
















Sale









- **Swipe Card**
 - **Or Enter Acct Number + **
 - **Exp. Date + **
 - **Server Number + **
- On Manually Entered Sale Only:
- **CVV2*: 0 = Not Present,
1 = Present,
2 = Illegible,
9 = Absent**
- Press 1 to enter the CVV2 value, or the option that applies if no CVV2.
- **Enter CVV2 Value From Card + **
 - **Base Amount + **
 - **Tip Amount* + **
 - **Total Correct? + **

BAM Note: Transactions under the pre-set BAM floor limit will not dial out for authorization at this time. Receipt will print with temporary approval and transaction will be authorized as part of settlement.

Off-Line Sale








- **Press **
- **Enter Acct Number + **
- **Exp. Date + **
- **Server Number + **
- **Base Amount + **
- **Tip Amount* + **
- **Total Correct? + **
- **Approval Code + **

Debit

- **Press **
 - **Swipe Card**
 - **Server Number + **
 - **Sale Amount + **
 - **Tip Amount* + **
 - **Cash Amount* + **
- Total Correct?**
- **To Accept Press + **
 - **To Adjust Press + **
 - **Enter PIN + **






BAM Note: Debit transactions will dial out for authorization while terminal is in BAM mode.

Auth Only


- **Press **
- **Swipe Card
Or Enter Acct Number + **
- **Exp. Date + **
- **Server Number + **
- **Base Amount + **
- **Tip Amount* + **
- **Total Correct? + **

Note: Terminal will dial out for an authorization only. See OFFLINE instructions to add transactions to batch.










Refund

- **Press **
- **Swipe Card Or**
- **Enter Acct Number + **
- **Exp. Date + **
- **Server Number + **
- **Refund Amount + **

Counter Tip

If counter tip is being utilized, each sales transaction will prompt for a counter tip immediately after an authorization is received. If no tip is entered, a blank tip line will print on the receipt. Simply use the  key to add a tip.

Mail/Phone Order

- **Press **
 - **Enter Acct Number + **
 - **Exp. Date + **
 - **Server Number + **
 - **CVV2*: 0 = Not Present,
1 = Present,
2 = Illegible,
9 = Absent**
- Press 1 to enter the CVV2 value, or the option that applies if no CVV2.
- **Enter CVV2 Value From Card + **
 - **Base Amount + **
 - **Tip Amount* + **
 - **Street Address* + **
 - **Zip Code* + **

BAM Note: Terminal will not dial out for authorization for transactions under BAM floor limit.

NOTE:

- * Some optional prompts are marked with a star and may include: last four digits if fraud control is ON, numeric address and zip code on manual entries and mail/phone orders, password, tip, and server number and invoice number if those options are activated.
- * CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last three digits on the right of the signature panel, directly below the mag stripe.
- **BAM:** Only credit card transactions over an assigned floor limit will dial out for authorization at the time of sale. All other credit card transactions will be assigned a temporary six digit approval number starting with 433XXX. These transactions will be authorized and print new receipts when settlement is initiated. New receipt will reflect valid authorization or transaction failure message.

Batch Review

- › Press **Batch Review**
- › Server Number + **Enter**
- To Scroll Through the Batch:
- › Press **Enter** for Previous Transaction
- › Or **Clear** for Next
- › To End Review Press **Cancel**

Void

- › Press **Void**
- › Invoice Number + **Enter**
- Correct?
- › To Void Press **Enter**

Reports

- › Press **Reports**
- › Select Report:
 - 2 = Server*
 - 3 = Detail
 - 4 = Summary
 - 5 = Open Tabs
 Press **←** to see next option
 8 = Tips, then
 - 1 = Discnt
 - 2 = IRS
 *For Server Report, Select
 1 = Detail or 2 = Summary
- › Host Number, press 00 + **Enter**
- › Or Press **Enter** for All Hosts

Settlement

- › Press **Settle**
- › Password* + **Enter**
- Sales Correct?
- › Press **Enter** to Accept
- › Or **Clear** to Reject
- Refunds Correct?
- › Press **Enter** to Accept
- › Or **Clear** to Reject

BAM Note: Terminal will prompt "AUTH BAM"? Yes or No? At this point, press Enter for Yes to send all the unauthorized credit card transactions for authorization. Receipts will print for each approved transaction and for each declined transaction. Once complete, a detailed activity report will print along with a declined transaction report. Next, the User will be prompted to confirm the totals of the batch to send for settlement.

Totals

- › Press **Totals**
- To See Subtotals:
- › Press **Enter**
- Repeatedly Until Terminal Reads "No More Totals"
- To Exit Totals:
- › Press **Cancel**

Adjust/Add Tip

- › Press **Adjust**
- › Invoice Number + **Enter**
- Total Correct?
- › To Adjust Press **Clear**
- › Enter New Amount + **Enter**
- › To Accept Press **Enter**

Server Log-On/Off

- › Press **Func** + 77 + **Enter**
- › Server Number + **Enter**
- Sign On? Or Sign Off?
- › Press **Enter** for Yes
- › Or **Clear** for No

NOTE:

Open/Close Tabs = Press **Func** + 20 + **Enter**. Then select 1 = Open Tab or 2 = Close Tab

* Some optional prompts are marked with a star and may include: last four digits if fraud control is ON, numeric address and zip code on manual entries and mail/phone orders, password, tip, and server number and invoice number if those options are activated.

- BAM (Batch Authorization Mode) is available by pressing **Func** + 18 + **Enter**. You will be prompted to enter a four digit floor limit or high point for BAM transactions. For example, enter 0020 to set a \$20 floor limit. Once BAM is activated, credit card transactions under the floor limit will not dial out for authorization. To send batch for authorization, press **Func** + 18 + **Enter**. New receipts will print for each transaction and reflect valid authorization or transaction failure message. Settle as normal. You will have to activate BAM via Function 18 for each new batch.