Hypercom T7 Series

Quick Reference Guide

RETAIL

Sale or Manual Sale

- Swipe Card
- Enter Last Four Digits★ + Enter
- *Or* Enter Acct Number + Enter
- Exp. Date + Enter

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 + Enter
- Sale Amount + Enter
- Enter Zip Code★ + Enter

Debit

- Press Debit
- Swipe Card
- Sale Amount + Enter
- Cash Amount★ + Enter
- Total Correct? + Enter
- To Accept Press Enter
- To Adjust Press Clear
- Enter PIN + Enter

Refund

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

Reprint

- Press Reprint
- Invoice Number + Enter
- *Or* Press Enter for Last Transaction

Off-Line Sale

- Press Off-Line
- Enter Acct Number + Enter
- Exp. Date + Enter
- Sale Amount + Enter
- Approval Code + Enter

Auth Only

- Press Auth Only
- Swipe Card *Or* Enter Acct Number + Enter
- Exp. Date + Enter
- Sale Amount + Enter

Void

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

Mail/Phone Order

- Press Mail Order Enter
- Enter Acct Number +
- Exp. Date + Enter
- 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 + Enter
- Sale Amount + Enter
- Enter Address★ + Enter
- Enter Zip Code★ + Enter

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, and clerk 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.

- Press ⟵ to backspace if data has been entered incorrectly.
- Corporate, Business, and Purchasing Cards: may prompt for additional information after authorization is received, including tax amount (select option for exempt if not applicable) and customer code (enter a 1-17 digit code supplied by the customer, or enter a 9 if code is unknown).

RETAIL

Batch Review

› Press **Batch Review**

To Scroll Through the Batch:

› Press **Clear** for Next Transaction

› *Or* **Enter** for Previous

For More Detail on Each Transaction

› Press **←**

To End Review

› Press **Cancel**

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

Adjust

› Press **Adjust**

› Invoice Number + **Enter**

Total Correct?

› To Adjust Press **Clear**

› Enter New Amount + **Enter**

› Press **Cancel** to Exit

Reports

› Press **Reports**

› Select Report:

2 = Clerk
3 = Detail
4 = Summary
} + **Enter**

› Host Number, press 00 + **Enter**

› *Or* Press **Enter** for All Hosts

Totals

› Press **Totals**

To See Subtotals:

› Press **Enter** Repeatedly Until Terminal Reads "No More Totals"

To Exit Totals:

› Press **Cancel**

Clerk Log-On/Off

› Press **Func** + 77 + **Enter**

› Clerk Number + **Enter**

Sign On? *Or* Sign Off?

› Press **Enter** for Yes

› *Or* **Clear** for No

› Press **Cancel** to Exit

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, and clerk 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.