

SALE	
Screen Prompt	Action
From main screen	1. Swipe Card
Or Key Manually	
From main screen	2. Sale SALE
Enter account #	3. Acct. no. + ENTER
Choose card: 1=Credit 2=Debit 3=EBT	4. Select card type.
Exp Date(MMY)	5. Exp. date + ENTER
Imprint Card	6. Imprint card + ENTER
Clerk # <If prompted>	7. Clerk no. + ENTER
Amount: \$	8. Amt. + ENTER
Cash Back: \$ <If prompted>	9. Cash back amt. + ENTER
Enter PIN <If prompted>	10. Customer types PIN + ENTER
Print Cust Copy? 1=No 2=Yes	11. Print receipt YES Skip receipt NO

VOID	
Screen Prompt	Action
From main screen	1. Press MORE Then press VOID
Void last transaction?	2. Select transaction type to void.
Retrieve by: 1=Invoice # 2=Account #	3. Select retrieval method.
Enter invoice # or Account #	4. Retrieval no. + ENTER
Transaction displays.	5. Don't void NO Void trans. YES Next trans. NEXT
Print Cust Copy? 1=No 2=Yes	6. Print receipt YES Skip receipt NO

REFUND	
Screen Prompt	Action
From main screen	1. Press MORE Then press REFUND
Password	2. Password + ENTER
Enter account #	3. Swipe card.
Or Key Manually	
Enter account	4. Acct. no. + ENTER
Choose card: 1=Credit 2=Debit 3=EBT	5. Select card type.
Exp Date (MMYY)	6. Exp. date + ENTER
Imprint Card	7. Imprint card + ENTER
Clerk ID <If prompted>	8. Clerk ID + ENTER
Amount: \$	9. Amt. + ENTER
Print Cust Copy? 1=No 2=Yes	10. Print receipt YES Skip receipt NO
Notes: Refunds are only available for credit transactions.	

OFFLINE	
Screen Prompt	Action
From main screen	1. Press MORE Then press OFFLINE
Enter account	2. Swipe card.
Or Key Manually	
Enter account	3. Acct. no. + ENTER
Choose card: 1=Credit 2=Debit 3=EBT	4. Select card type.
Exp Date(MMY)	5. Exp. date + ENTER
Imprint Card	6. Imprint card + ENTER
Clerk ID <If prompted>	7. Clerk ID + ENTER
Amount: \$	8. Amt. + ENTER
Auth code	9. Auth. Code + ENTER
Print Cust Copy? 1=No 2=Yes	10. Print receipt YES Skip receipt NO

REPRINT	
Screen Prompt	Action
From main screen	1. Press REPRINT
Last receipt Any Receipt Batch History	2. Select reprint type.
Invoice number	3. Invoice no. + ENTER
Invoice # printing	4. Press ENTER to return to main menu.

TABS	
Screen Prompt	Action
From main screen	1. Press TAB
Open tab Close tab Delete tab Open tab rpt	2. Select tab option and press ENTER
Open Tab	
Follow prompts as if it were a regular sale. When the tab amount displays, press ENTER to accept or type a new amount and then press ENTER .	
Close or Delete Tab	
Retrieve by: 1=Invoice # 2=Account #	3. Select retrieval method.
Enter invoice # or Account #	4. Retrieval no. + ENTER
Correct? No Yes Next	5. Cancel NO Confirm and type new amt. YES Displays next trans. for editing NEXT
Open Tab Report	
Terminal prints report	Terminal prints Open Tab Report.

TIP ADJUST	
Screen Prompt	Action
From main screen	1. Press TIP
Retrieve by: 1=Srvr 2=Amnt 3=Acct 4=Inv#	2. Retrieve by + ENTER
Enter server#, amount, inv# or acct #	3. Retrieval no. + ENTER
Select option: 1=Adj 2=Next	4. Select option.
Amount: \$	5. New amt. + ENTER
Return to idle prompt	6. Press CLEAR twice

BATCH REVIEW	
Screen Prompt	Action
From main screen	1. Press BATCH REVIEW
Password	2. Password + ENTER
Retrieve by: 1=Srvr 2=Amnt 3=Acct 4=Inv#	3. Select retrieval method.
Enter server#, amount, inv# or acct #	4. Retrieval no. + ENTER
Select option: 1=Adj 2=Prnt 3=Void 4=Next	5. Select review option + ENTER
Return to idle prompt	6. Press CLEAR twice

REPORTS	
Screen Prompt	Action
From main screen	1. Press REPORTS
Totals Rpt Detail Rpt Server Rpt Shift Rpt Batch History Host Totals	2. Select report + ENTER <i>Note: Press MORE for additional reports.</i>
Report prints	3. Report prints
Print report	4. Press ENTER
Notes:	
Totals and Shift reports require host selection. Server report contains: - Totals Report - Detail Report - Unadjusted Report - Server Table Report - IRS Report - Discn Tip Report	

SETTLEMENT	
Screen Prompt	Action
From main screen	1. Press SETTLE
Password	2. Password + ENTER
End of business day?	3. Settle all open batches for credit and debit NO Settle all open batches and closes debit business day YES
Terminal displays totals	4. Confirm totals and press ENTER