER]. |
| Swipe or Enter CARD # | Swipe card. |
| ENTER AMOUNT | Enter sale amount and press [ENTER]. |
| ENTER TIP AMOUNT | If prompted, enter tip amount and press [ENTER]. |
| ENTER PIN ON PAD | If prompted, have customer enter PIN on PIN pad and press [ENTER]. |
| Host Response | Receipts print. |

VOID / REVERSAL

| DISPLAY | ACTION |
|--|--|
| Idle Menu | Touch display button that corresponds to the card type. |
| Card Type Menu | Touch <VOID> on the display. |
| Transaction Detail LAST / SEQ / PAN | Touch <LAST> to void last transaction; or touch <SEQ> or <PAN> and enter information from receipt and press [ENTER]. |
| Transaction Display | Select transaction, touch <YES> or <NO>. |
| Press YES to Confirm! | Verify selected transaction, touch <YES> or <NO>. |
| Transaction Record Updated | Receipts print. |

RETURN / REFUND

| DISPLAY | ACTION |
|-----------------------|---|
| Idle Menu | Touch display button that corresponds to the card type. |
| Card Type Menu | Credit, Debit and Gift: Touch <RETURN> on the display. EBT: Touch type and then <RETURN> on the display. |
| ENTER SERVER ID | Enter the 1-4 digit Server ID and press [ENTER]. |
| Swipe or Enter CARD # | Swipe card. |
| ENTER AMOUNT | Enter refund amount and press [ENTER]. |
| ENTER PIN ON PAD | If prompted, have customer enter PIN on PINpad and press [ENTER]. |
| Host Response | Receipts print. |

TIP ADJUST

| DISPLAY | ACTION |
|--------------------------------|---|
| Idle Menu | Touch <CREDIT> on the display. |
| Card Type Menu | Touch <MORE> on the display, then <TIP ADJUST>. |
| ADJUST TIPS PAN / SEQ / EMP | Touch <EMP> to adjust by server number; or touch <SEQ> or <PAN> and enter information from receipt and press [ENTER]. |
| Transaction Display | Touch <SELECT> to select transaction. |
| ENTER TIP AMOUNT | Enter tip amount, press [ENTER]. Confirm <YES> or <NO>. |
| RECORD UPDATED | Continue tip adjustments and press [CLEAR] to exit. |

| OPEN TAB | |
|-----------------------|--|
| DISPLAY | ACTION |
| Idle Menu | Touch <CREDIT> on the display. |
| Card Type Menu | Touch <SALE> on the display. |
| Transaction Type Menu | Touch <TAB> on the display. |
| ENTER SERVER ID | Enter the 1-4 digit Server ID and press [ENTER]. |
| Swipe or Enter CARD # | Swipe card. |
| ENTER AUTH AMNT | Enter amount and press [ENTER]. |
| IS AMNT CORRECT? | Verify amount, touch <YES> or <NO>. |
| Host Response | Receipts print. |

| CLOSE TAB | |
|--------------------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <CREDIT> on the display. |
| Card Type Menu | Touch <MORE> on the display. |
| Transaction Type Menu | Touch <TABS> on the display. |
| ADJUST TABS PAN / SEQ / EMP | Touch <EMP> to adjust by server number; or touch <SEQ> or <PAN> and enter information from receipt and press [ENTER]. |
| Transaction Display | Select transaction, press <SELECT>, <NEXT> or <PREV>. |
| CLOSE / VOID | Verify transaction and close tab, press [CLOSE]. |
| ENTER AMOUNT | Enter Close Tab amount. |
| ENTER TIP AMOUNT | Enter tip amount. |
| UPDATE RECORD? | Verify amount, touch <YES> or <NO>. |
| RECORD UPDATED | Receipts print. |

| REPRINT RECEIPT | |
|-------------------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on the display. |
| Main Menu | Touch <REPRNT> on the display. |
| DAY TRANS LAST / SEQ / PAN | Touch <LAST> on display, <SEQ> or <PAN> on the display. |
| PRINT RECEIPT? | Verify sequence number, touch <YES> or <NO>. |

| TABLE LOADS | |
|----------------|-----------------------------------|
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on the display. |
| Main Menu | Touch <SETUP> on the display. |
| Setup Menu | Touch <HOST LOAD> on the display. |
| Host Load Menu | Touch <TABLE> on the display. |

| VIEW / EDIT / PRINT PARAMETERS | |
|--------------------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on the display. |
| Main Menu | Touch <SETUP> on the display. |
| Setup Menu | Touch <PARAM> on the display. |
| VIEW / EDIT / PRINT | Touch <VIEW>, <EDIT>, <PRINT> on the display. |

| END OF DAY BALANCING PROCEDURES | |
|---------------------------------|---|
| Host Totals/Settlement | |
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on the display. |
| Main Menu | Touch <SETTLE> on the display. |
| Settle Menu | Touch <DAY> on the display. |
| VOID OPEN TABS? | Touch <YES> or <NO>. Terminal and Host reports print. |

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|---|-------------------------|
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FD Series – Loyalty Quick Tips

| MANUAL LOYALTY CARD ENTRY | |
|----------------------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch display button that corresponds to card type. |
| Card Type Menu | Touch display button that corresponds to transaction type. |
| Swipe or Enter CARD # | If loyalty account number is not available, press [ENTER]. |
| CUSTOMER'S PHONE# | Enter customer phone number associated with existing loyalty account and press [ENTER]. |
| CUSTOMER'S STREET # | Enter loyalty customer's street number associated with existing loyalty account, press [ENTER] and then follow prompts based on the transaction type being processed. |

| SALES TRANSACTION WITH LOYALTY | |
|--|---|
| (Note: Card swipe defaults to a CREDIT SALE) | |
| DISPLAY | ACTION |
| Idle Menu | Swipe card or touch display button that corresponds to card type. |
| Card Type Menu | Touch display button that corresponds to transaction type. |
| Swipe or Enter CARD # | Swipe card. |
| ENTER AMOUNT | Enter sale amount and press [ENTER]. |
| Customer Enter PIN | If prompted, customer enter PIN on PIN pad and press [ENTER]. |
| LOYALTY CARD? | If prompted, touch <YES> to enter loyalty card or touch <NO>. |
| Host Response | Receipts print. |

| LOYALTY CASH SALE | |
|---------------------------|--|
| DISPLAY | ACTION |
| Idle Menu | Touch <LOYALTY> on display. |
| Loyalty Menu | Touch <SALE> on display. |
| Swipe/Enter loyalty card# | Swipe loyalty card or enter card number. |
| ENTER AMOUNT | Enter sale amount and press [ENTER]. |
| Host Response | Receipts print. |

| LOYALTY VOID | |
|---|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <LOYALTY> on display. |
| Loyalty Menu | Touch <MORE> on display. |
| Loyalty Menu | Touch <VOID> on display. |
| ENTER PASSWORD | If prompted, enter password and press [ENTER]. |
| LAST SEQ PAN | Touch <LAST> to void last transaction, touch <SEQ> to void by sequence number, or touch <PAN> and enter last 4-digits of the PAN to void by account number, then press [ENTER]. |
| Transaction Detail | Touch <YES> to select transaction or touch <NO> to scroll through multiple transactions or return to Idle Menu. |
| VOID SEQ #XXXXXX Press YES to Confirm! | Touch <YES> to void transaction or touch <NO> to return to previous screen. |
| Host Response | Receipts print. |

| LOYALTY INQUIRY | |
|---------------------------|--|
| DISPLAY | ACTION |
| Idle Menu | Touch <LOYALTY> on display. |
| Loyalty Menu | Touch <INQUIRY> on display. |
| ENTER PASSWORD | If prompted, enter password and press [ENTER]. |
| Swipe/Enter loyalty card# | Swipe loyalty card or enter card number. |
| Host Response | Receipts print. |

| LOYALTY RETURN | |
|---------------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <LOYALTY> on display. |
| Loyalty Menu | Touch <MORE> on display. |
| Loyalty Menu | Touch <RETURN> on display. |
| ENTER PASSWORD | If prompted, enter password and press [ENTER]. |
| Swipe/Enter loyalty card# | Swipe loyalty card or enter card number. |
| ENTER LID | Enter loyalty ID # from original receipt and press [ENTER]. |
| Host Response | Receipts print. |

| LOYALTY ADD ACCOUNT | |
|----------------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <LOYALTY> on display. |
| Loyalty Menu | Touch <ADD> on display. |
| ENTER PASSWORD | If prompted, enter password and press [ENTER]. |
| SWIPE CARD | Swipe loyalty card. |
| CUSTOMER'S PHONE # | Enter loyalty customer's phone number and press [ENTER]. |
| CUSTOMER'S STREET # | Enter loyalty customer's street number and press [ENTER]. |
| Host Response | Receipts print. |

| LOYALTY UPDATE – EXPIRATION DATE | |
|---|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <LOYALTY> on display. |
| Loyalty Menu | Touch <UPDATE> on display. |
| EXP DATE ADDRESS | Touch <EXP DATE> to update loyalty account expiration date. |
| ENTER PASSWORD | If prompted, enter password and press [ENTER]. |
| Swipe/Enter loyalty card# | Swipe loyalty card or enter card number. |
| Host Response | Receipts print. |

| LOYALTY UPDATE – ADDRESS | |
|---------------------------------|---|
| DISPLAY | ACTION |
| Idle Menu | Touch <LOYALTY> on display. |
| Loyalty Menu | Touch <UPDATE> on display. |
| EXP DATE ADDRESS | Touch <ADDRESS> to update loyalty account address. |
| ENTER PASSWORD | If prompted, enter password and press [ENTER]. |
| SWIPE CARD | Swipe loyalty card. |
| CUSTOMER'S PHONE # | Enter loyalty customer's phone number and press [ENTER]. |
| CUSTOMER'S STREET # | Enter loyalty customer's street number and press [ENTER]. |
| Host Response | Receipts print. |

| LOYALTY REPORT | |
|-----------------------|--|
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on display. |
| Main Menu | Touch <REPORT> on display. |
| ENTER PASSWORD | If prompted, enter password and press [ENTER]. |
| Report Menu | Touch <LOYALTY> on display. |
| Host Response | Report prints. |

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|---|-------------------------|
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FD Series – Petroleum Quick Tips

| MANUAL CARD ENTRY (Credit/fleet, gift, EBT and loyalty cards only) | |
|---|--|
| DISPLAY | ACTION |
| Idle Menu | Touch display button that corresponds to card type. |
| Card Type Menu | Touch display button that corresponds to transaction type. |
| Swipe or Enter CARD # | Enter card number and press [ENTER]. |
| EXPIRE DATE MMY | Enter expiration date, press [ENTER], and then follow prompts based on the transaction type being processed. |
| SALES TRANSACTION (Note: Card swipe defaults to a CREDIT SALE) | |
| DISPLAY | ACTION |
| Idle Menu | Swipe card or touch display button that corresponds to card type. |
| Card Type Menu | Touch display button that corresponds to transaction type. |
| Swipe or Enter CARD # | Swipe card. |
| Fleet Data Prompts | If prompted, customer enter prompted fleet data on PIN pad and press [ENTER]. |
| Product Entry Menu | Enter product number and press [ENTER]; or Select <FUEL>, <SERVICE> or <STORE> on the display and follow prompts to select product code. |
| ENTER PRODUCT AMNT | Enter product amount and press [ENTER]. If no additional products, press [ENTER]. Verify total amount, touch <YES> or <NO>. |
| ENTER PIN ON PAD | If prompted, customer enter PIN on PIN pad and press [ENTER]. |
| LOYALTY CARD? | If prompted, touch <YES> to enter loyalty card or touch <NO>. |
| Host Response | Receipts print. |
| VOID / REVERSAL | |
| DISPLAY | ACTION |
| Idle Menu | Touch display button that corresponds to the card type. |
| Card Type Menu | Touch <VOID> on display. |
| Transaction Detail Menu | Touch <LAST> to void last transaction; or touch <SEQ> or <PAN> and enter information from receipt, press [ENTER]. |
| Transaction Display | Select transaction, touch <YES> or <NO>. |
| Press YES to Confirm! | Verify selected transaction, touch <YES> or <NO>. |
| Host Response | Receipts print. |
| RETURN / REFUND | |
| DISPLAY | ACTION |
| Idle Menu | Touch display button that corresponds to the card type. |
| Card Type Menu | Credit, Debit and Gift: Touch <RETURN> on display. EBT: Touch type and then <RETURN> on display. |
| Swipe or Enter CARD # | Swipe card. |
| Fleet Data Prompts | If prompted, have customer enter prompted fleet data on PIN pad and press [ENTER]. |
| ENTER PRODUCT AMNT | Enter product amount and press [ENTER]. If no additional products, press [ENTER]. Verify total amount, touch <YES> or <NO>. |
| ENTER PIN ON PAD | If prompted, customer enter PIN on PINpad and press [ENTER]. |
| Host Response | Receipts print. |

| AUTHORIZATION ONLY | |
|---|--|
| DISPLAY | ACTION |
| Idle Menu | Touch <CREDIT> or <GIFT> on display. |
| Card Type Menu | Touch <AUTH ONLY> on display. |
| Swipe or Enter CARD # | Swipe card. |
| Fleet Data Prompts | If prompted, have customer enter prompted fleet data on PIN pad and press [ENTER]. |
| ENTER AUTH AMNT | Enter Auth Only amount and press [ENTER]. |
| IS AMNT CORRECT? | Verify amount and touch <YES> or <NO>. |
| PRE-AUTHORIZATION (Auth Only Completion or Voice Approval) | |
| DISPLAY | ACTION |
| Idle Menu | Touch <CREDIT>, <GIFT> or <EBT> on display. |
| Card Type Menu | Credit and Gift: Touch <PRE-AUTH> on display. EBT: Touch <VCHR> and <SALE> on display. |
| Swipe or Enter CARD # | Swipe card. |
| ENTER AMOUNT | Enter amount and press [ENTER]. |
| ENTER AUTH CODE | Enter authorization code and press [ENTER]. |
| LOYALTY ONLY TRANSACTIONS | |
| DISPLAY | ACTION |
| Idle Menu | Touch <LOYALTY> on display. |
| Loyalty Transaction Menu | Touch <SALE>, <REDEEM>, <ADD>, <UPDATE>, <INQUIRY>, <MORE>, <RETURN> or <VOID> on display. |
| Swipe/Enter loyalty card# | Swipe or enter loyalty card or requested data and press [ENTER]. |
| Additional prompts | Enter requested data and follow prompts on display. |
| REPRINT RECEIPT | |
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on display. |
| Main Menu | Touch <REPRNT> on display. |
| CREDIT LOYALTY | Touch <CREDIT> or <LOYALTY>. |
| Reprint Receipt Menu | Touch <LAST>, <SEQ> or <PAN> on display. |
| PRINT RECEIPT? | Verify sequence number, touch <YES> or <NO>. |
| Reprint Receipt Menu | Touch <MERCH>, <CUST> or <BOTH> on display. |
| HOST LOADS | |
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on display. |
| Main Menu | Touch <SETUP> on display. |
| Setup Menu | Touch <HOST LOAD> on display. |
| Host Load Menu | Touch <TABLE>, <PHONE> or <DATE/TIME> on display. |
| VIEW / EDIT / PRINT PARAMETERS | |
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on display. |
| Main Menu | Touch <SETUP> on display. |
| Setup Menu | Touch <PARAM> on display. |
| Parameter Menu | Touch <VIEW>, <EDIT>, <PRINT> on display. |
| END OF DAY BALANCING PROCEDURES | |
| Host Totals/Settlement | |
| DISPLAY | ACTION |
| Idle Menu | Touch <MORE> on display. |
| Main Menu | Touch <SETTLE> on display. |
| Settle Menu | Touch <DAY> on display. |
| Host Response | Terminal and Host Reports print. |

24 Hour Customer Support: 1-800-726-2629

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