

Mail/Phone Order	Refund	Void
<p><b>Touch the Black MENU BAR</b></p> <ul style="list-style-type: none"> <li>Touch </li> <li>Touch </li> <li>Enter Acct Number + </li> <li>Exp. Date + </li> <li>Enter Server Number + </li> <li>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.</li> <li>Enter CVV2 Value From Card + </li> <li>Sale Amount + </li> <li>Enter Street Address + </li> <li>Enter Zip Code +  Address Verification response will display on the screen and say: Capture?</li> <li>Press  for YES Or</li> <li>Press  for NO</li> </ul> <p><b>BAM Note:</b> Terminal will not dial out for authorization for trans under BAM floor limit.</p>	<p><b>Touch the Black MENU BAR</b></p> <ul style="list-style-type: none"> <li>Touch </li> <li>Touch </li> <li>Touch </li> <li>Swipe Card Or manually enter card number and Exp. Date.</li> <li>Enter Server Number + </li> <li>Refund Amount + </li> </ul>	<p><b>Touch the Black MENU BAR</b></p> <ul style="list-style-type: none"> <li>Touch </li> <li>Touch </li> <li>Enter Invoice Number + </li> <li>Void ##### Correct? \$X.XX</li> <li>Touch </li> </ul>
	<p><b>Debit Sale</b></p> <ul style="list-style-type: none"> <li>Touch </li> <li>Touch </li> <li>Swipe Card</li> <li>Enter Server Number + </li> <li>Sale Amount + </li> <li>Tip Amount* + </li> <li>Cash Amount* + </li> </ul>	<p><b>Credit Card Sale</b></p> <ul style="list-style-type: none"> <li>Touch </li> <li>Touch </li> <li>Or Enter Card Number and Exp. Date + </li> <li>Enter Server Number + </li> <li>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.</li> <li>Enter CVV2 Value From Card + </li> <li>Base Amount + </li> <li>Tip Amount* + </li> </ul>
<p><b>Off-Line Sale</b></p> <p><b>Touch the Black MENU BAR</b></p> <ul style="list-style-type: none"> <li>Touch </li> <li>Touch </li> <li>Swipe Card Or manually enter card number and Exp. Date.</li> <li>Enter Server Number + </li> <li>Base Amount + </li> <li>Tip Amount* + </li> </ul> <p>Total Correct? \$X.XX</p> <ul style="list-style-type: none"> <li>If Correct, Touch </li> <li>Enter Approval Code + </li> </ul>	<p>Total Correct? \$X.XX </p> <ul style="list-style-type: none"> <li>Customer Enters PIN + </li> </ul> <p><b>BAM Note:</b> Debit transactions will dial out for authorization while terminal is in BAM mode.</p>	<p>Total Correct? \$X.XX</p> <ul style="list-style-type: none"> <li>If Correct, Touch </li> <li>Enter Zip Code +  (If Manually Entered)</li> </ul> <p><b>BAM Note:</b> Transactions under the preset BAM floor limit will not dial out for authorization at this time. Receipt will print with a temporary approval. Transaction will be authorized as part of settlement and new receipt will print with valid authorization or failure message.</p>
	<p><b>Clerk/Server Set-Up</b></p> <p><b>Touch the Black MENU BAR</b></p> <ul style="list-style-type: none"> <li>Touch </li> <li>Touch </li> <li>Enter Server Number + </li> <li>"Sign On?" Touch </li> </ul>	<p><b>Check</b></p> <ul style="list-style-type: none"> <li>Touch </li> </ul> <p>Insert check into check reader.</p> <p>Follow the steps in the check service documentation provided, or follow the remaining terminal prompts to complete the check transaction. Screen prompts will vary based on check service provider requirements.</p>

**NOTE:**

**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 6 digit approval # 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.

Reprint	Open Tab	Clerk/Server Report	Adjust
<p>› Touch <b>Reports</b></p> <p>› Touch <b>Reprint</b></p> <p>To Print Last Transaction</p> <p>› Touch <b>Last</b></p> <p>Or To Print Any Trans in Batch</p> <p>› Touch <b>By Invoice</b></p> <p>› Invoice Number + <b>Enter</b></p> <p>"Print Customer Copy? Touch YES for Customer Copy or NO for Merchant Copy.</p>	<p>Touch the Black <b>MENU BAR</b></p> <p>› Touch <b>Tab</b></p> <p>› Touch <b>Open</b></p> <p>› Swipe Card</p> <p>› Enter Server No. + <b>Enter</b></p> <p>Total Correct? \$X.XX</p> <p>› Touch <b>Yes</b></p>	<p>› Touch <b>Reports</b></p> <p>› Touch <b>Server</b></p> <p>Select from the following reports:</p> <p>› (Detail of each Trans) <b>Detail</b></p> <p>› (Total of all Trans) <b>Summary</b></p> <p>› (List all unadjusted Tips) <b>Unadjusted</b></p> <p>› (List all Open Tabs) <b>Open Tabs</b></p> <p>› (Report of all servers log-on) <b>Server</b></p> <p>Enter Server Number Or Press <b>Enter</b> for All</p>	<p>Touch the Black <b>MENU BAR</b></p> <p>› Touch <b>Batch</b></p> <p>› Touch <b>Adjust</b></p> <p>› Enter Server No. + <b>Enter</b></p> <p>› Enter Invoice No. + <b>Enter</b></p> <p>Total Correct? \$X.XX</p> <p>› Touch <b>No</b></p> <p>› Enter New Amount + <b>Enter</b></p> <p>› Press <b>Cancel</b> to Exit</p>
Tip Discount Report	Totals Report		
<p>› Touch <b>Reports</b></p> <p>› Touch <b>Tip</b></p> <p>› Touch <b>Tip Discount</b></p>	<p>› Touch <b>Reports</b></p> <p>› Touch <b>Summary</b></p>		
Batch Review	Detail Report	Close Tab	Settle Batch
<p>Touch the Black <b>MENU BAR</b></p> <p>› Touch <b>Batch</b></p> <p>› Touch <b>Review</b></p> <p>› Enter Server No. + <b>Enter</b></p> <p>To Scroll Through the Batch from last Trans to First, Press <b>←</b>.</p> <p>Press <b>↓</b> to see more data for each transaction.</p> <p>For a reprint of the particular transaction displayed</p> <p>› Touch <b>Receipt</b></p>	<p>› Touch <b>Reports</b></p> <p>› Touch <b>Detail</b></p> <p>› Host Number, Enter 00 + <b>Enter</b></p> <p>› Or Press <b>Enter</b> for all Host</p> <p>Report will print all trans in the batch including BAM transactions not yet authorized.</p> <p><b>BAM Report</b></p> <p>› Touch <b>Reports</b></p> <p>› Touch <b>BAM</b></p> <p>Report will print unauthorized BAM transactions only.</p>	<p>Touch the Black <b>MENU BAR</b></p> <p>› Touch <b>Tab</b></p> <p>› Touch <b>Close</b></p> <p>› Enter Server No. + <b>Enter</b></p> <p>› Enter Invoice No. + <b>Enter</b></p> <p>› Correct? <b>Yes</b></p> <p>Total Correct? \$X.XX</p> <p>› Touch <b>Yes</b></p> <p>Transaction will not dial out for Auth. unless over BAM floor limit.</p>	<p>› Touch <b>Settle Batch</b></p> <p>› Enter Password* + <b>Enter</b></p> <p>Sales Total \$X.XX</p> <p>› Correct? <b>Yes</b></p> <p>Refund Total \$X.XX</p> <p>› Correct? <b>Yes</b></p> <p><b>BAM Note:</b> 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.</p>

**NOTE:**

\* Optional Prompts marked with an asterisk include zip code, cashback amount, and password.

Touch X on the top-right of the display to exit the function and return to the idle display.

Touch + on the display tool bar to scroll forward to the next menu.

**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 3 digits on the right of the signature panel, directly below the mag stripe.

**NOTE:** If "Sale" is not selected before the card is swiped, the terminal will prompt: "DEBIT? YES or NO" For Yes, follow Debit Sale instructions. For No, follow Credit Card Sale.

Authorization only can be found under New Trans.