

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

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.
- * Use numbers only for street address.
- Terminal will prompt for Clerk ID and invoice number if those options are activated.
- Enter ID (1-X): User must select a merchant number prior to initiating the transaction. (X = Number of merchants using the terminal).

Duplicate	Card Verify	History Report
<ul style="list-style-type: none"> Press Alpha Copy Select 1, 2 or 3 (See Below) To Print Last Customer Receipt Press 1 To Print Any Receipt Press 2 Then Choose the Card Type 2, 3 or 4, and Enter the Transaction Number + To Print Last Merchant Receipt Press 3 	<ul style="list-style-type: none"> Press Verify Swipe Card Or Enter Acct Number + Exp. Date + Amount + Card Present? Press for Yes Or for No Enter Zip Code + Street Address* + Enter CVV2, CVC2, or CID* Code + <p>*Will prompt if card is not present. If code is not known or not present, press and choose the appropriate numeric response.</p>	<ul style="list-style-type: none"> Press Menu Press 1 For Reports Press 3 For History Report <p>Entering the six digit date needed for Beginning of Report or press for date on screen.</p> <p>Entering the six digit date needed for End of Report or press for date on screen.</p> <p>Select 1 for Totals Or 2 Per Batch</p> <p>Follow display prompts to select EDC, card and transaction types needed on report or press three times for ALL.</p>
Batch Review	Current Report	Settle Batch
<ul style="list-style-type: none"> Press Review Use the Key to Select Credit, Debit, Cash or Total. Then Press <p>Review the transactions in order of transaction number using the Key to go to the next transaction and the Key to go to the previous. The Key will allow you to review additional transaction data such as card type, expiration date, approval number and invoice number.</p>	<ul style="list-style-type: none"> Press Func Press 1 for Reports <p>Nurit Will Print a Detailed Report of All Transactions</p>	<ul style="list-style-type: none"> Press Func Press 2 for Batch Press for Batch To Host -Or- Press To Batch All Hosts

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