

Quick Reference Card

Application: CONFIG 690 01.07.00

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
SALE WITH OR WITHOUT A CHECK READER	1. SWIPE CARD FOR SALE	1. Press [CHECK] .
	2. EC SALE INSERT CHECK	2. Either slide the check through the check reader or press [ENTER] to key in the check MICR number manually.
	3. EC SALE ENTER MICR #	3. Key in the MICR numbers from the bottom of the check manually, press [ENTER] .
	4. EC SALE RE-INSERT CHECK	4. Slide the check through the check reader again.
	5. EC SALE RE-ENTER MICR #	5. Key in the MICR number again and press [ENTER] .
	6. EC SALE ENTER CHECK #	6. Key in the check number, press [ENTER] or press [ENTER] to bypass.
	7. EC SALE PERSONAL CHECK?	7. Press [ENTER] if check is a personal check, press [BACK SPACE] if not.
	8. EC SALE ENTER CHECK AMOUNT	8. Key in the check amount and press [ENTER] .
	9. EC SALE SWIPE/ENTER DLN/ID #	9. Either swipe the customer's driver license/ID card or key in the license/ID number, press [ENTER] .
	10. EC SALE ENTER STATE/ID CODE	10. Key in the two digit ID code of the state in which the license/ID card was issued, press [ENTER] .
	11. EC SALE BIRTHDATE MMDDYYYY	11. Either key in the customer date of birth or press [ENTER] to bypass.
	12. EC SALE ENTER SSN	12. Either key in customer's Social Security Number, press [ENTER] or press [ENTER] to bypass.
	13. EC SALE ENTER PHONE #	13. Key in the customer phone number, press [ENTER] or press [ENTER] to bypass.
	14. EC SALE ENTER ZIP CODE	14. Key in the customer's zip code and press [ENTER] or press [ENTER] to bypass.
	15. EC SALE ENTER INVOICE #	15. Key in the invoice number, press [ENTER] .
	16. EC SALE ENTER SERVER ID #	16. Key in the employee ID number, press [ENTER] .
	17. EC SALE DIALING...RECEIVING	17. Please wait...
	18. EC SALE TEAR NOW, PRESS ENTER	18. Press [ENTER] to print customer receipt.
	19. ACCEPTED XXXXXXX MARK 'VOID' - RETURN	19. Write "VOID" on check, return to customer.
20. ACCEPTED XXXXXX KEEP CHECK - DEPOSIT	20. If message displays, submit check for regular collection. Press [CLEAR] to exit function.	

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
VOID	1. SWIPE CARD FOR SALE	1. Press [VOID] .
	2. CARD CHECK	2. Press the right [▲] key.
	3. INV SEQ CHECK#	3. Press the correct [▲] key to choose item to void by invoice, sequence or check number.
	4. VOID ENTER...#	4. Enter the invoice, sequence or check number, press [ENTER] .
	5. VOID INV XXXXXXXX? CHECK #: XXXXXXXX	5. Confirm this is the transaction to be voided. If it is, press [ENTER] , if not, press [BACK SPACE] to choose another transaction or press [CLEAR] to exit function.
	6. EC VOID DIALING...	6. Please wait...
	7. EC VOID VOID ACCEPTED	7. Please wait for the receipt to print.
	8. EC VOID TEAR NOW, PRESS ENTER	8. Press [ENTER] to print customer receipt.
	9. INV SEQ CHECK#	9. Press the correct [▲] key to choose another item to void or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
ECA TRANSACTION REVIEW	1. SWIPE CARD FOR SALE	1. Press [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press middle [▲] key.
	3. CARD CHECK	3. Press right [▲] key to review check items.
	4. INV SEQ CHECK#	4. Press left [▲] key to review by invoice number, press the middle [▲] key to review by sequence number or press the right [▲] key to review by check number.
	5. TRAN REVIEW ENTER...	5. Key in invoice, sequence or check number and press [ENTER] .
	6. XXX: INV XXXXXXXXXXXX ECA SALE \$XX.XX	6. Press the [*] key or [#] key to review the information or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
ECA TOTALS REVIEW	1. SWIPE CARD FOR SALE	1. Press [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press the left [▲] key.
	3. BATCH EMP CARD	3. Press the left [▲] key.
	4. CURRENT HISTORY	4. Press the left [▲] key to review a current batch report or press the right [▲] key to review a past batch.
	5. DATE REF: XXX X ITEMS \$XX.XX	5. Review the past batch, press [CLEAR] to exit.
	6. CARD/CHECK TOTALS X ITEMS \$XX.XX	6. Press [ENTER] to review an open batch.
	7. CARD TOTALS X ITEMS \$XX.XX	7. Press [ENTER] three times.
	8. CHECK TOTALS X ITEMS \$XX.XX	8. After reviewing the batch, press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
ECA TOTALS REPORT	1. SWIPE CARD FOR SALE	1. Press [+] key.
	2. TOTALS TRAN DETAIL	2. Press the left [▲] key.
	3. BATCH EMP CARD	3. Press the left [▲] key.
	4. CURRENT HISTORY	4. Press the left [▲] key to print a current batch report or press the right [▲] key to print a report of a past batch.
	5. PRINTING REPORT...	5. Please wait for the report to print.
	6. BATCH EMP CARD	6. Press proper [▲] key to print another report or press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
ECA RECEIPT REPRINT	1. SWIPE CARD FOR SALE	1. Press [+] key.
	2. TOTALS TRAN DETAIL	2. Press the middle [▲] key.
	3. INV SEQ LAST	3. Press the left [▲] key to reprint a transaction receipt by invoice number, middle [▲] key to reprint by sequence number or the right [▲] key to reprint the most recent receipt.
	4. REPRINT ENTER INVOICE OR SEQ #	4. Key in either the invoice or sequence number of the transaction receipt to be reprinted and press [ENTER] .
	5. XXX: INV XXXXXXXXXXXX REPRINT? \$XX.XX	5. Either press [ENTER] to reprint the receipt for the displayed transaction or [BACK SPACE] to choose another transaction.
	6. REPRINT PRINTING...	6. Please wait...
	7. REPRINT TEAR NOW, PRESS ENTER	7. Press [ENTER] to print customer receipt.
	8. TOTALS TRAN DETAIL	8. Either press the proper [▲] key to reprint another receipt or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
CLOSE	1. SWIPE CARD FOR SALE	1. Press [CLOSE] .
	2. GC CLEAR BATCH BATCH CLEARED	2. If gift card has been activated, please wait for this batch to clear or this screen to display.
	3. CLOSE ADJ PRINT	3. Press the left [▲] key.
	4. XXX ITEMS NET XX.XX OK?	4. Press [ENTER] to close or [BACK SPACE] to exit function.
	5. CLOSE BATCH DIALING... RECEIVING	5. Please wait...
	6. CLOSE BATCH PRINTING...	6. Please wait while the close batch report prints.
	7. CLOSE BATCH REPRINT TOTALS?	7. Press [ENTER] to reprint totals or [BACK SPACE] to exit function.
	8. CLOSE BATCH ACCEPTED XXXXX	8. Press [CLEAR] to exit function.