RBS WorldPay™

Hypercom T7 Series Restaurant Quick Reference Card
Help Desk: 1-800-859-5965

CREDIT SALE

Screen Prompt	Action
From Main Screen	1. Swipe card.
Or Key Manually	
From Main Screen	2. **Card No.** + [ENTER]
Debit? Y/N *<If prompted>*	3. Press **No/Clear** [CLEAR]
Expiration Date MMYY	4. **Exp. Date** + [ENTER]
Card Present? Yes / No	5. **Yes** – sale continues **No** – skip step 6
Take Imprint Yes / No	6. **Yes** – sale continues **No** – sale cancelled
Server Number *<If prompted>*	7. **Server No.** + [ENTER]
Authorize CVV2 0-Not Provided 1-Present 2-Illegible 9-Not Present	8. Select correct option: **0, 2, 9** – skip step **9** **1** – sale continues
CVV2 From Card?	9. **CVV2** code + [ENTER]
E-Commerce Y/N *<If prompted>*	10. **Yes** – Internet sale **No** – normal sale
Base Amount	11. **Base Amt** + [ENTER]
Total Correct? Yes / No	12. **Yes** – continues **No** – returns to step **11**
Address / Zip *<If prompted>*	13. **AVS** information + [ENTER]
Invoice Number *<If prompted>*	14. **Invoice No.** + [ENTER]
Print Second Receipt *<If prompted>*	15. Press **Yes** for customer receipt

SIGN ON/OFF SERVER NUMBERS

Screen Prompt	Action
From Main Screen	1. Press [FUNCTION] **Then** [7] + [7] **Then** [ENTER]
Enter Server Number	2. **Server No.** + [ENTER]
Sign On? / Sign Off?	3. Press [ENTER] to approve process.

Continued in next column…

SIGN ON/OFF SERVER NUMBERS

Screen Prompt	Action
Trans Accepted	4. Screen Returns to step **2**
Enter Server Number	5. Press [CANCEL] to exit or continue to add/remove server numbers.

DEBIT SALE

Screen Prompt	Action
From main screen	1. Press [DEBIT]
Swipe Cust Card	2. Swipe debit card.
Server Number *<If prompted>*	3. **Server No.** + [ENTER]
Sale Amount	4. **Trans Amt** + [ENTER]
Cash Amount *<If prompted>*	5. **Cash back Amt** + [ENTER]
Total Correct? Yes / No	6. **Yes** – sale continues **No** – returns to step 4
Invoice Number *<If prompted>*	7. **Invoice No.** + [ENTER]
Waiting for PIN	8. Customer enters **PIN**.
Print Second Receipt *<If prompted>*	9. Press **Yes** for customer receipt.

VOID

Screen Prompt	Action
Note: *If the invoice # is unknown, you must void using **Batch Review** instructions.*	
From main screen	1. Press [VOID]
Invoice Number	2. **Invoice No.** + [ENTER]
Trans Description	3. Press **Yes** to void the transaction.
Debit Void Only	
Waiting for PIN	4. Customer enters **PIN**.
Swipe Cust Card	5. Swipe card.

CREDIT REFUND

Screen Prompt	Action
From main screen	1. Press [REFUND]
Enter Password *<If prompted>*	2. **Password** + [ENTER]
Swipe Cust Card	3. Swipe card.
Or Key Manually	
From main screen	4. **Card No.** + [ENTER]
Expiration Date MMYY	5. **Exp. Date** + [ENTER]
Debit? Yes or No	6. Press **No/Clear** [CLEAR]
Server Number *<If prompted>*	7. **Server No.** + [ENTER]
Amount $0.00	8. **Refund Amt.** + [ENTER]
Invoice Number *<If prompted>*	9. **Invoice No.** +
Print Second Receipt *<If prompted>*	10. Press **Yes** for customer receipt.

OFFLINE SALE

Screen Prompt	Action
From main screen	1. Press
Enter Acct Num	2. Swipe card.
Or Key Manually	
Enter Acct Num	3. **Card No.** +
Exp Date MMYY	4. **Exp. Date** +
Card Present? Yes / No	5. **Yes** – sale continues **No** – skip step 6
Take Imprint Yes / No	6. **Yes** – sale continues **No** – sale cancelled
Server Number *<If prompted>*	7. **Server No.** +
Amount $0.00	8. **Trans Amt** +
Invoice Number *<If prompted>*	9. **Invoice No.** +
Approval Code	10. **App. Code** +
Print Second Receipt *<If prompted>*	11. Select **Yes** for customer receipt.

ADJUSTMENT

Screen Prompt	Action
Note: *If the invoice # is unknown, you must adjust using **Batch Review** instructions.*	
From main screen	1. Press
Enter Password *<If prompted>*	2. **Password** +

Continued in next column…

ADJUSTMENT

Screen Prompt	Action
Enter Invoice Number	3. **Invoice No.** +
Enter Tip	4. **Tip Amt.** +
Total Correct? Yes or No	5. **Yes** – Trans accepted **No** – sale continues
Base Amount Correct?	6. **Yes** – skip step 7 **No** – sale continues
New Amount?	7. **New Amt.** +
Tip Amount Correct?	8. **Yes** – skip step 9 **No** – sale continues
New Tip Amount	9. **Tip Amt.** +
Total Correct? Yes or No	10. **Yes** – Trans accepted **No** – return to step 6
Trans Accepted	11. Press **Cancel** to exit.

BATCH REVIEW

Screen Prompt	Action
From main screen	1. Press
Displays last transaction in terminal	2. **No** – scroll to end **Yes** – scroll to start
Void	
Trans Found	3. Press
Enter Password *<If Prompted>*	4. **Password** +
Correct?	5. Press **Yes** to void trans.
Adjust	
Trans Found	3. Press
Enter Tip	4. **Tip Amt.** +
Total Correct? Yes or No	5. **Yes** – Trans accepted **No** – sale continues
Base Amount Correct?	6. **Yes** – skip step 7 **No** – sale continues
New Amount?	7. **New Amt.** +
Tip Amount Correct?	8. **Yes** – skip step 9 **No** – sale continues
New Tip Amount	9. **Tip Amt** +
Total Correct? Yes or No	10. **Yes** – Trans accepted **No** – return to step 6
Trans Accepted	11. Press **Cancel** to exit.

BATCH SETTLE

Screen Prompt	Action
From main screen	1. Press [SETTLE]
Enter Password	2. **Password** + [ENTER]
Scanning Batch	*Terminal scans for batch totals.*
Sales Total Correct?	3. Press **Yes** to confirm
Refund Total Correct?	4. Press **Yes** to confirm
Dialing Now	*Terminal dials host.*
Response Approval	*Settlement is complete.*
Scanning Batch	*Settlement report is printed.*

Note: *If successful, the following statement will print on the settlement report:*

GB-000-ACCEPTED

AUTHORIZATION ONLY

Screen Prompt	Action
From main screen	1. Press [FUNCTION] **Then** [9] **Then** [ENTER]
Swipe Cust Card	2. Swipe Card.
Or Key Manually	
Enter Acct Num	3. **Card No.** + [ENTER]
Expiration Date MMYY	4. **Exp. Date** + [ENTER]
Server Number *<If prompted>*	5. **Server No.** + [ENTER]
Authorize CVV2 0-Not Provided 1-Present 2-Illegible 9-Not Present	6. Select correct option: **0, 2, 9** – skip step 7 **1** – sale continues
CVV2 From Card?	7. **CVV2** code + [ENTER]
Amount	8. **Auth. Amt.** + [ENTER]
Invoice Number *<If prompted>*	9. **Invoice No.** + [ENTER]
Print Second Receipt *<If prompted>*	10. Select Yes for customer receipt.

REPRINT RECEIPT

Screen Prompt	Action
From main screen	1. Press [REPRINT]
Enter Invoice Number	2. **Invoice No.** + [ENTER] *Press **Enter** for last receipt.*
1-Merchant Rcpt 2-Customer Rcpt	3. Select **receipt type** + [ENTER]

OPEN / CLOSE TAB

Screen Prompt	Action
From Main Screen	1. Press [FUNCTION] **Then** [2] + [0] **Then** [ENTER]
1-Open Tab 2-Close Tab 3-Tab Report	2. Select **Type** + [ENTER]
Open Tab	
Enter Acct Number	3. Swipe card.
Or Key Manually	
Enter Acct Number	4. **Card No.** + [ENTER]
Expiration Date MMYY	5. **Exp. Date** + [ENTER]
Card Present? Yes / No	6. **Yes** – sale continues **No** – skip step 7
Take Imprint Yes / No	7. **Yes** – sale continues **No** – sale cancelled
Server Number *<If prompted>*	8. **Server No.** + [ENTER]
Authorize CVV2 0-Not Provided 1-Present 2-Illegible 9-Not Present	9. Select correct option: **0, 2, 9** – skip step 10 **1** – sale continues
CVV2 From Card?	10. **CVV2** code + [ENTER]
Base Amount	11. **Base Amt.** + [ENTER]
Total Correct? Yes / No	12. **Yes** – sale continues **No** – returns to step 11
Invoice Number *<If prompted>*	13. **Invoice No.** + [ENTER]
Print Second Receipt *<If prompted>*	14. Press **Yes** for customer receipt.
Close Tab	
Enter Invoice Number	15. Invoice No. + [ENTER]
Close Tab Correct? Yes/No	16. **Yes** – sale continues **No** – shows response
Total Correct? Yes / No	17. **Yes** – closes tab **No** – sale continues
Base Amt $0.00 New Amount?	18. **New Amt.** + [ENTER]
Enter Tip *<If Prompted>*	19. **Tip Amt.** + [ENTER]
Total Correct? Yes / No	20. **Yes** – closes tab **No** – returns to step 5
Tab Report	
Terminal prints report	

REPORTS

Screen Prompt	Action
From Main Screen	1. Press [REPORTS]
2-Server 3-Audit 4-Summary 5-O Tabs	2. Select **Type** + [ENTER]
Server Report	
1-Detail 2-Summary 3-Unadjusted	3. Select **Type** + [ENTER]
Enter Server Number	4. **Server No.** + [ENTER]
Audit Report (Detail & Totals)	
Host Number	5. Host No. + [ENTER]
Note: *To select all hosts, press **0** +*	
Summary Report (Totals Only)	
Terminal prints report.	
Open Tabs Report	
Terminal prints report.	

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