

## Retail Quick Reference Card

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA SALE WITH OR WITHOUT CHECK READER	1. SWIPE CARD FOR SALE	1. Press <b>[CHECK]</b> .
	2. ENTER PASSWORD	2. Key in the password and press <b>[ENTER]</b> .
	3. TELECHECK ECA CHANGE/SALE/OTHER	3. Press the middle <b>[▲]</b> key.
	<b>With Check Reader</b>	
	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.
	<b>Without Check Reader</b>	
	6. TELECHECK ECA INSERT CHECK	6. Key in all of the MICR numbers, printed on the bottom of the check, press <b>[ENTER]</b> .
	7. TELECHECK ECA MICR NUMBER AGAIN	7. Key in the MICR number again and press <b>[ENTER]</b> .
	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 <b>[ENTER]</b> .
	11. TELECHECK ECA PERSONAL/BUSINESS	11. Press left <b>[▲]</b> key to choose personal check or right <b>[▲]</b> key to choose business check.
	12. TELECHECK ECA ENTER CHECK AMOUNT	12. Key in the check amount and press <b>[ENTER]</b> .
	13. TELECHECK ECA REENTER CHECK AMOUNT	13. Key in the check amount again and press <b>[ENTER]</b> .
	14. AMT DOES NOT MATCH	14. Displays if the incorrect amount was entered.
	15. PRODUCT CODE	15. Key in the product code and press <b>[ENTER]</b> .
	16. TELECHECK ECA SWIPE/ENTER DLN/ID #	16. Swipe driver license/ID card or key in driver license/ID card number, press <b>[ENTER]</b> .
	17. TELECHECK ECA ENTER STATE/ID CODE	17. Key in either the license state or ID code provided by TeleCheck, press <b>[ENTER]</b> .
	18. TELECHECK ECA BCN PROMPT	18. If prompted, key in the billing control number and press <b>[ENTER]</b> .
	19. TELECHECK ECA PHONE NUMBER	19. If prompted, key in customer's 10-digit home phone number, then press <b>[ENTER]</b> .
	20. TELECHECK ECA ID ZIP CODE	20. If prompted, key in ZIP code of the customer's home address and press <b>[ENTER]</b> .
	21. TELECHECK ECA ENTER INVOICE #	21. If prompted, key in the invoice number and press <b>[ENTER]</b> .
	22. TELECHECK ECA SOCIAL SECURITY #	22. If prompted, key in the social security number of the customer and press <b>[ENTER]</b> .
	23. TELECHECK ECA D.O.B. (MMDDYYYY)	23. If prompted, key in the date of birth of the customer and press <b>[ENTER]</b> .
	24. TELECHECK ECA CLERK ID	24. If prompted, key in the employee ID number and press <b>[ENTER]</b> .
	25. TELECHECK ECA DIALING...	25. Please wait...
	26. TELECHECK ECA MARK 'VOID' - RETURN	26. ECA approved receipt will print. Write "VOID" on check and return check to customer.
	27. PRINT CUSTOMER COPY TEAR NOW, PRESS ENTER	27. Press <b>[ENTER]</b> to print customer receipt.
	28. KEEP CHECK - DEPOSIT APPROVED XXXX	28. Keep the non-ECA approved check for deposit. Press <b>[CLEAR]</b> to exit function.
	29. CODE X XXXXX RD# XXXXXX	29. 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 <b>[CLEAR]</b> to exit.
	30. DECLINE PLEASE RETRY	30. Non-ECA was declined. Press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA REVIEW	1. SWIPE CARD FOR SALE	1. Press <b>[CHECK]</b> .
	2. ENTER PASSWORD	2. Key in the password and press <b>[ENTER]</b> .
	3. TELECHECK ECA CHANGE/SALE/OTHER	3. Press the right <b>[▲]</b> key.
	4. TELECHECK ECA REVIEW/VOID/OTHER	4. Press the left <b>[▲]</b> key.
	5. ECA REVIEW CURRENT/HISTORY	5. Press the left <b>[▲]</b> key to review current batch, press right <b>[▲]</b> key to view previous batches.
	6. ECA REVIEW SEQ/CHK#/LAST	6. Press the left <b>[▲]</b> key to review a current transaction by sequence number, press the middle <b>[▲]</b> key to review by check number or press the right <b>[▲]</b> key to review the most recent transaction.
	7. ECA REVIEW ENTER SEQ #	7. Key in the sequence number of the transaction to be reviewed and press <b>[ENTER]</b> .
	8. ECA REVIEW ENTER CHECK #	8. Key in the check number of the transaction to be reviewed and press <b>[ENTER]</b> .
	9. SEQ XXX CHK# XXX ECA SALE \$XX.XX	9. Please review the transaction information. Press <b>[CLEAR]</b> to exit function.
	10. LOC#X XXXXXXXXXXXX TOTAL \$XX.XX/ X	10. If history was chosen earlier, the most recent closed batch displays. Press <b>[ENTER]</b> to review other batches, press <b>[CLEAR]</b> to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA REPORT	1. SWIPE CARD FOR SALE	1. Press <b>[CHECK]</b> .
	2. ENTER PASSWORD	2. Key in the password and press <b>[ENTER]</b> .
	3. TELECHECK ECA CHANGE/SALE/OTHER	3. Press the right <b>[▲]</b> key.
	4. TELECHECK ECA REVIEW/VOID/OTHER	4. Press the right <b>[▲]</b> key.
	5. TELECHECK ECA CLOSE/REPORT/OTHER	5. Press the middle <b>[▲]</b> key.
	6. PRINT ECA REPORT CURRENT/HISTORY	6. Press the left <b>[▲]</b> key to print a current batch report or press the right <b>[▲]</b> key to print a batch history report.
	7. PRINTING REPORT...	7. Please wait for the report to print.
	8. PRINT ECA REPORT CURRENT/HISTORY	8. Press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA RECEIPT REPRINT	1. SWIPE CARD FOR SALE	1. Press <b>[CHECK]</b> .
	2. ENTER PASSWORD	2. Key in the password and press <b>[ENTER]</b> .
	3. TELECHECK ECA CHANGE/SALE/OTHER	3. Press the right <b>[▲]</b> key.
	4. TELECHECK ECA REVIEW/VOID/OTHER	4. Press the right <b>[▲]</b> key.
	5. TELECHECK ECA CLOSE/REPORT/OTHER	5. Press the right <b>[▲]</b> key.
	6. TELECHECK ECA FUNCS/REPRINT/OTHER	6. Press the middle <b>[▲]</b> key.
	7. ECA REPRINT SEQ/CHK#/LAST	7. Press the left <b>[▲]</b> key to reprint a transaction receipt by sequence number, the middle <b>[▲]</b> key to reprint by check number or the right <b>[▲]</b> key to reprint the most recent receipt.
	8. ECA REPRINT ENTER SEQ #	8. Key in the sequence number, press <b>[ENTER]</b> .
	9. ECA REPRINT ENTER CHECK #	9. Key in the check number, press <b>[ENTER]</b> .
	10. SEQ XXX CHK# XXX PRINT SALE? \$XX.XX	10. Press <b>[ENTER]</b> to reprint a receipt for the displayed transaction or press <b>[BACK SPACE]</b> to choose another transaction.
	11. ECA REPRINT PRINT CUSTOMER COPY?	11. Press <b>[ENTER]</b> to print a customer receipt, <b>[BACK SPACE]</b> to print a merchant receipt.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>TELECHECK ECA VOID</b>	1. SWIPE CARD FOR SALE	1. Press <b>[CHECK]</b> .
	2. ENTER PASSWORD	2. Key in the password and press <b>[ENTER]</b> .
	3. TELECHECK ECA CHANGE/SALE/OTHER	3. Press the right <b>[▲]</b> key.
	4. TELECHECK ECA REVIEW/VOID/OTHER	4. Press the middle <b>[▲]</b> key.
	5. TELECHECK ECA BATCH SEQ #	5. Key in the sequence number of the transaction to be voided, press <b>[ENTER]</b> .
	6. SEQ XXX CHK# XXX AMOUNT \$XX.XX	6. If the displayed transaction is to be voided, press <b>[ENTER]</b> , if not, please wait...
	7. TELECHECK ECA CONTINUE/SEL.OTHER	7. Press left <b>[▲]</b> key to void transaction or press right <b>[▲]</b> key to choose other transaction.
	8. TELECHECK ECA DIALING...	8. Please wait...
	9. ECA VOID OK	9. Please wait for the receipt to print.
	10. PRINT CUSTOMER COPY	10. Press <b>[ENTER]</b> to print customer receipt.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>TELECHECK ECA CHANGE</b>	1. SWIPE CARD FOR SALE	1. Press <b>[CHECK]</b> .
	2. ENTER PASSWORD	2. Key in the password and press <b>[ENTER]</b> .
	3. TELECHECK ECA CHANGE/SALE/OTHER	3. Press the left <b>[▲]</b> key.
	4. TELECHECK ECA BATCH SEQ #	4. Key in the sequence number of the transaction to be changed and press <b>[ENTER]</b> .
	5. SEQ XXX CHK# XXX AMOUNT \$XX.XX	5. If the displayed transaction is to be changed, press <b>[ENTER]</b> , if not, please wait...
	6. TELECHECK ECA CONTINUE/SEL.OTHER	6. Press left <b>[▲]</b> key to change transaction or right <b>[▲]</b> key to choose other transaction.
	7. TELECHECK ECA NEW AMOUNT	7. Key in the new amount and press <b>[ENTER]</b> .
	8. TELECHECK ECA DIALING...	8. Please wait...
	9. ECA CHANGE OK	9. Please wait for the receipt to print.
	10. PRINT CUSTOMER COPY	10. Press <b>[ENTER]</b> to print customer receipt.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>TELECHECK CLOSE SPLIT DIAL ECA BATCH AND CARD BATCH CLOSE</b>	1. SWIPE CARD FOR SALE	1. Press <b>[CLOSE]</b> .
	2. ENTER PASSWORD	2. Key in the password and press <b>[ENTER]</b> .
	3. CLOSE BATCH #XXX Scanning Trans...	3. Please wait...
	4. SETTLEMENT AMOUNT?	4. Key in check batch total, press <b>[ENTER]</b> .
	5. X ECA ITEMS NET \$XX.XX OK?	5. Press <b>[ENTER]</b> to close check batch or press <b>[CLEAR]</b> to exit.
	6. TELECHECK ECA DIALING....	6. Please wait...
	7. PRINTING REPORT...	7. Please wait for the close report to print.
	8. Close Batch #X	8. Please wait, card batch is being scanned.
	9. PRINT REPORT? YES NO	9. Press left <b>[▲]</b> key to print card summary report, press right <b>[▲]</b> key not to print report.
	10. SETTLEMENT AMOUNT?	10. If prompted, key in card total, press <b>[ENTER]</b> .
	11. X ITEMS NET \$XX.XX OK?	11. Press <b>[ENTER]</b> to close card batch or press <b>[CLEAR]</b> to exit.
	12. DIALING...	12. Please wait...
	13. SETTLEMENT COMPLETE XXXXXXXXXXXX	13. Please wait...
	14. BATCH CLOSED 1=STATUS 2=REPORT	14. Press the <b>[1]</b> key to review batch status or press the <b>[2]</b> key to reprint a batch report.
	15. BATCH NOT CLOSED 1=STATUS 2=REPORT <i>Alternates with Display Below</i> 3=MANAGEMENT 4=REVIEW	15. Displays if entire batch did not close. Press the <b>[CLOSE]</b> key to complete procedure. Contact your service provider or consult the application manual for more information.
	16. VALUELINK STATUS <i>Alternates with Display Below</i> CLOSED OK	16. Pressing <b>[1]</b> at the BATCH CLOSED screen displays settlement status of gift card, check or credit card. Press <b>[ENTER]</b> to scroll batch types, press <b>[CLEAR]</b> to exit.
	17. REPRINT REPORT <i>Alternating Displays Below</i> 1-CARD SUMMARY 2-ECA CLOSE REPORT 3-ECA DETAIL REPORT 4-VALUELINK REPORT	17. Pressing <b>[2]</b> at BATCH CLOSED screen will display reprint options. Press <b>[1]</b> for a card summary report, press <b>[2]</b> for a check close report, press <b>[3]</b> for a check detail report or press <b>[4]</b> for a gift card report. Press <b>[CLEAR]</b> once to return to BATCH CLOSED screen, twice to exit.

## TELECHECK 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	

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>CLEAR BATCH</b>  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
<b>CHECK READER TEST</b>	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: XXXXXXXXXX XXXXX XXXXXX	7. If check reader is working, check information will display. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>SET TERMINAL DATE AND TIME</b>	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.