

# Quick Reference Card

Application: CONFIG 690 01.08.00

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
SALE	1. SWIPE CARD FOR SALE	1. Press <b>[CHECK]</b> .
	2. EC SALE ENTER PASSWORD	2. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	3. EC SALE INSERT CHECK	3. Either slide the check through the check reader or press <b>[ENTER]</b> to key in the check MICR number manually.
	4. EC SALE ENTER MICR #	4. Key in the MICR numbers from the bottom of the check manually, press <b>[ENTER]</b> .
	5. EC SALE RE-INSERT CHECK	5. Slide the check through the check reader again.
	6. EC SALE RE-ENTER MICR #	6. Key in the MICR number again and press <b>[ENTER]</b> .
	7. EC SALE ENTER CHECK #	7. Key in the check number, press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	8. EC SALE PERSONAL CHECK?	8. Press <b>[ENTER]</b> if check is a personal check, press <b>[BACK SPACE]</b> if not.
	9. EC SALE ENTER CHECK AMOUNT	9. Key in the check amount and press <b>[ENTER]</b> .
	10. EC SALE SWIPE/ENTER DLN/ID #	10. Either swipe the customer's driver license/ID card or key in the license/ID number, press <b>[ENTER]</b> .
	11. EC SALE ENTER STATE/ID CODE	11. Key in the two digit ID code of the state in which the license/ID card was issued, press <b>[ENTER]</b> .
	12. EC SALE BIRTHDATE MMDDYYYY	12. Either key in the customer date of birth or press <b>[ENTER]</b> to bypass.
	13. EC SALE ENTER SSN	13. Either key in customer's Social Security Number, press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	14. EC SALE ENTER PHONE #	14. Key in the customer phone number, press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	15. EC SALE ENTER ZIP CODE	15. Key in the customer's zip code and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	16. EC SALE ENTER INVOICE #	16. Key in the invoice number, press <b>[ENTER]</b> .
	17. EC SALE ENTER SERVER or CLERK ID #	17. Key in the employee ID number, press <b>[ENTER]</b> .
	18. EC SALE DIALING...RECEIVING	18. Please wait...
	19. EC SALE TEAR NOW, PRESS ENTER	19. Press <b>[ENTER]</b> to print customer receipt.
	20. ACCEPTED XXXXXXXX MARK 'VOID' - RETURN	20. Write "VOID" on check, return to customer.
	<b>OR</b>	
20. ACCEPTED XXXXXXXX KEEP CHECK - DEPOSIT	20. If message displays, submit check for regular collection. Press <b>[CLEAR]</b> to exit function.	

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
VOID	1. SWIPE CARD FOR SALE	1. Press <b>[VOID]</b> .
	2. VOID ENTER PASSWORD	2. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	3. CARD CHECK	3. Press the right <b>[▲]</b> key.
	4. INV SEQ CHECK#	4. Press the correct <b>[▲]</b> key to choose item to void by invoice, sequence or check number.
	5. VOID ENTER...#	5. Enter the invoice, sequence or check number, press <b>[ENTER]</b> .
	6. VOID INV XXXXXXXX? CHECK #: XXXXXXXX	6. Confirm this is the transaction to be voided. If it is, press <b>[ENTER]</b> , if not, press <b>[BACK SPACE]</b> to choose another transaction or press <b>[CLEAR]</b> to exit function.
	7. EC VOID DIALING...	7. Please wait...
	8. EC VOID PRINTING...	8. Please wait...
	9. EC VOID TEAR NOW, PRESS ENTER	9. Press <b>[ENTER]</b> to print customer receipt.
	10. EC VOID VOID ACCEPTED	10. Please wait for the receipt to print.
	11. INV SEQ CHECK#	11. Press the correct <b>[▲]</b> key to choose another item to void or press <b>[CLEAR]</b> to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>REPRINT ECA RECEIPT</b>	1. SWIPE CARD FOR SALE	1. Press [=] key.
	2. TOTALS TRAN DETAIL	2. Press the middle [▲] key.
	3. REPRINT ENTER PASSWORD	3. If prompted, key in the appropriate password, press [ENTER].
	4. INV SEQ LAST	4. Press left [▲] key to reprint a receipt by invoice number, middle [▲] key to reprint by sequence number or right [▲] key to reprint most recent receipt.
	5. REPRINT ENTER INVOICE OR SEQ #	5. Key in either invoice or sequence number of the receipt to be reprinted, press [ENTER].
	6. XXX: INV XXXXXXXXXXXX REPRINT? \$XX.XX	6. Either press [ENTER] to reprint the receipt for displayed transaction or [BACK SPACE] to choose another transaction.
	7. REPRINT PRINTING...	7. Please wait...
	8. REPRINT TEAR NOW, PRESS ENTER	8. Press [ENTER] to print customer receipt.
	9. TOTALS TRAN DETAIL or INV SEQ LAST	9. Either press the proper [▲] key to reprint another receipt or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>REVIEW ECA TOTALS</b>	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 left [▲] key to review a current batch or press right [▲] key to review a past batch.
	5. TOTALS REVIEW ENTER PASSWORD	5. If prompted, key in the appropriate password, press [ENTER].
	6. DATE REF: XXX X ITEMS \$XX.XX	6. Review the past batch, press [CLEAR] to exit.
	7. CARD/CHECK TOTALS X ITEMS \$XX.XX	7. Press [ENTER] to review the rest of the batch.
	8. CARD TOTALS X ITEMS \$XX.XX	8. Press [ENTER] three times.
	9. CHECK TOTALS X ITEMS \$XX.XX	9. After reviewing the totals, press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>REVIEW ECA TOTALS BY EMPLOYEE ID</b>	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 middle [▲] key.
	4. EMP TOTALS REVIEW ENTER PASSWORD	4. If prompted, key in the appropriate password, press [ENTER].
	5. EMP TOTALS REVIEW ENTER SERVER or CLERK ID #	5. Key in the employee ID number, press [ENTER].
	6. EMP X \$XX.XX X CARDS	6. Press [ENTER].
	7. EMP X \$XX.XX X CHECKS	7. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>REVIEW ECA TOTALS BY TRANS. TYPE</b>	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 right [▲] key.
	4. TOTALS REVIEW ENTER PASSWORD	4. If prompted, key in the appropriate password, press [ENTER].
	5. CARD TYPE TOTALS ENTER SERVER or CLERK ID #	5. Key in the employee ID number, press [ENTER].
	6. MC/VS TOTALS X ITEMS \$XX.XX	6. Press [#] key until the ECA transactions appear.
	7. EC TOTALS X ITEMS \$XX.XX	7. Press [#] key to review the rest of the batch. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>REVIEW ECA TRANSACTION</b>	1. SWIPE CARD FOR SALE	1. Press <b>[REVIEW]</b> key.
	2. TOTALS TRAN DETAIL	2. Press middle <b>[▲]</b> key.
	3. TRAN REVIEW ENTER PASSWORD	3. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	4. CARD CHECK	4. Press right <b>[▲]</b> key to review check items.
	5. INV SEQ CHECK#	5. Press left <b>[▲]</b> key to review by invoice number, press the middle <b>[▲]</b> key to review by sequence number or press the right <b>[▲]</b> key to review by check number.
	6. TRAN REVIEW ENTER...	6. Key in invoice, sequence or check number and press <b>[ENTER]</b> .
	7. XXX: INV XXXXXXXXXXXX ECA SALE \$XX.XX	7. Press the <b>[*]</b> key or <b>[#]</b> key to review the information or press <b>[CLEAR]</b> to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>REVIEW ECA BATCH DETAIL</b>	1. SWIPE CARD FOR SALE	1. Press <b>[REVIEW]</b> key.
	2. TOTALS TRAN DETAIL	2. Press the right <b>[▲]</b> key.
	3. BATCH EMP CARD	3. Press the left <b>[▲]</b> key.
	4. CARD CHECK	4. Press right <b>[▲]</b> key to review check items.
	5. DETAIL REVIEW ENTER PASSWORD	5. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	6. XXX: INV XXXXXXXXXXXX ECA SALE \$XX.XX	6. Press the <b>[*]</b> key or <b>[#]</b> key to review the information or press <b>[CLEAR]</b> to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>REVIEW ECA DETAIL BY EMPLOYEE ID</b>	1. SWIPE CARD FOR SALE	1. Press <b>[REVIEW]</b> key.
	2. TOTALS TRAN DETAIL	2. Press the right <b>[▲]</b> key.
	3. BATCH EMP CARD	3. Press the right <b>[▲]</b> key.
	4. DETAIL REVIEW ENTER PASSWORD	4. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	5. MC/VS AX DS	5. Press <b>[#]</b> key until the EC prompt appears.
	6. EC DB	6. Press appropriate <b>[▲]</b> key under the EC prompt to review ECA transactions.
	7. XXX: INV XXXXXXXXXXXX ECA SALE \$XX.XX	7. Press the <b>[*]</b> key or <b>[#]</b> key to review the information, press <b>[ENTER]</b> to review the next transaction or press <b>[CLEAR]</b> to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>PRINT ECA TOTALS REPORT</b>	1. SWIPE CARD FOR SALE	1. Press <b>[+]</b> key.
	2. TOTALS TRAN DETAIL	2. Press the left <b>[▲]</b> key.
	3. BATCH EMP CARD	3. Press the left <b>[▲]</b> key.
	4. CURRENT HISTORY	4. Press left <b>[▲]</b> key to print current report or press the right <b>[▲]</b> key to print a past report.
	5. TRAN REPORT ENTER PASSWORD	5. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	6. PRINTING REPORT...	6. Please wait for the report to print.
	7. BATCH EMP CARD	7. Press proper <b>[▲]</b> key to print another report or press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>PRINT ECA TOTALS REPORT BY EMPLOYEE ID</b>	1. SWIPE CARD FOR SALE	1. Press <b>[+]</b> key.
	2. TOTALS TRAN DETAIL	2. Press the left <b>[▲]</b> key.
	3. BATCH EMP CARD	3. Press the middle <b>[▲]</b> key.
	4. EMP TOTALS REPORT ENTER PASSWORD	4. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	5. EMP TOTALS REPORT ENTER SERVER or CLERK ID #	5. Key in employee ID number, press <b>[ENTER]</b> to print a report for that employee or simply press <b>[ENTER]</b> to print a report for all.
	6. EMP TOTALS REPORT PRINTING REPORT...	6. Please wait for the report to print.
	7. BATCH EMP CARD	7. Press proper <b>[▲]</b> key to print another report or press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>PRINT ECA TOTALS REPORT BY TRANSACTION TYPE</b>	1. SWIPE CARD FOR SALE	1. Press <b>[+]</b> key.
	2. TOTALS TRAN DETAIL	2. Press the left <b>[▲]</b> key.
	3. BATCH EMP CARD	3. Press the right <b>[▲]</b> key.
	4. TOTALS REPORT ENTER PASSWORD	4. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	5. MC/VS AX DS	5. Press <b>[#]</b> key until the EC prompt appears.
	6. EC DB	6. Press appropriate <b>[▲]</b> key under the EC prompt to print a report of ECA transactions.
	7. EC TOTALS REPORT PRINTING REPORT...	7. Please wait for the report to print.
	8. MC/VS AX DS	8. Press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT ECA BATCH DETAIL REPORT	1. SWIPE CARD FOR SALE	1. Press [+ ] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the left [▲] key.
	4. CARD CHECK BOTH	4. Press the middle [▲] key to print a check detail report or press the right [▲] key to print a check and card detail report.
	5. DETAIL REPORT ENTER PASSWORD	5. If prompted, key in the appropriate password, press [ENTER].
	6. DETAIL REPORT PRINTING...	6. Please wait for the report to print.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT ECA BATCH DETAIL REPORT BY EMPLOYEE ID	1. SWIPE CARD FOR SALE	1. Press [+ ] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the middle [▲] key.
	4. EMP DETAIL REPORT ENTER PASSWORD	4. If prompted, key in the appropriate password, press [ENTER].
	5. EMP DETAIL REPORT ENTER SERVER ID #	5. Key in the employee ID number, press [ENTER] to print a detail report for that employee or simply press [ENTER] to print a detail report for all employees.
	6. EMP DETAIL REPORT PRINTING...	6. Please wait for the report to print.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT ECA BATCH DETAIL REPORT BY TRANSACTION TYPE	1. SWIPE CARD FOR SALE	1. Press [+ ] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the right [▲] key.
	4. DETAIL REPORT ENTER PASSWORD	4. If prompted, key in the appropriate password, press [ENTER].
	5. DETAIL REPORT PRINTING...	5. Please wait for the report to print.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
MANUAL 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 BATCH ENTER PASSWORD	3. If prompted, key in the appropriate password, press [ENTER].
	4. CLOSE ADJ PRINT	4. Press the left [▲] key.
	5. XXX ITEMS NET XX.XX OK?	5. Press [ENTER] to close or [BACK SPACE] to exit function.
	6. CLOSE BATCH DIALING... RECEIVING	6. Please wait...
	7. CLOSE BATCH PRINTING...	7. Please wait while the close batch report prints.
	8. CLOSE BATCH REPRINT TOTALS?	8. Press [ENTER] to reprint totals or [BACK SPACE] to exit function.
	9. CLOSE BATCH ACCEPTED XXXXX	9. Press [CLEAR] to to exit function.