

Sale/Purchase	Credit	Offline Entry	Special Options
<ul style="list-style-type: none"> <li>Press <b>1</b></li> <li>Press Guest/Folio + </li> <li>Swipe Card</li> </ul>	<ul style="list-style-type: none"> <li>Press <b>4</b></li> <li>Swipe Card</li> </ul>	<p>To enter Pre-Authorized Credit Card Transaction</p> <ul style="list-style-type: none"> <li>Press <b>6</b></li> <li>Press Guest/Folio + </li> <li>Swipe Card</li> </ul>	<p>▶ = Optional Step(s) If Applicable - Follow Red Optional Step Or Insert Following Optional Steps Below At ▶</p>
<p><b>Or If Unreadable</b></p> <ul style="list-style-type: none"> <li>Enter Acct Number + </li> <li>Exp. Date + </li> <li>Press <b>1</b> If Card Present</li> <li>Zip Code + </li> <li>- Imprint Card</li> </ul>	<p><b>Or If Unreadable</b></p> <ul style="list-style-type: none"> <li>Enter Acct Number + </li> <li>Exp. Date + </li> <li>Purchasing Card</li> <li>Credit Amount + </li> <li>Clerk ID + </li> </ul>	<p><b>Or If Unreadable</b></p> <ul style="list-style-type: none"> <li>Enter Acct Number + </li> <li>Exp. Date + </li> <li>- Imprint Card</li> <li>Purchasing Card</li> <li>Sale Amount + </li> <li>Clerk ID + </li> <li>Auth Code + </li> </ul>	
<p><b>Reprint Receipt</b></p> <ul style="list-style-type: none"> <li>Press  + <b>1</b></li> <li>Reference Number + </li> </ul>	<p><b>Void</b></p> <ul style="list-style-type: none"> <li>Press  + <b>6</b> + </li> <li>Reference Number + </li> <li>Swipe Card</li> </ul>	<p><b>Auth Only</b></p> <ul style="list-style-type: none"> <li>Press <b>5</b></li> <li>Swipe Card</li> </ul>	<p><b>Key-Entered VISA Sale</b></p> <ul style="list-style-type: none"> <li>Application VT1TPH6 Prompts For Zip Code Entry Prior to Auth if Card Present</li> </ul>
	<p><b>Or If Unreadable</b></p> <ul style="list-style-type: none"> <li>Enter Acct Number + </li> <li>Sale Amount + </li> </ul>	<p><b>Or If Unreadable</b></p> <ul style="list-style-type: none"> <li>Enter Acct Number + </li> <li>Press </li> <li>Exp. Date + </li> <li>Sale Amount + </li> <li>Clerk ID + </li> </ul>	<p><b>Purchasing Card</b></p> <ul style="list-style-type: none"> <li>Cust. Code + </li> <li>Sales Tax + </li> </ul>
			<p><b>Custom Payment Service</b></p> <ul style="list-style-type: none"> <li>Trans. ID + </li> <li>Validation Code + </li> <li>Original Trans. Date + </li> <li>Audit Info + </li> </ul>

## End-Of-Day Balancing




Daily Reports	Clerk Report	Transmit Batch
<ul style="list-style-type: none"> <li>Press  + <b>5</b> +</li> <li>▶ If Clerk ID On</li> <li>▶ <b>1</b> = Totals</li> <li>▶ <b>2</b> = Clerk</li> <li>▶ <b>3</b> = Detail</li> <li>▶ <b>4</b> = All</li> <li>▶ To Review: (No Printer)</li> <li>▶ Press  + <b>4</b> + <b>1, 2</b></li> <li>Or ▶ <b>3</b></li> </ul>	<ul style="list-style-type: none"> <li>Press  + <b>5</b> + <b>2</b></li> <li>+ <b>1</b> + </li> <li>▶ Clerk ID + </li> <li>▶ To Review: (No Printer)</li> <li>▶ Press  + <b>4</b> + <b>2</b></li> <li>+ <b>1</b></li> </ul>	<ul style="list-style-type: none"> <li>Press <b>9</b></li> <li>▶ Press Trans Count + </li> <li>▶ Net Amount</li> <li>▶ Press [ * ] If Negative (No Printer)</li> <li>▶ Press  + <b>3</b></li> <li>For GB Number</li> </ul>

## Check Processing





## Telecheck/Telecredit

- › Press **7**
- › 2-Digit State ID & Driver's License Number + 
- › Birth Date + 
- › Sale Amount + 





## JBS

- › Press **7**
- › MICR Number + 
- (From Bottom of Check)
- › Press **9 9 9 9** + 
- › Sale Amount + 

## Scan

- › Press **7**
- › 2-Digit State ID & Driver's License Number + 
- Or
- › MR & MICR Number + 
- (From Bottom of Check)
- › Press **9 9 9** + 
- › Sale Amount + 

## Terminal Messages

- › **Call**  
Call **Voice Authorization Center** if approved, proceed with Offline Entry.
- › **Hold Call [or] Pick Up Card**  
Hold the card. Use Code 10 procedure. Call **Voice Authorization Center**.
- › **Decline**  
Request another card from cardholder.
- › **GBXXXXX**  
Good Batch/Batch Transmission Successful. Press  Until Batch Settlement prints.
- › **GT 80% Full**  
Terminal is beyond 80% capacity to store captured transactions. Transmit as soon as possible.
- › **Lost Comm. W/Host**  
Line is busy at the host or there are telephone circuit problems. Try transaction again or call **Voice Authorization Center**.
- › **Must Check TOTS**  
Totals must be checked. Print or review Totals Report.
- › **Must Settle**  
Automatic Batch Settlement did not complete. Press  + **9** to display last host response.
- › **No Reply**  
Processor failed to respond. Call **Voice Authorization Center**.
- › **No Response MSG**  
Host disconnected phone communication or circuit problems. Re-initiate batch transmit.
- › **Not Found**  
Data entered in error.
- › **Press CLR FUNC 9**  
Start-up function must be initiated after each unsuccessful transmission.  + **9** + 
- › **QD XXX [or] RB XXX**  
Quit Duplicate or Reject Batch. Call **Help Desk**.
- › **Service Not Allowed**  
Service not allowed for card type.
- › **Waiting For Line**  
Phone line may be in use or out of service. Check for dial tone and all telephone connections.