

## Quick Reference Guide

Application: CONFIG 690 01.07.00

### TAB REVIEW AND CLOSING

| FUNCTION                | DISPLAY MESSAGE                                  | OPERATOR ACTION  |
|-------------------------|--|--|
| <b>TAB REVIEW/CLOSE</b> | 1. SWIPE CARD FOR SALE                           | 1. Press <b>[REVIEW]</b> key.  |
|                         | 2. TOTALS TRAN DETAIL                            | 2. Press right <b>[▲]</b> key.   |
|                         | 3. BATCH EMP CARD                                | 3. Press middle <b>[▲]</b> key.  |
|                         | 4. CARD CHECK                                    | 4. Press left <b>[▲]</b> key.  |
|                         | 5. ALL TAB UNADJ                                 | 5. Press middle <b>[▲]</b> key for open tabs.  |
|                         | 6. DETAIL/TAB REVIEW<br>ENTER EMPLOYEE ID #      | 6. Key in the employee ID and press <b>[ENTER]</b> or press <b>[ENTER]</b> to review all employee ID's.  |
|                         | 7. XXX: INV XXXXXXXXXX<br>OPEN TAB \$XX.XX       | 7. If correct transaction is displayed, press <b>[+]</b> ( <b>ADJUST</b> ) key to edit the transaction. Press <b>[ENTER]</b> key to review the next transaction or press the <b>[CLEAR]</b> key to exit. |
|                         | 8. OPN: INV XXXXXXXXXX<br>CLOSE TAB?             | 8. Press <b>[ENTER]</b> to close the displayed tab or press <b>[BACK SPACE]</b> to return to previous prompt.  |
|                         | 9. BASE: \$XX.XX<br>ENTER AMT TO CHANGE          | 9. Key in the new base amount and press <b>[ENTER]</b> or simply press <b>[ENTER]</b> if displayed amount is correct.  |
|                         | 10. TIP: \$XX.XX<br>ENTER AMT TO CHANGE          | 10. Key in new tip amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> if displayed amount is correct.   |
|                         | 11. TAX: \$XX.XX<br>ENTER AMT TO CHANGE          | 11. Key in new tax amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> if displayed amount is correct.   |
|                         | 12. CLK # X<br>ENTER CLK TO CHANGE               | 12. Key in new employee ID number and press <b>[ENTER]</b> or press <b>[ENTER]</b> if the displayed employee ID number is correct.   |
|                         | 13. TOTAL \$XX.XX<br>UNDER AUTHORIZED            | 13. If this prompt appears, verify the amount, press <b>[ENTER]</b> if correct or press <b>[CLEAR]</b> if displayed amount is incorrect.   |
|                         | 14. CARD TYPE CLOSE TAB<br>TEAR NOW, PRESS ENTER | 14. After merchant receipt prints, press <b>[ENTER]</b> to print customer receipt.   |
|                         | 15. XXX: INV XXXXXXXXXX<br>SALE \$XX.XX          | 15. Either press <b>[ENTER]</b> to close the next open tab or press <b>[CLEAR]</b> to exit function.   |
| 1. SWIPE CARD FOR SALE  | 1. Press <b>[+]</b> ( <b>ADJUST</b> ) key.       |  |

| FUNCTION               | DISPLAY MESSAGE                                  | OPERATOR ACTION  |
|------------------------|--|--|
| <b>CLOSING BAR TAB</b> | 2. EDIT TAB TIP                                  | 2. Press middle <b>[▲]</b> key.  |
|                        | 3. CLOSE TAB<br>ENTER SEQUENCE #                 | 3. Key in the sequence number, press <b>[ENTER]</b> .  |
|                        | 4. AP XXXXXX XXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXX  | 4. Press <b>[ENTER]</b> .  |
|                        | 5. CLOSE VOID NEXT                               | 5. Press the left <b>[▲]</b> key to close the tab, press the middle <b>[▲]</b> key to void the tab, press the right <b>[▲]</b> key to view the next tab. |
|                        | 6. AP XXXXXX XXXXXXXXXXXX<br>OPEN TAB DELETED!   | 6. Press <b>[CLEAR]</b> to exit.   |
|                        | 7. BASE: \$XX.XX<br>ENTER AMT TO CHANGE          | 7. Key in new base amount and press <b>[ENTER]</b> or simply press <b>[ENTER]</b> if amount is correct.  |
|                        | 8. TIP: \$XX.XX<br>ENTER AMT TO CHANGE           | 8. Key in new tip amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> if displayed amount is correct.  |
|                        | 9. TAX: \$XX.XX<br>ENTER AMT TO CHANGE           | 9. Key in new tax amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> if displayed amount is correct.  |
|                        | 10. EMP # X<br>ENTER EMP TO CHANGE               | 10. Key in new ID number and press <b>[ENTER]</b> or press <b>[ENTER]</b> if employee ID is correct.   |
|                        | 11. TOTAL \$XX.XX<br>UNDER AUTHORIZED            | 11. If this prompt appears, verify the amount, press <b>[ENTER]</b> if correct or press <b>[CLEAR]</b> if displayed amount is incorrect.                 |
|                        | 12. CARD TYPE CLOSE TAB<br>TEAR NOW, PRESS ENTER | 12. After merchant receipt prints, press <b>[ENTER]</b> to print customer receipt.   |
|                        | 13. CLOSE TAB<br>ENTER SEQUENCE #                | 13. Key in sequence number, press <b>[ENTER]</b> or press <b>[CLEAR]</b> to exit.  |

**TIP: Close open tabs without closing the batch.**

| FUNCTION   | DISPLAY MESSAGE                                     | OPERATOR ACTION   |
|--|---|---|
| TAB  | 1. SWIPE CARD FOR SALE                              | 1. Press <b>[CLOSE]</b> .   |
| ADJUSTMENT   | 2. TAB DEL PRINT                                    | 2. Press left <b>[▲]</b> key to display open tabs, press middle <b>[▲]</b> key to delete open tabs or press right <b>[▲]</b> key to print an open tab report. |
| TIP: How to close open tabs by sequence number while closing the open batch. | 3. XXX: INV XXXXXXXXXXXX<br>OPEN TAB       \$XX.XX  | 3. Press <b>[+]</b> ( <b>ADJUST</b> ) key to close displayed tab or press <b>[ENTER]</b> to choose another tab.   |
|  | 4. OPN: INV XXXXXXXXXXXX<br>CLOSE TAB?              | 4. Press <b>[ENTER]</b> to close the displayed tab or press <b>[BACK SPACE]</b> to return to previous prompt.   |
|  | 5. BASE:       \$XX.XX<br>ENTER AMT TO CHANGE       | 5. Key in the new base amount and press <b>[ENTER]</b> or simply press <b>[ENTER]</b> if displayed amount is correct.   |
|  | 6. TIP:       \$XX.XX<br>ENTER AMT TO CHANGE        | 6. Key in new tip amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> if displayed amount is correct.   |
|  | 7. CLK #        X<br>ENTER CLK TO CHANGE            | 7. Key in new employee ID number and press <b>[ENTER]</b> or press <b>[ENTER]</b> if the displayed employee ID number is correct.                             |
|  | 8. TOTAL       \$XX.XX<br>UNDER AUTHORIZED          | 8. If this prompt appears, verify the amount, press <b>[ENTER]</b> if correct or press <b>[CLEAR]</b> if displayed amount is incorrect.                       |
|  | 9. CARD TYPE   CLOSE TAB<br>TEAR NOW, PRESS ENTER   | 9. After merchant receipt prints, press <b>[ENTER]</b> to print customer receipt.   |
|  | 10. XXX: INV XXXXXXXXXXXX<br>SALE           \$XX.XX | 10. Either press <b>[ENTER]</b> to close the next open tab or press <b>[CLEAR]</b> to exit function.  |