

SALE	
Screen Prompt	Action
From main screen	1. Swipe card or Press 1
Or Key Manually	
Enter account #	2. Acct. no. + ENTER
Choose card: 1=Credit 2=Debit 3=EBT	3. Select card type.
Exp Date(MMY)	4. Exp. date + ENTER
Card Present?	5. Select yes or no.
Imprint Card <If prompted>	6. Imprint card + ENTER
V-code <If prompted>	7. Type V-code + ENTER
Clerk #	8. Clerk no. + ENTER
Amount: \$	9. Amt. + ENTER
ZIP code <If prompted>	10. ZIP code + ENTER
Enter PIN <If prompted>	11. Customer types PIN + ENTER
Print Cust Copy? 1=No 2=Yes	12. Print receipt YES Skip receipt NO

REPRINT	
Screen Prompt	Action
From main screen	1. Press ENTER + 6
Last receipt Any Receipt Batch History	2. Select reprint type.
Invoice number	3. Invoice no. + ENTER

REFUND	
Screen Prompt	Action
From main screen	1. Press 2
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 <If prompted>	7. Imprint card + ENTER
Enter Server#	8. Server no. + ENTER
Amount: \$	9. Amt. + ENTER
Print Cust Copy? 1=No 2=Yes	10. Print receipt YES Skip receipt NO
Note: Refunds are only available for credit transactions.	

VOID	
Screen Prompt	Action
From main screen	1. Press 3
Void last transaction? 1=No 2=Yes	2. Select transaction type to void.
Retrieve by: 1=Invoice # 2=Account #	3. Select retrieval type.
Enter invoice # or Acct #	4. Retrieval no. + ENTER
Enter PIN <If prompted>	5. Customer types PIN + ENTER
Confirm transaction 1=No 2=Yes 3=Next	6. Confirm transaction.
Print Cust Copy? 1=No 2=Yes	7. Print receipt YES Skip receipt NO

TICKET ONLY	
Screen Prompt	Action
From main screen	1. Press
Enter account	2. Swipe card.
Or Key Manually	
Enter account	3. Acct. no. +
Choose card: 1=Credit 2=Debit 3=EBT	4. Select card type.

BATCH REVIEW	
Screen Prompt	Action
<i>From main screen</i>	1. Press ENTER + 3
Password	2. Password + ENTER
Retrieve by: 1=Clrk 2=Amnt 3=Acct 4=Inv#	3. Select retrieval type .
Select option: 1=Adj 2=Prnt 3=Void 4=Next	4. Select option + ENTER Follow prompts to complete review.

SETTLEMENT	
Screen Prompt	Action
<i>From main screen</i>	1. Press 9
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
<i>Terminal displays totals</i>	4. Confirm totals and press ENTER