

Manual Credit Card Sale	Credit Card Refund	Voids
<ul style="list-style-type: none"> › Enter Acct Number + › Exp. Date + › Amount + › Enter Tip Amount² + › Enter Server Number + Card Present? › Press for Yes › Or for No › Enter Zip Code + › Street Address⁴ + › Enter CVV2, CVC2, or CID Code* + <p><small>If code is not known or not present, press and choose the appropriate numeric response.</small></p> <p><small>*These items above prompt if the card is not present. Discover cards will prompt when the card is present as well. The AVS and CVV2 or CID response will print on the receipt.</small></p>	<ul style="list-style-type: none"> › Press › Enter Acct Number + › Exp. Date + › Amount + › Enter Server Number + 	<ul style="list-style-type: none"> › Press <p><small>Press once to VOID sale, twice to VOID a return or three times to VOID a forced sale.</small></p> <ul style="list-style-type: none"> › Enter Acct Number + › Exp. Date + › Amount + › Enter Server Number + <p><small>The terminal will look for a transaction that matches the data entered to VOID, or it will read. "Trans not found" if no match.</small></p>
Credit Card Sale	Debit Sale	Forced Sale
<ul style="list-style-type: none"> › Swipe Card › Press for Credit Card if Prompted, or Skip to Next Step › Amount + › Enter Tip Amount² + › Enter Server Number + 	<ul style="list-style-type: none"> › Swipe Card › Press for Debit Card Or › Press Until DEBIT Appears on the Screen Then Swipe Card › Amount + › Enter Tip Amount² + › Cash Back + › Press if No Cashback › Enter Server Number + › PIN Number + 	<ul style="list-style-type: none"> › Press › Swipe Card Or Enter Acct Number + › Exp. Date + › Amount + › Enter Tip Amount² + › Enter Server Number + › Enter Auth Number + <p><small>Use the six digit authorization number previously obtained for this transaction. The receipt will read "Ticket Only".</small></p>

NOTE:

- Tip Prompt: To have tip prompt during the transaction, press the key, 5 (system Options), 6 (Working Mode), 1, (Tip Options), Enter password then press key, 1 (Tip 1=ON), 2 (For ON), Press key until display says "Tip 1 Options - 2 In Transaction". Press 2 then key, then press key 4 times to return to idle prompt. Tip can still be adjusted later. See "Add Tips" on this card.
- * 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.
- › Optional Prompts Include: Tip Amount, Invoice Number, Table Number, Number of Guests, Zip Code and Street Address on Manual Entries (use numbers only for street address).
- * Use numbers only for street address.
- › Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X = Number of merchants using the terminal).

Duplicate

- ▶ Press
 - ▶ Select 1, 2 or 3 (see below)
 - To Print Last Customer Receipt
 - ▶ Press
 - To Print Any Receipt
 - ▶ Press
 - Then Choose the Card Type 2, 3 or 4, and Enter the Transaction Number +
 - To Print Last Merchant Receipt
 - ▶ Press

Add Tips

- ▶ Press and at the Same Time
- ▶ Press to Add Tips
- ▶ Choose Transaction Retrieval Method of Your Choice:
 - 2 = By Invoice Number
 - 3 = Scroll Open
 - 4 = By Server Number
 - 5 = By Transaction Number
 - 6 = By Card Type
 - 7 = By Card Number

After Selection is Made, Enter Requested Data Such as Inv Number, Serv Number, etc., the Transaction Will Display.

- ▶ Press To Add the Tip
- ▶ Press After Adding the Tip
- ▶ Press to Return to the Idle Prompt

Card Verify

- ▶ Press
- ▶ Swipe Card
Or Enter Acct Number +
- ▶ Exp. Date +
- ▶ Amount +
- ▶ Enter Server Number +
- Card Present?
 - ▶ Press for Yes
 - ▶ Or for No
- ▶ Enter Zip Code +
- ▶ Street Address* +
- ▶ Enter CVV2, CVC2, or CID* Code +

*Will prompt if card is not present. If code is not known or not present, press and choose the appropriate numeric response.

Detail Report

- ▶ Press
- ▶ Press for Reports
- Nurit Will Print a Detailed Report of All Transactions

Open/Close Tab

- ▶ Press and at the Same Time, Then Select Desired Function From the List on the Display:
 1. Add Tips
 2. Open a Tab
 3. Close a Tab
 4. Delete a Tab
 5. Show Tabs
 6. Tab Report
 7. Open Tab Report
 8. Close Tab Report

Note: If Tab amount exceeds additional authorization, terminal will prompt user to Press to obtain new authorization.

Server Report

- ▶ Press
 - ▶ Press
 - To See Hot Keys
 - ▶ Press
 - For Server Report
 - A current report will print listing transactions for each active server.
 - To Print a Report for a Specific Server:
 - Press , Enter Password**
 - Press 1 = Reports
 - Press 2 = Current Report
 - Press 2 = Short Report
 - Press 2 = Specific Server
 - Enter the Server ID
- Follow display prompts to select EDC, card and transaction types needed on report or Press three times for ALL.

Settle Batch

- ▶ Press
 - ▶ Press for Batch
 - ▶ Press for Batch To Host
 - Or-
 - ▶ Press To Batch All Hosts
- Note: If transactions without tips exist, before prompting to close batch, the terminal will display "Crđ Trns Untipped"
 1 = Scroll 2 = Ignore
 Press 1 to add tips or 2 to proceed with settlement.

NOTE:

- * 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.
- ▶ Optional Prompts Include: Tip Amount, Invoice Number, Table Number, Number of Guests, Zip Code and Street Address on Manual Entries (use numbers only for street address).
- * User Must Enter Password Where Prompted
- ▶ Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X = Number of merchants using the terminal).