

Sale: Use this function to authorize and capture transactions for settlement. The customer may offer a card for payment in one of three ways: 1) By inserting a “smart card” (one with an embedded chip) into the smart card reader located at the front of the terminal or PIN pad, a technology that adds an extra layer of security. 2) By swiping the card through the magnetic stripe reader; or 3) by tapping a contactless card.

Display	Action
Idle Menu	Touch Sale
Enter Amount \$0.00	Key amount and press [ENTER]
Terminal May Prompt: Enter Tip Amount Or Press Cancel (X) To Skip	Enter tip amount or press Cancel (X) to print a blank tip line.
Terminal May Prompt: Please Enter PIN	Key PIN or press [ENTER] to bypass. (If the issuing bank doesn't allow PIN bypass, the transaction will be canceled and a receipt will print).
Please Present Card	Manually key card number if sale was not initiated by an insert, tap or swipe
Terminal may prompt: Waiting for PIN Entry	Key PIN and press [ENTER]
Terminal may prompt: Approved \$\$.\$\$ Collect \$\$.\$\$ Accept Partial Amount No Yes	Touch the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
Host Response	Receipts print

Void: Use this function to delete a transaction that is in the current batch.

Display	Action
Idle Menu	Touch Other
Reprint Void Refund	Touch Void
Enter Transaction SEQ # from Receipt.	Key sequence number and press [ENTER]
VS Sale Amount \$0.00	Touch OK
Date	
Time	
Approval Code #####	
Card # XXXXXXXXXXXX0019	
Tip Amount \$.- -	
Server #####	
Cancel Ok	
Performing Credit Reversal	
Print Customer Receipt? No Yes	Touch desired option

Return/Refund: Use this function to issue a credit to the cardholder’s account for goods or services.

Display	Action
Idle Menu	Touch Other
Reprint Void Refund	Touch Refund
Enter Amount \$0.00	Key refund amount and press [ENTER]
Please Present Card	Insert, tap, swipe or manually key card number and press [ENTER]
Terminal may prompt: Waiting for PIN Entry	If prompted, have customer enter PIN on PINpad and press [ENTER]
Print Customer Receipt? No Yes	Touch desired option

Tab Processing: Use this function to open, close or void tab transactions.

Display	Action
Idle Menu	Touch Other
Gift Card Help More	Touch More
Force Balance Tabs Inquiry	Touch Tabs
Open Void Close Open Tab	Touch the desired option. Follow terminal prompts to complete transaction. Press Cancel (X) to return to idle prompt.

Tip Adjustment: Use this function to add the tip amount to a transaction that is in the current batch.

Display		Action	
Idle Menu		Touch Other	
Enter Close Batch	Report Tip	Touch Enter Tip	
Enter transaction SEQ # from Receipt		Key sequence number and press [ENTER]	
Trans SEQ #		Touch Edit Tip	
Last 4	####		
Trans Amt.	\$1.00		
Tip	\$0.00		
Total Amount	\$1.00		
Prev	Edit Tip	Next	
Enter Tip Sale Amount:	\$1.00	\$0.00	Key tip amount, press [ENTER]
Trans SEQ#		Press Cancel (X) to return to idle prompt	
Server:	####		
Last 4	####		
Trans Amt.	\$1.00		
Tip	\$0.10		
Total Amount	\$1.10		
Prev	Edit Tip	Next	

Reprint: Use this function to reprint the last transaction or any transaction stored in the terminals memory.

Display		Action	
Idle Menu		Touch Other	
Reprint	Void	Refund	Touch Reprint
Enter transaction SEQ # from receipt		Key sequence number and press [ENTER]	
Re-printing receipt		Press Cancel (X) to return to idle prompt	

Reports: Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

Display		Action	
Idle Menu		Touch Other	
Enter Tips	Report	Close Batch	Touch Report
Print Reports	Host Reports	Touch Print Reports	
Batch Totals	Card Totals	Tran Details	Touch the desired report to print
Batch History	Server Totals	Server Details	
Open Tabs	Open Tips		

Settle: Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

Display		Action	
Idle Menu		Touch Other	
Enter Tips	Report	Close Batch	Touch Close Batch
Close Batch?		Touch OK to confirm close	
Sales	###	\$#.##	
Refunds	###	\$#.##	
Totals	###	\$#.##	
Tips	###	\$#.##	
Cashback	###	\$#.##	
Cancel		OK	
Dialing...		Terminal communicates with the host for approval	
Batch Close Complete		Press Cancel (X) to return to idle prompt	