RBS WorldPay™

Hypercom T4200 Series
Restaurant Quick Reference Card
Help Desk: 1-800-859-5965

Credit Sale

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	**2. Card num. +** Enter
Debit? *<If prompted>*	3. Press No / Clear
Enter Password *<If prompted>*	4. **Password** + Enter
Expiration Date MMYY	5. **Exp. date +** Enter
Card Present?	6. Select an option: •Yes - sale continues •No - skip step 7
Take Imprint Of Card And Press Enter	7. Select an option: •Yes - skip step 8 •No - sale cancelled
Mail/Phone Trans Web Secure Trans	8. Select an option: •**Mail/Phone Trans** •**Web Secure** is a Internet Sale
Enter Server Number *<If prompted>*	9. **Server num.** + Enter
Enter Table I.D. Number *<If prompted>*	10. **Table I.D. num.** + Enter
Not Provided Present Illegible Not Present	11. Select an option: •If **Not Provided**, **Illegible** or **Not Present** is selected, skip step 12. •If **Present** is selected, continue to step 12
CVV2 From Card	12. **CVV2 code** + Enter
Enter Ticket Number *<If prompted>*	13. **Ticket num** + Enter

Continued in next column...

Credit Sale

Screen Prompt	Action
Base Amount $0.00	14. **Sale amount** + Enter
Tip Amount $0.00 *<If prompted>*	15. **Tip amount** + Enter
Total $X.XX Correct? Yes or No	16. If correct, press Yes.
Enter Billing Address *<If prompted>*	17. **Customer's billing address street number** + Enter
Enter Billing Zip Code *<If prompted>*	18. **Customer's billing ZIP Code** + Enter
Enter Invoice Number *<If prompted>*	19. **Invoice num.** + Enter
Comms	20. Terminal contacts Host and receipt prints.
P.O./I.D. Number *<If prompted>*	21. **P.O./I.D. Number** + Enter
Tax Indicator None Present Exempt *<If prompted>*	22. Select appropriate Tax Indicator •If none or exempt is selected, skip step 23 •If present is selected, continue to step 23
Tax Amount $X.XX	23. **Tax Amount** + Enter
Press Any Key to Print Customer Receipt	24. Press Enter for customer receipt.

Issue Date: MM/DD/YYYY

Sign on/off Server Number

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press Function then 7 + 7 then Enter
Signon/Off Enter Server Number	2. **Server num.** + Enter
Sign-On?	3. Press Enter to add server number to terminal.
Transaction Accepted	4. Screen returns to Screen 2.
Signon/Off Enter Server Number	5. Press Cancel to exit or continue to add/remove server numbers.

Debit Sale

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press Enter and then select **Transaction**. Then select **Sale** and then **Debit.**
Swipe Customer Card Or Enter Card Number	2. Swipe debit card.
Enter Server Number *<If prompted>*	3. **Server num.** + Enter
Enter Table I.D. Number *<If prompted>*	4. **Table I.D. num** + Enter
Enter Ticket Number *<If prompted>*	5. **Ticket num** + Enter
Sale Amount $x.xx	6. **Sale amount +** Enter
Tip Amount $x.xx	7. **Tip amount +** Enter
Cash Amount $x.xx *<If prompted>*	8. **Cash back amount +** Enter
Total $X.XX Correct? Yes or No	9. If correct, press **Yes.**
Invoice Number *<If prompted>*	10. **Invoice num. +** Enter
Total $x.xx Enter Pin	11. Customer types **PIN.**

Continued in next column...

Debit Sale

Screen Prompt	Action
Comms	12. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	13. Press Enter for customer receipt.

Void

Screen Prompt	Action
***Note**: If the Invoice Number is unknown, you must void using the Batch Review instructions.*	
Swipe Customer Card or Enter Card Number	1.Press Enter then select **Batch** then scroll down to **Void.**
Enter Password *<If prompted>*	2. **Password** + Enter
Last Invoice	3. Select an option: •To retrieve the last transaction, select **Last** and skip step 4. •To retrieve by invoice number, select **Invoice**.
Enter Invoice Number	4. **Invoice num.** + Enter
INV:XXXXXX $x.xx Correct? Yes or No	5. Press Yes to void the transaction
Debit Void Only	
Total $x.xx Enter Pin	6. Customer types **PIN.**
Swipe Customer Card	7. Swipe card.
Comms	8. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	9. Press Enter for customer receipt.

OFFLINE SALE

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press Enter and then select **Transaction.** Select **Offline** and then select **Sale Offline.**
Enter Password *<If prompted>*	2. **Password** + Enter
Swipe Customer Card Or Enter Card Number	3. Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	**4. Card num. +** Enter
Expiration Date MMYY	5. **Exp. date** + Enter
Take Imprint Of Card And Press Enter	6. Select an option: •To continue the sale, press Yes •To cancel the sale, press No
Enter Server Number *<If prompted>*	7. **Server num.** +
Enter Table I.D. Number *<If prompted>*	8. **Table I.D. num.** +
Enter Ticket Number *<If prompted>*	9. **Ticket num.** +
Base Amount $0.00	10. **Sale amount** +
Tip Amount $x.xx *<If prompted>*	11. **Tip amount** +
Total $X.XX Correct? Yes or No	12. If correct, press
Enter Invoice Number *<If prompted>*	13. **Invoice num.** +
Enter Approval Code	14. **Approval code** +
Transaction Accepted	15. Receipt prints.
Press Any Key to Print Customer Receipt	16. Press for customer receipt.

Credit Refund

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press Enter and then select **Transaction** and then **Refund.**
Enter Password *<If prompted>*	2. **Password** + Enter
Debit Credit EBT Cash	3. Select **Credit.**
Swipe Customer Card Or Enter Card Number	4. Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	5. **Card num. +** Enter
Expiration Date MMYY	6. **Exp. date** + Enter
Enter Server Number *<If prompted>*	7. **Server num. +** Enter
Enter Table I.D. Number *<If prompted>*	8. **Table I.D. num** + Enter
Enter Ticket Number *<If prompted>*	9. **Ticket num.** + Enter
Amount $x.xx	10. **Refund amount** + Enter
Enter Invoice Number *<If prompted>*	11. **Invoice num.** + Enter
Comms	12. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	13. Press Enter for customer receipt.

Adjust

Screen Prompt	Action
***Note**: If the invoice number is unknown, you must adjust using Batch Review instructions*	
Swipe Customer Card Or Enter Card Number	1.Press Enter. Then select **Batch** and then scroll down to **Adjust.**
Enter Password *<If prompted>*	2. **Password** + Enter
Enter Server Number *<If prompted>*	3. **Server num.** + Enter
Enter Invoice Number or Press Enter To View List	4. Type **invoice num**. • Type **invoice num.** to locate exact transaction • Press Enter to scroll through transactions.
Inv:xxxxx Base Amount $x.xx Enter Tip $x.xx	5. **Tip amount +** Enter
INV: xxxxxx Total $x.xx Correct? Yes or No	6. Select an option: •If the total is correct, press Enter •If the total is incorrect, press Clear and return to Step 5.
Transaction Accepted	7. Press Cancel to exit or type the next invoice number that needs to be tip adjusted

OPEN TAB	
Screen Prompt	**Action**
Swipe Customer Card Or Enter Card Number	1.Press Enter and then scroll down to select **Tab.**
Open Close Print	2. Select **Open.**
Swipe Customer Card Or Enter Card Number	3. Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	4. **Card num.** + Enter
Expiration Date MMYY	5. **Exp. date** + Enter
Take Imprint of Card And Press Enter	**6. Select an option:** •Yes - sale continues •No - sale cancelled
Enter Server Number	**7. Server num.** + Enter
Enter Table I.D. Number *<If prompted>*	8. **Table I.D. num.** + Enter
Amount $x.xx	9. **Amount +** Enter
Total $X.XX Correct? Yes or No	10. Select an option: •If the total is correct, press Enter •If the total is incorrect, press Clear and return to Step 9.
Enter Invoice Number	11. **Invoice num.** + Enter
Comms	12. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	13. Press Enter for customer receipt.

CLOSE TAB	
Screen Prompt	**Action**
Swipe Customer Card Or Enter Card Number	1.Press Enter and then scroll down to select **Tab.**
Open Close Print	2. Select **Close.**
Enter Password *<If prompted>*	3. **Password** + Enter
Enter Server Number	4. **Server num.** + Enter
Enter Table I.D. Number *<If prompted>*	5. **Table I.D. num.** + Enter
Enter Invoice Number	6. **Invoice num.** + Enter
Card Enter Invoice:xxxxxx Correct?	7. If the invoice number is correct, press Enter
Enter Ticket Number *<If prompted>*	8. **Ticket Number** + Enter
Total $x.xx Correct?	9. Select an option: •To close the tab and print the receipt, press Yes. Press Enter for customers receipt. Skip to step 12. •To change the tab sale amount, press No
Base Amount $x.xx New Amount? $x.xx	10. **New amount** + Enter
Tip Amount $x.xx New Amount? $x.xx	11. **Tip amount** + Enter
Total $x.xx Correct?	12. Select an option: •To close the tab and print the receipt, press Yes. Press Enter for customers receipt.
Press Any Key to Print Customer Receipt	13. Press Enter for customer receipt.

CASH SALE

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press Enter and then select **Transaction.** Select **Sale** and then scroll down to **Cash.**
Enter Password *<If prompted>*	2. **Password** + Enter
Enter Server Number *<If prompted>*	3. **Server num.** + Enter
Enter Table I.D. Number *<If prompted>*	4. **Table I.D. num.** + Enter
Enter Ticket Number *<If prompted>*	5. **Ticket num.** + Enter
Base Amount $x.xx	6. **Sale amount +** Enter
Tip Amount $x.xx *<If prompted>*	7. **Tip amount +** Enter
Total $x.xx Correct? Yes or No	8. Select an option: •If the total is correct, press Enter •If the total is incorrect, press Clear and return to Step 6.
Amount Paid $x.xx	9. **Cash amount received from customer** + Enter
Enter Invoice Number *If prompted>*	10. **Invoice num.** + Enter
Sale Amount $x.xx Amount Paid $x.xx Change Due $x.xx	11. Press Enter for receipt if change is due. Receipt prints automatically if there is no change due.
Press Any Key to Print Customer Receipt	12. Press Enter for customer receipt

TAB REPORT

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press Enter and then select scroll down to **Tab.**
Note: *Only open tabs are printed.*	
Open Close Print	2. Select **Print.**

REPORTS

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press Reports
Enter Password *<If prompted>*	2. **Password** + Enter
Audit Summary Server Tips Tip Discount Reprint Open Tabs Performance Configuration History	3. Select **report type**
Audit Report (Detail + Totals)	
All Hosts RBSLYNK Cash AMEX PIP <If Active>	4. Select desired **host**.
Scanning Batch	5. Terminal prints reports.
Summary Report (Totals Only)	
Scanning Batch	6. Terminal prints reports.
Server Report	
Detail Summary Unadjusted	7. Select **report type**
Server Enter For All	8. **Server num.** + Enter
Open Tabs	
Scanning Batch	9. Terminal prints reports.

BATCH REVIEW

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press Enter. Select **Batch** and then **Review.**
Enter Server Number *<If prompted>*	2. **Server num.** + Enter
Displays last transaction in terminal	3. To scroll **back**, press top right screen button. To scroll **forward**, press right middle screen button.
Reprint	
Displays last transaction in the terminal Reprint Function	4. Select **Reprint**
Customer Copy Merchant Copy	5. Select desired receipt option to reprint
Adjust	
Displays transaction to adjust Reprint Function	6. Press Function (bottom right button)
Displays transaction to adjust Adjust Function	7. Select **Adjust.**
Adjust Enter Password	8. **Password** + Enter
Inv:xxxxx Base Amount $x.xx Enter Tip $x.xx	9. **Tip amount** + Enter
INV: XXXXXX Total $x.xx Correct? Yes Or No	10. Select an option: •If the total is correct, press Enter •If the total is incorrect, press Clear and return to Step 9.
Transaction Accepted	11. To exit, press Cancel
Void	
Displays transaction to void Reprint Function	12. Press Function (bottom right button) 2 times
Displays transaction Void Function	13. Select **Void.**

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BATCH REVIEW

Screen Prompt	Action
Void Enter Password *<If prompted>*	14. **Password** + Enter
Displays transaction to void correct Yes or No	15. To void the transaction and print receipt, press Yes
Press Any Key To Print Customer Receipt	16. Press Enter for customer receipt

BATCH SETTLE

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press Settle
Enter Password	**2. Password** + Enter
Scanning Batch	*Terminal scans for batch totals.*
Sales Total $X.XX Correct?	3. Press Yes to confirm.
Refund Total $X.XX Correct?	4. Press Yes to confirm.
Comms	*Terminal contacts host.*
Batch Closed	*Settlement is complete.*
Scanning Batch	*Settlement report is printed.*

CHECK SALE

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press Enter. Select **Transaction** and then **Check.**
Check Verify	**2. Check Verify** + Enter
Note*: Follow the screen prompts. Prompts will vary depending on the check service provider.*	
Comms	*Terminal contacts host*
Approval code is displayed on the terminal	