



# Basic Transaction Instructions

## Sale

### Swiped Sale:

- Swipe the Credit Card.
- Input the Transaction Amount.
- Terminal will say Processing on screen.
- Terminal will return Approved, Declined or an Error and Print a Receipt.
- Press **CANCEL** if you don't want the Customer Copy of the receipt to print.

### Manual Entry:

- Input the card number into the terminal using the number keys.
- Input the expiration date.
- Input the Transaction Amount
- Terminal will ask if card is present input correct answer.
- Input the CVV Number when Prompted.
- Input any Address / Zip Code information if requested.
- Terminal will say Processing on screen.
- Terminal will return Approved, Declined, or an Error, and print a Receipt.
- Press **CANCEL** if you don't want the Customer Copy of the receipt to print.

## Void

### Card Present Void:

- Press the **F4 ATM** button on the side of the terminal till the Display reads V/Sale.
- Swipe the card.
- Input the transaction number (found on the receipt).
- The Terminal will display the transaction, if it's the correct one, press Enter if not, press **CANCEL**.
- Press **CANCEL** if you don't want the Customer Copy of the receipt to print.

### Card not Present Void:

- Press the **FUNC** key on the terminal.
- Scroll up to option 7. Void on the Function Menu.
- Enter the Terminal Password.
- Enter the Transaction Number.



- The Terminal will display the transaction, if it's the correct one, press **ENTER** if not, press **CANCEL**.
- Terminal will ask if you want to Void that transaction, if Yes Press **ENTER**, if you don't than press **CANCEL**.
- Press Cancel if you don't want the Customer Copy of the receipt to print.

## Batch

### Manual Batch Process

- Press the **FUNC** button.
- Choose Option 2 Batch.
- Choose Option 1 Batch Close.
- Terminal will close the Batch.

## Pre-Authorization

- Use the **F4 ATM** button to change the transaction type to AUTH.
- Swipe the Card or enter the card number manually.
- Input the Auth amount.
- Terminal will say Processing on screen.
- Terminal will return Approved, Declined, or an Error, and print a Receipt.
- Press **CANCEL** if you don't want the Customer Copy of the receipt to print.

## Forced Authorization

- Use the **F4 ATM** button to change the transaction type to FORCED.
- Swipe the Card or enter the card number manually.
- Input the Transaction amount.
- Input the AUTH code.
- Terminal will print receipt.
- Press **CANCEL** if you don't want the Customer Copy of the receipt to print.

## Return

### Swiped Return:

- Use the **F4 ATM** button to change the transaction type to Return.
- Swipe the Credit Card.
- Input the Return Amount.
- Terminal will say Processing on screen.
- Terminal will return Approved, Declined or an Error and Print a Receipt.
- Press **CANCEL** if you don't want the Customer Copy of the receipt to print.



### Manual Entry:

- Input the card number into the terminal using the number keys.
- Input the expiration date.
- Input the Return Amount
- Terminal will ask if card is present input correct answer.
- Input the CVV Number when Prompted.
- Input any Address / Zip Code information if requested.
- Terminal will say Processing on screen.
- Terminal will return Approved, Declined, or an Error, and print a Receipt.
- Press **CANCEL** if you don't want the Customer Copy of the receipt to print.

### Reports

#### Default Report:

- Press the **FUNC** key.
- Choose Option 1 Report
- If required, enter system password.
- Terminal will print the Default Report.