

## Retail

**Sale:** Use this function to authorize and capture transactions for settlement. The customer may offer a card for payment by inserting a “smart card” (one with an embedded chip) into the smart card reader located at the front of the terminal or PIN pad, a technology that adds an extra layer of security

| Display  | Action  |
|--|---|
| Idle Menu  | Touch Sale.   |
| Enter Amount \$0.00  | Key amount and press [ENTER].   |
| Terminal May Prompt:<br>Enter Tip Amount Or<br>Press Cancel (X) To Skip                              | Press Cancel (X) to print a blank tip line.   |
| Terminal May Prompt:<br>Please Enter PIN   | Have customer key PIN and press [ENTER].  |
| Terminal May Prompt:<br>Waiting for PIN Entry  | Have customer key PIN and press [ENTER].  |
| Terminal May Prompt:<br>Approved \$\$. \$\$<br>Collect \$\$. \$\$<br>Accept Partial Amount<br>No Yes | Touch desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount. |
| Host Response  | Receipts print.   |

**Void:** Use this function to delete a transaction that is in the current batch.

| Display  | Action                                 |
|--|--|
| Idle Menu  | Touch Other.                           |
| Reprint Void<br>Refund   | Touch Void.                            |
| Enter Transaction SEQ #<br>from Receipt.   | Key sequence number and press [ENTER]. |
| Amount \$0.00<br>Date M/DD/YY<br>Time HH:MM<br>Approval Code #####<br>Card # Token<br># #####<br>Cancel Ok | Touch Ok.                              |
| Performing Credit<br>Reversal  |  |
| Print Customer Receipt?<br>No Yes  | Touch desired option.                  |

**Return/Refund:** Use this function to issue a credit to the cardholder’s account for goods or services.

| Display                                       | Action   |
|---|--|
| Idle Menu                                     | Touch Other.   |
| Reprint Void<br>Refund                        | Touch Refund.  |
| Enter Amount \$0.00                           | Enter refund amount and press [ENTER].                             |
| Please Present Card                           | Insert credit card and press [ENTER].                              |
| Terminal May Prompt:<br>Waiting for PIN entry | If prompted, have customer enter PIN on PIN pad and press [ENTER]. |
| Print Customer Receipt?<br>No Yes             | Touch desired option.  |

**Reprint:** Use this function to reprint the last transaction or any transaction stored in the terminals memory.

| Display                                 | Action                                     |
|---|--|
| Idle Menu                               | Touch Other.                               |
| Reprint Void<br>Refund                  | Touch Reprint.                             |
| Enter transaction SEQ #<br>from receipt | Key sequence number and press [ENTER].     |
| Re-printing receipt                     | Press Cancel (X) to return to idle prompt. |

Reports: Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

| Display  | Action                                     |
|--|--|
| Idle Menu  | Touch Other.                               |
| Enter Tips    Reports<br>Close Batch                 | Touch Reports.                             |
| Print Reports    Host<br>Reports                     | Touch Print Reports.                       |
| Batch    Card    Tran<br>Totals    Totals<br>Details | Touch the desired report to print.         |
| Batch Server Server<br>History Totals Details        |  |
| Pending    Open<br>Pre-Auth    Tips                  |  |
| Printing Report.....                                 | Press Cancel (X) to return to idle prompt. |

Settle: Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. **These procedures are only necessary if Auto Close is disabled.**

| Display                              | Action  |
|--------------------------------------|---|
| Idle Menu                            | Touch Other.                                      |
| Enter Tips    Reports<br>Close Batch | Touch Close Batch.                                |
| Dialing.....                         | Terminal communicates with the host for approval. |
| Batch Close Complete                 | Press Cancel (X) to return to idle prompt.        |