

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION | |
|--|--|---|--|
| TELECHECK CPO/ECA SALE WITH OR WITHOUT CHECK READER | 1. SWIPE CARD FOR SALE | 1. Press [CHECK] . | |
| | 2. ENTER PASSWORD | 2. Key in the password and press [ENTER] . | |
| | 3. TELECHECK ECA SALE/VOID/OTHER | 3. Press the left [▲] key. | |
| | With Check Reader | | |
| | 4. TELECHECK ECA INSERT CHECK | 4. Insert the check into check reader. | |
| | 5. TELECHECK ECA RE-INSERT CHECK | 5. Re-insert the check into check reader. | |
| | Without Check Reader | | |
| | 6. TELECHECK ECA INSERT CHECK | 6. Key in the MICR number, which are the numbers printed on the bottom of the check. Key in all numbers left to right, press [ENTER] . | |
| | 7. TELECHECK ECA MICR NUMBER AGAIN | 7. Key in the MICR number again and press [ENTER] . | |
| | 8. TELECHECK ECA INVALID ENTRY | 8. An invalid entry occurred. | |
| | 9. ENTRIES DO NOT MATCH | 9. Either re-insert check through check reader or re-enter MICR number manually. | |
| | 10. TELECHECK ECA ENTER CHECK # | 10. Key in the check number and press [ENTER] . | |
| | 11. TELECHECK ECA PERSONAL/BUSINESS | 11. Press left [▲] key for a personal check or the right [▲] key for a business check. | |
| | 12. TELECHECK ECA ENTER CHECK AMOUNT | 12. Key in the check amount and press [ENTER] . | |
| | 13. TELECHECK ECA REENTER CHECK AMOUNT | 13. Key in the check amount again and press [ENTER] . | |
| | 14. AMT DOES NOT MATCH | 14. Displays if the incorrect amount was entered. | |
| | 15. TELECHECK ECA SWIPE/ENTER DLN/ID # | 15. Swipe driver license/ID card or key in driver license/ID card number, press [ENTER] . | |
| | 16. TELECHECK ECA ENTER STATE/ID CODE | 16. Key in either the license state or ID code provided by TeleCheck, press [ENTER] . | |
| | 17. TELECHECK ECA BCN PROMPT | 17. If prompted, key in the billing control number and press [ENTER] . | |
| | 18. TELECHECK ECA PHONE NUMBER | 18. If prompted, key in customer's 10-digit home phone number, then press [ENTER] . | |
| | 19. TELECHECK ECA ID ZIP CODE | 19. If prompted, key in the ZIP code of the customer's home address and press [ENTER] . | |
| | 20. TELECHECK ECA ENTER INVOICE # | 20. If prompted, key in the invoice number and press [ENTER] . | |
| | 21. TELECHECK ECA SOCIAL SECURITY # | 21. If prompted, key in the social security number of the customer and press [ENTER] . | |
| | 22. TELECHECK ECA D.O.B. (MMDDYYYY) | 22. If prompted, key in the date of birth of the customer and press [ENTER] . | |
| | 23. TELECHECK ECA CLERK ID | 23. If prompted, key in the employee ID number and press [ENTER] . | |
| | 24. TELECHECK ECA DIALING... | 24. Please wait... | |
| | 25. TELECHECK ECA MARK 'VOID' - RETURN | 25. ECA approved receipt will print. Write "VOID" on check and return check to customer. | |
| | 26. PRINT CUSTOMER COPY TEAR NOW, PRESS ENTER | 26. Press [ENTER] to print customer receipt. | |
| | 27. KEEP CHECK - DEPOSIT APPROVED XXXX | 27. Keep the non-ECA approved check for deposit. Press [CLEAR] to exit function. | |
| 28. CODE X XXXXX RD# XXXXXX | 28. Displays if ECA was declined. An ECA declined receipt will print that includes a denial record number and a phone number to call to reference. Press [CLEAR] to exit. | | |
| 29. DECLINE PLEASE RETRY | 29. Non-ECA was declined. Press [CLEAR] to exit function. | | |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|--|---|---|
| TELECHECK CPO/ECA REVIEW | 1. SWIPE CARD FOR SALE | 1. Press [CHECK] . |
| | 2. ENTER PASSWORD | 2. Key in the password and press [ENTER] . |
| | 3. TELECHECK ECA SALE/VOID/OTHER | 3. Press the right [▲] key. |
| | 3. TELECHECK ECA REVIEW/REPORT/REPRNT | 3. Press the left [▲] key. |
| | 4. ECA REVIEW CURRENT/HISTORY | 4. Press left [▲] key to review current batch or press right [▲] key to view previous batches. |
| | 5. ECA REVIEW SEQ/CHK#/LAST | 5. Press the left [▲] key to review a current transaction by seq. number, press middle [▲] key to review by check number or press right [▲] key to review most recent transaction. |
| | 6. ECA REVIEW ENTER SEQ # | 6. Key in the sequence number of the transaction to be reviewed and press [ENTER] . |
| | 7. ECA REVIEW ENTER CHECK # | 7. Key in the check number of the transaction to be reviewed and press [ENTER] . |
| | 8. SEQ#XXX CHK#XXX ECA SALE \$XX.XX | 8. Press [ENTER] to review another transaction or press [CLEAR] to exit function. |
| 9. LOC#X XXXXXXXXXXXXX TOTAL \$XX.XX/ X | 9. If history was chosen earlier, the most recent batch will display first. Press [ENTER] to view other batches or press [CLEAR] to exit. | |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|---|--|---|
| TELECHECK CPO/ECA REPORT | 1. SWIPE CARD FOR SALE | 1. Press [CHECK] . |
| | 2. ENTER PASSWORD | 2. Key in the password and press [ENTER] . |
| | 3. TELECHECK ECA SALE/VOID/OTHER | 3. Press the right [▲] key. |
| | 4. TELECHECK ECA REVIEW/REPORT/REPRNT | 4. Press the middle [▲] key. |
| | 5. PRINT ECA REPORT CURRENT/HISTORY | 5. Press left [▲] key to print a current batch report, press right [▲] key to print a batch history report. |
| | 6. PRINTING REPORT... | 6. Wait for the report to print. |
| | 7. PRINT ECA REPORT CURRENT/HISTORY | 7. Press [CLEAR] to exit function. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|--|---|--|
| TELECHECK CPO/ECA RECEIPT REPRINT | 1. SWIPE CARD FOR SALE | 1. Press [CHECK] . |
| | 2. ENTER PASSWORD | 2. Key in the password and press [ENTER] . |
| | 3. TELECHECK ECA SALE/VOID/OTHER | 3. Press the right [▲] key. |
| | 4. TELECHECK ECA REVIEW/REPORT/REPRNT | 4. Press the right [▲] key. |
| | 5. ECA REPRINT SEQ/CHK#/LAST | 5. Press left [▲] key to reprint a receipt by seq. number, press middle [▲] key to reprint by check number or press right [▲] key to reprint most recent receipt. |
| | 6. ECA REPRINT ENTER SEQ # | 6. Key in sequence number of the transaction receipt to be reprinted and press [ENTER] . |
| | 7. ECA REPRINT ENTER CHECK # | 7. Key in the check number of the transaction receipt to be reprinted and press [ENTER] . |
| | 8. SEQ#XXX CHK#XXX PRINT SALE? \$XX.XX | 8. Press [ENTER] to print a receipt for the displayed transaction or press [BACK SPACE] to choose another transaction. |
| | 9. ECA REPRINT PRINT CUSTOMER COPY? | 9. Press [ENTER] to print a customer receipt, [BACK SPACE] to print a merchant receipt. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|---------------------------------------|---|---|
| TELECHECK CPO/ECA VOID | 1. SWIPE CARD FOR SALE | 1. Press [CHECK] . |
| | 2. ENTER PASSWORD | 2. Key in the password and press [ENTER] . |
| | 3. TELECHECK ECA SALE/VOID/OTHER | 3. Press the middle [▲] key. |
| | 4. TELECHECK ECA BATCH SEQ # | 4. Key in the sequence number of the transaction to be voided and press [ENTER] . |
| | 5. SEQ XXX CHK# XXX AMOUNT \$XX.XX | 5. If the displayed transaction is to be voided, press [ENTER] , if not, please wait... |
| | 6. TELECHECK ECA CONTINUE/SEL.OTHER | 6. Press left [▲] key to void displayed transaction or press right [▲] key and repeat step 4. |
| | 7. TELECHECK ECA DIALING... | 7. Please wait... |
| | 8. ECA VOID APPROVAL | 8. Please wait for the receipt to print. |
| | 9. PRINT CUSTOMER COPY TEAR NOW, PRESS ENTER | 9. Press [ENTER] to print customer receipt. Press [CLEAR] to exit. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|-----------|--|---|
| TELECHECK | 1. SWIPE CARD FOR SALE | 1. Press [CLOSE] . |
| CPO/ECA | 2. ENTER PASSWORD | 2. Key in the password and press [ENTER] . |
| CLOSE | 3. X ECA ITEMS NET \$XX.XX OK? | 3. Press [ENTER] to close check batch or press [CLEAR] to exit. |
| | 4. TELECHECK ECA SENDING SEQ XXX/XXX | 4. Batch information is being sent to the host. |
| | 5. PRINTING REPORT... | 5. Wait for the close report to print. |
| | 6. SETTLEMENT COMPLETE XXXXXXXXXXXX | 6. Press [CLEAR] to exit function. |
| | 7. Close Batch #X | 7. The card batch is being scanned. |
| | 8. PRINT REPORT? YES NO | 8. Press left [▲] key to print batch summary report of credit card transactions. Press right [▲] key to close without printing report. |
| | 9. X ITEMS NET \$XX.XX OK? | 9. Press [ENTER] to close card batch or press [CLEAR] to exit. |
| | 10. DIALING... | 10. Terminal is calling the host computer. |
| | 11. SETTLEMENT COMPLETE XXXXXXXXXXXX | 11. Batch closed successfully. |
| | 12. BATCH CLOSED 1=STATUS 2=REPORT | 12. Press the [1] key to review batch status or press the [2] key to reprint a batch report. |
| | 13. BATCH NOT CLOSED 1=STATUS 2=REPORT <i>Alternates with Display Below</i> 3=MANAGEMENT 4=REVIEW | 13. Displays if entire batch did not close. Press the [CLOSE] key to complete procedure. Contact your service provider or consult the application manual for more information. |
| | 14. VALUELINK STATUS <i>Alternates with Display Below</i> CLOSED OK | 14. Pressing [1] at the BATCH CLOSED screen displays settlement status of gift card, check or credit card. Press [ENTER] to scroll batch types, press [CLEAR] to exit. |
| | 15. REPRINT REPORT <i>Alternating Displays Below</i> 1-CARD SUMMARY 2-ECA CLOSE REPORT 3-ECA DETAIL REPORT 4-VALUELINK REPORT | 15. Pressing [2] at BATCH CLOSED screen will display reprint options. Press [1] for a card summary report, press [2] for a check close report, press [3] for a check detail report or press [4] for a gift card report. Press [CLEAR] once to return to BATCH CLOSED screen, twice to exit. |
| | 16. TOTALS TRAN DETAIL | 16. Pressing [1] at REPRINT REPORT screen displays card printing options. Press left [▲] key for a card summary totals report, press middle [▲] key for transaction receipts, press right [▲] key for a detail report. |
| | 17. BATCH EMP CARD | 17. If TOTALS was selected at REPRINT REPORT screen, press left [▲] key for a batch totals report, press middle [▲] key for employee totals report or press right [▲] key for a card type totals report. |
| | 18. CURRENT HISTORY | 18. If BATCH was selected at BATCH EMP CARD, press left [▲] key for a current batch line item report or press right [▲] key for a past batch totals report. |
| | 19. emp TOTALS REPORT ENTER OPER ID | 19. If EMP was selected BATCH EMP CARD screen, key in the employee ID number and press [ENTER] or press [ENTER] for a totals report for all employees. |
| | 20. INV SEQ LAST | 20. If TRAN was selected at TOTALS TRAN DETAIL screen, press left [▲] key for a duplicate receipt by invoice number, press middle [▲] key for a duplicate receipt by sequence number or press right [▲] key for the most recent credit card receipt. |
| | 21. TRAN REPORT ENTER INVOICE # | 21. Key in the invoice number and press [ENTER] . |
| | 22. TRAN REPORT ENTER SEQ # | 22. Key in the sequence number, press [ENTER] . |
| | 23. XXX: INV X PRINT SALE ? \$XX.XX | 23. Press [ENTER] to reprint a receipt for the displayed transaction. |
| | 24. CARD TYPE SALE PRINT CUSTOMER COPY? | 24. Press [ENTER] for a customer receipt or [BACK SPACE] for a merchant receipt. |
| | 25. BATCH EMP CARD | 25. If DETAIL was selected at TOTALS TRAN DETAILS screen, press left [▲] key for an item detail report, press middle [▲] key, for a detail report by employee ID or press right [▲] key for a batch summary report. |
| | 26. DETAIL REPORT ENTER OPER ID | 26. Key in employee ID, press [ENTER] or press [ENTER] for a report for all employees. |

TELCHECK STATE AND ID CODES

US Driver's Licenses and IDs:

| | | | |
|-------------------|----------------------|--------------------|--------------------|
| 25/AL Alabama | 55/AK Alaska | 20/AZ Arizona | 27/AR Arkansas |
| 23/CA California | 26/CO Colorado | 28/CT Connecticut | 33/DE Delaware |
| 93/DC D. Columbia | 35/FL Florida | 42/GA Georgia | 44/HI Hawaii |
| 43/ID Idaho | 45/IL Illinois | 46/IN Indiana | 49/IA Iowa |
| 57/KS Kansas | 59/KY Kentucky | 52/LA Louisiana | 56/ME Maine |
| 79/MD Maryland | 87/MA Massachusetts | 40/MI Michigan | 64/MN Minnesota |
| 77/MS Mississippi | 66/MO Missouri | 68/MT Montana | 63/NE Nebraska |
| 38/NV Nevada | 47/NH N. Hampshire | 53/NJ New Jersey | 39/NM New Mexico |
| 69/NY New York | 75/NC North Carolina | 36/ND North Dakota | 60/OH Ohio |
| 65/OK Oklahoma | 67/OR Oregon | 78/PA Pennsylvania | 74/RI Rhode Island |
| 72/SC S. Carolina | 73/SD South Dakota | 86/TN Tennessee | 89/TX Texas |
| 88/UT Utah | 83/VT Vermont | 82/VA Virginia | 92/WA Washington |
| 98/WV W. Virginia | 94/WI Wisconsin | 99/WY Wyoming | |

Canadian Driver's Licenses:

| | | |
|---------------------|------------------------|-----------------------------|
| 21/AB Alberta | 11/BC British Columbia | 61/MB Manitoba |
| 13/NB New Brunswick | 31/NF Newfoundland | 37/NT Northwest Territories |
| 41/NS Nova Scotia | 51/ON Ontario | 81/PE Prince Edward Island |
| 71/QC Quebec | 58/SK Saskatchewan | 91/YT Yukon |

Other:

| | | |
|------------------------|---------------------------------|---------------------------|
| GV/U. S. Government ID | 97/ML United States Military ID | 77/Social Security Number |
| 70/PR Puerto Rico | 16/Virgin Islands | |

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| CLEAR BATCH This procedure erases the batch, it does not close it. Only perform this procedure after contacting your service provider. | 1. SWIPE CARD FOR SALE | 1. Press [#]. |
| | 2. ENTER PASSWORD | 2. Key in the password and press [ENTER]. |
| | 3. LOCK MGMT SETUP | 3. Press the middle [▲] key. |
| | 4. BATCH TEST DEMO | 4. Press the left [▲] key. |
| | 5. VIEW RECOVERY | 5. Press the left [▲] key. |
| | 6. CARD CHECK | 6. Press the right [▲] key. |
| | 7. RECORDS USED : X REMAINING : XXX | 7. Press [ENTER]. |
| | 8. SETTLE TIME: XX:XX LAST: XX:XX XX/XX/XX | 8. Press [ENTER]. |
| | 9. LAST SETTLE RESPONSE BATCH CLEARED | 9. Press [ENTER]. |
| | 10. CURRENT BATCH: XXX | 10. Press [VOID]. |
| | 11. CLEAR CURRENT BATCH? YES NO | 11. Press left [▲] key to clear current batch or right [▲] key to bypass batch clear. |
| | 12. BATCH CLEARED | 12. Please wait... |
| | 13. LOCK MGMT SETUP | 13. Press [CLEAR] to exit function. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|--------------------------|---------------------------------------|--|
| CHECK READER TEST | 1. SWIPE CARD FOR SALE | 1. Press [#]. |
| | 2. ENTER PASSWORD | 2. Key in the password and press [ENTER]. |
| | 3. LOCK MGMT SETUP | 3. Press the middle [▲] key. |
| | 4. BATCH TEST DEMO | 4. Press the middle [▲] key. |
| | 5. PHONE CHK RDR | 5. Press the right [▲] key. |
| | 6. CHECK READER TEST: INSERT CHECK | 6. Insert the check into the check reader |
| | 7. MICR: XXXXXXXXXXXX XXXXX XXXXXX | 7. If check reader is working, check information will display. Press [CLEAR] to exit function. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|-----------------------------------|---------------------------------------|--|
| SET TERMINAL DATE AND TIME | 1. SWIPE CARD FOR SALE | 1. Press [ALPHA] key; while pressing [ALPHA] press [7] [1] [3] [9], then release all keys. |
| | 2. CLEAR to resume Time Load Setup | 2. Press the left [▲] key. |
| | 3. XX/XX/XX XX:XX:XX Date Time | 3. Press the left [▲] key to change the date and the right [▲] key to change the time. |
| | 4. Enter new date MM/DD/YY | 4. Enter the date using the MM/DD/YY format, press [ENTER]; to exit press [CLEAR] twice. |
| | 5. Enter new time HH:MM | 5. Enter the time using the 24-hour format and press [ENTER] (to set 3:30 PM, press [1] [5] [3] [0]); to exit press [CLEAR] twice. |