

Application: LFRET5, L3FRET1

For a "Call Center" Response on:

MasterCard® or Visa®	(800) 228-1122
Discover®/NOVUS®	(800) 347-1111
American Express®	(800) 528-2121

Retail

FUNCTION	OPERATOR ACTION
SALE Card Swipe	SLIDE CARD + ENTER LAST FOUR DIGITS OF CARD NUMBER + ENTER + AMOUNT OF SALE ⇄ WAIT FOR RESPONSE AND RECEIPT.
SALE Manual Entry	PRESS [SALE] + ENTER CARD NUMBER + ENTER EXPIRATION DATE + PHONE ORDER? YES OR NO + IMPRINT CARD IF PRESENT + ENTER AMOUNT OF SALE ⇄ WAIT FOR RESPONSE AND RECEIPT.
ATM/Debit (Optional Service)	PRESS [ATM/DEBIT] + ENTER SALE AMOUNT + ENTER CASH-BACK AMOUNT (OPTIONAL) + SLIDE CARD + CUSTOMER ENTERS PIN NUMBER ⇄ WAIT FOR RESPONSE AND RECEIPT.
RETURN Card Swipe	PRESS [RETURN] + SLIDE CARD + ENTER LAST FOUR DIGITS OF CARD NUMBER CARD SWIPE + ENTER AMOUNT OF RETURN ⇄ WAIT FOR TERMINAL RESPONSE (ACCEPTED) AND RECEIPT.
RETURN Manual Entry	PRESS [RETURN] + ENTER CARD NUMBER + ENTER EXPIRATION DATE + IMPRINT CARD IF PRESENT + ENTER AMOUNT OF RETURN ⇄ WAIT FOR TERMINAL RESPONSE (ACCEPTED) AND RECEIPT.
AUTH ONLY Card Swipe	PRESS [X] + SLIDE CARD + ENTER LAST FOUR DIGITS OF CARD NUMBER + ENTER AMOUNT OF SALE ⇄ WAIT FOR RESPONSE AND RECEIPT.
AUTH ONLY Manual Entry	PRESS [X] + ENTER CARD NUMBER + ENTER EXPIRATION DATE + PHONE ORDER? YES OR NO + IMPRINT CARD IF PRESENT + ENTER AMOUNT OF SALE ⇄ WAIT FOR RESPONSE AND RECEIPT.
TICKET ONLY* Card Swipe	PRESS [-] + SLIDE CARD + ENTER LAST FOUR DIGITS OF CARD NUMBER + ENTER AMOUNT OF SALE + ENTER APPROVAL CODE ⇄ WAIT FOR RESPONSE AND RECEIPT.
<i>*The Ticket Only function must be performed after obtaining a voice authorization or an Auth only approval code.</i>	
TICKET ONLY* Manual Entry	PRESS [-] + ENTER CARD NUMBER + ENTER EXPIRATION DATE + PHONE ORDER? YES OR NO + IMPRINT CARD IF PRESENT + ENTER AMOUNT OF SALE + ENTER AUTH CODE ⇄ WAIT FOR RESPONSE AND RECEIPT.
<i>*The Ticket Only function must be performed after obtaining a voice authorization or an Auth only approval code.</i>	
VOID	PRESS [VOID] + ENTER ITEM NUMBER + CONFIRM ITEM NUMBER AND PRESS [ENTER] THREE TIMES ⇄ WAIT FOR RESPONSE AND RECEIPT.
REPRINT	PRESS [=] + ENTER ITEM NUMBER + [ENTER].

Reports and Closing

FUNCTION	OPERATOR ACTION
ITEM REVIEW	PRESS [REVIEW] + LEFT [▲] KEY + ITEM NUMBER + [ENTER] + RIGHT [▲] KEY + RIGHT [▲] KEY TO VIEW MORE INFO.
TOTAL REVIEW	PRESS [REVIEW] + MIDDLE [▲] KEY + LEFT [▲] KEY + [ENTER].
PRINT ITEM DETAIL REPORT	PRESS [REVIEW] + RIGHT [▲] KEY + PRESS THE LEFT [▲] KEY ⇄ WAIT FOR REPORT TO PRINT.
PRINT SUMMARY REPORT	PRESS [REVIEW] + PRESS RIGHT [▲] KEY TWICE ⇄ WAIT FOR REPORT TO PRINT.
CLOSE BATCH	PRESS [CLOSE] + PRINT SUMMARY REPORT? YES OR NO ⇄ WAIT FOR RESPONSE AND RECEIPT.

Local Functions

FUNCTION	OPERATOR ACTION
VIEW LAST THREE HOST RESPONSES	PRESS [ENTER] + PRESS [4] [0] + PRESS [ENTER] + IF PROMPTED, KEY IN PASSWORD [1] [2] [3] [1] [2] [3] + [ENTER] ⇄ VIEW FIRST HOST RESPONSE + PRESS [ENTER] ⇄ VIEW SECOND HOST RESPONSE + PRESS [ENTER] ⇄ VIEW THIRD HOST RESPONSE.
VIEW LAST THREE BATCH TOTALS	PRESS [ENTER] + PRESS [4] [4] + PRESS [ENTER] + IF PROMPTED, KEY IN PASSWORD [1] [2] [3] [1] [2] [3] + PRESS [ENTER] ⇄ VIEW TOTAL + PRESS [ENTER] ⇄ VIEW NEXT TOTAL + PRESS [ENTER] ⇄ VIEW NEXT TOTAL.
SET TERMINAL TIME (For Daylight Savings)	PRESS AND HOLD [ALPHA] + PRESS [7] [1] [3] [9] + RELEASE [ALPHA] + PRESS TIME LEFT [▲] KEY + PRESS RIGHT [▲] KEY + ENTER PROPER TIME USING 24-HOUR FORMAT (FOR 3:30 P.M. PRESS [1] [5] [3] [0]) + PRESS [ENTER] + PRESS [CLEAR] TWICE.

AVS

FUNCTION	OPERATOR ACTION
SALE* Manual Entry with AVS	PRESS [SALE] + ENTER CARD NUMBER + ENTER EXPIRATION DATE + PHONE ORDER? YES OR NO + IMPRINT CARD IF PRESENT + ENTER AMOUNT OF SALE + ENTER NUMERIC ADDRESS + ENTER ZIP CODE + ENTER ORDER NUMBER ⇄ WAIT FOR RESPONSE AND RECEIPT.

AUTH ONLY* Manual Entry with AVS	PRESS [X] + ENTER CARD NUMBER + ENTER EXPIRATION DATE + PHONE ORDER? YES OR NO + IMPRINT CARD IF PRESENT + ENTER AMOUNT OF SALE + ENTER NUMERIC ADDRESS + ENTER ZIP CODE ⇄ WAIT FOR RESPONSE AND RECEIPT.
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NOTE: If AVS response is acceptable (X or Y), proceed to do a ticket only. If AVS response is not acceptable, see note below AVS definitions chart.

TICKET ONLY* Manual Entry with AVS	PRESS [-] + ENTER CARD NUMBER + ENTER EXPIRATION DATE + PHONE ORDER? YES OR NO + IMPRINT CARD IF PRESENT + ENTER AMOUNT OF SALE + ENTER AUTH CODE + ENTER ORDER NUMBER + ENTER AUTHORIZED AMOUNT + ENTER AVS RESPONSE CODE + ENTER "V" FOR ACI + ENTER TID ⇄ WAIT FOR RESPONSE AND RECEIPT.
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**The Ticket Only function must be performed after obtaining a voice authorization or an Auth only approval code. To enter alphanumeric characters, press the [ALPHA] key followed by the corresponding letter key. If any of the information requested is not available, press [ENTER] to bypass that screen.*

ADDRESS VERIFICATION SERVICE (AVS) RESPONSE CODE DEFINITIONS

A	Address match only	W	Nine-digit ZIP code OK
N	No match	X	Exact match
R	Retry; system unavailable	Y	Exact match
S	Service not supported	Z	Five-digit ZIP code OK
U	Address information not available		

**NOTE: If a transaction is approved but the AVS response is not an X or a Y, you may choose to accept the transaction at your own risk or void the transaction.*

Purchasing Card

FUNCTION	OPERATOR ACTION
SALE Card Swipe	SLIDE CARD + ENTER LAST 4 DIGITS OF CARD NUMBER + ENTER AMOUNT OF SALE + ENTER TAX AMOUNT + ENTER CUSTOMER CODE + ENTER PURCHASE ID (VISA ONLY) ⇄ WAIT FOR RESPONSE AND RECEIPT.

SALE Manual Entry	PRESS [SALE] + ENTER CARD NUMBER + ENTER EXPIRATION DATE + PHONE ORDER? YES OR NO + IMPRINT CARD IF PRESENT + ENTER AMOUNT OF SALE + ENTER TAX AMOUNT + ENTER CUSTOMER CODE + ENTER PURCHASE ID (VISA ONLY) ⇄ WAIT FOR RESPONSE AND RECEIPT.
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RETURN Card Swipe	PRESS [RETURN] + SLIDE CARD + ENTER LAST 4 DIGITS OF CARD NUMBER + ENTER AMOUNT OF RETURN + ENTER TAX AMOUNT + ENTER CUSTOMER CODE + ENTER PURCHASE ID (VISA ONLY) ⇄ WAIT FOR TERMINAL RESPONSE (ACCEPTED) AND RECEIPT.
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RETURN Manual Entry	PRESS [RETURN] + ENTER CARD NUMBER + ENTER EXPIRATION DATE + IMPRINT CARD IF PRESENT + ENTER AMOUNT OF RETURN + ENTER TAX AMOUNT + ENTER CUSTOMER CODE + ENTER PURCHASE ID (VISA ONLY) ⇄ WAIT FOR TERMINAL RESPONSE (ACCEPTED) AND RECEIPT.
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TICKET ONLY* Card Swipe	PRESS [-] + SLIDE CARD + ENTER LAST 4 DIGITS OF CARD NUMBER + ENTER AMOUNT OF SALE + ENTER TAX AMOUNT + ENTER CUSTOMER CODE + ENTER PURCHASE ID (VISA ONLY) + ENTER APPROVAL CODE ⇄ WAIT FOR RECEIPT AND RESPONSE.
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**A Ticket Only must be performed after obtaining a voice authorization or an Auth Only approval code.*

TICKET ONLY* Manual Entry	PRESS [-] + ENTER CARD NUMBER + ENTER EXPIRATION DATE + PHONE ORDER? YES OR NO + IMPRINT CARD IF PRESENT + ENTER AMOUNT OF SALE + ENTER TAX AMOUNT + ENTER CUSTOMER CODE + ENTER PURCHASE ID (VISA ONLY) + ENTER THE APPROVAL CODE ⇄ WAIT FOR RECEIPT AND RESPONSE.
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**A Ticket Only must be performed after obtaining a voice authorization or an Auth Only approval code.*