

Hypercom T7 Series Retail 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. + <input type="button" value="ENTER"/>
Debit? Y/N <If prompted>	3. Press No/Clear <input type="button" value="CLEAR"/>
Expiration Date MMYY	4. Exp. Date + <input type="button" value="ENTER"/>
Card Present? Yes / No	5. Yes – sale continues No – skip step 6
Take Imprint of Card	6. Yes – sale continues No – sale cancelled
Cashier Number <If prompted>	7. Cashier No. + <input type="button" value="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 + <input type="button" value="ENTER"/>
E-Commerce Y/N <If prompted>	10. Yes – Internet sale No – normal sale
Amount \$0.00	11. Trans Amt. + <input type="button" value="ENTER"/>
Address / Zip <If prompted>	12. AVS information + <input type="button" value="ENTER"/>
Invoice Number <If prompted>	13. Invoice No. + <input type="button" value="ENTER"/>
Print Second Receipt <If prompted>	14. Press Yes for customer receipt.

DEBIT SALE

Screen Prompt	Action
From main screen	1. Press <input type="button" value="DEBIT"/>
Swipe Cust Card	2. Swipe debit card.
Cashier Number <If prompted>	3. Cashier No. + <input type="button" value="ENTER"/>
Sale Amount	4. Trans Amt. + <input type="button" value="ENTER"/>
Cash Amount <If prompted>	5. Cash back Amt. + <input type="button" value="ENTER"/>
Total Correct? No Yes	6. If correct, press Yes .

Continued in next column...

DEBIT SALE

Screen Prompt	Action
Invoice Number <If prompted>	7. Invoice No. + <input type="button" value="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 <input type="button" value="VOID"/>
Enter Password <If prompted>	2. Password + <input type="button" value="ENTER"/>
Invoice Number	3. Invoice No. + <input type="button" value="ENTER"/>
Trans Description	4. Press Yes to void the transaction.
Debit Void Only	
Waiting for PIN	5. Customer enters PIN .
Swipe Cust Card	6. Swipe card.

CREDIT REFUND

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

REPORTS

Screen Prompt	Action
From main screen	1. Press <input type="button" value="REPORTS"/>
2-Cashier 3-Audit 4-Summary	2. Select report type + <input type="button" value="ENTER"/>
Audit Report (Detail + Totals)	
Host Number	3. Host No. + <input type="button" value="ENTER"/>
Note: to select all hosts, press 0 + <input type="button" value="ENTER"/>	
Summary Report (Totals Only)	
Terminal prints report.	

OFFLINE SALE

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

AUTHORIZATION ONLY

Screen Prompt	Action
From main screen	1. Press <input type="button" value="FUNCTION"/> Then <input type="button" value="9"/> Then <input type="button" value="ENTER"/>
Swipe Cust Card	2. Swipe card.
Or Key Manually	
Enter Acct Num	3. Card No. + <input type="button" value="ENTER"/>
Expiration Date MMYY	4. Exp. Date + <input type="button" value="ENTER"/>
Cashier Number <If prompted>	5. Cashier No. + <input type="button" value="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 + <input type="button" value="ENTER"/>
Amount	8. Authorization Amt. + <input type="button" value="ENTER"/>
Invoice Number <If prompted>	9. Invoice No. + <input type="button" value="ENTER"/>
Print Second Receipt <If prompted>	10. 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 <input type="button" value="ADJUST"/>
Enter Password <If prompted>	2. Password + <input type="button" value="ENTER"/>
Enter Invoice Number	3. Invoice No. + <input type="button" value="ENTER"/>
Total Correct? Yes or No	4. Press No to adjust the transaction.
New Amount?	5. New Amount + <input type="button" value="ENTER"/>
Total Correct? Yes or No	6. Select Yes to save changes.
Trans Accepted	7. Press Cancel to exit.

BATCH REVIEW	
Screen Prompt	Action
<i>From main screen</i>	1. Press <input type="button" value="BATCH REVIEW"/>
Displays last transaction in terminal	2. No – scroll to end Yes – scroll to start
Void	
Trans Found	3. Press <input type="button" value="VOID"/>
Enter Password	4. Password + <input type="button" value="ENTER"/>
Correct?	5. Press Yes to void trans.
Adjust	
Trans Found	6. Press <input type="button" value="ADJUST"/>
Total Correct? Yes or No	7. Press No to change amount.
New Amount	8. New Amt. + <input type="button" value="ENTER"/>
Total Correct? Yes or No	9. Select Yes to save change.

BATCH SETTLE	
Screen Prompt	Action
<i>From main screen</i>	1. Press <input type="button" value="SETTLE"/>
Enter Password	2. Password + <input type="button" value="ENTER"/>
Scanning Batch	<i>Terminal scans for batch totals.</i>
Sales Total Correct?	3. Press Yes to confirm.
Refund Total Correct?	4. Press Yes to confirm.
Dialing Now	<i>Terminal dials host.</i>
Response Approval	<i>Settlement is complete.</i>
Scanning Batch	<i>Settlement report is printed.</i>
Note: If successful, the following statement will print on the settlement report: GB-000-ACCEPTED	

REPRINT RECEIPT	
Screen Prompt	Action
<i>From main screen</i>	1. Press <input type="button" value="REPRINT"/>
Enter Invoice Number	2. Invoice No. + <input type="button" value="ENTER"/>
Note: Press <i>Enter</i> for last receipt.	
1-Merchant Rcpt 2-Customer Rcpt	3. Select receipt type + <input type="button" value="ENTER"/>