

Quick Reference Guide

Application: CONFIG 690 01.07.00

TAB REVIEW AND CLOSING

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TAB REVIEW/CLOSE	1. SWIPE CARD FOR SALE	1. Press [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press right [▲] key.
	3. BATCH EMP CARD	3. Press middle [▲] key.
	4. CARD CHECK	4. Press left [▲] key.
	5. ALL TAB UNADJ	5. Press middle [▲] key for open tabs.
	6. DETAIL/TAB REVIEW ENTER EMPLOYEE ID #	6. Key in the employee ID and press [ENTER] or press [ENTER] to review all employee ID's.
	7. XXX: INV XXXXXXXXXX OPEN TAB \$XX.XX	7. If correct transaction is displayed, press [+] (ADJUST) key to edit the transaction. Press [ENTER] key to review the next transaction or press the [CLEAR] key to exit.
	8. OPN: INV XXXXXXXXXX CLOSE TAB?	8. Press [ENTER] to close the displayed tab or press [BACK SPACE] to return to previous prompt.
	9. BASE: \$XX.XX ENTER AMT TO CHANGE	9. Key in the new base amount and press [ENTER] or simply press [ENTER] if displayed amount is correct.
	10. TIP: \$XX.XX ENTER AMT TO CHANGE	10. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	11. TAX: \$XX.XX ENTER AMT TO CHANGE	11. Key in new tax amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	12. CLK # X ENTER CLK TO CHANGE	12. Key in new employee ID number and press [ENTER] or press [ENTER] if the displayed employee ID number is correct.
	13. TOTAL \$XX.XX UNDER AUTHORIZED	13. If this prompt appears, verify the amount, press [ENTER] if correct or press [CLEAR] if displayed amount is incorrect.
	14. CARD TYPE CLOSE TAB TEAR NOW, PRESS ENTER	14. After merchant receipt prints, press [ENTER] to print customer receipt.
	15. XXX: INV XXXXXXXXXX SALE \$XX.XX	15. Either press [ENTER] to close the next open tab or press [CLEAR] to exit function.
1. SWIPE CARD FOR SALE	1. Press [+] (ADJUST) key.	

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
CLOSING BAR TAB	2. EDIT TAB TIP	2. Press middle [▲] key.
	3. CLOSE TAB ENTER SEQUENCE #	3. Key in the sequence number, press [ENTER] .
	4. AP XXXXXX XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	4. Press [ENTER] .
	5. CLOSE VOID NEXT	5. Press the left [▲] key to close the tab, press the middle [▲] key to void the tab, press the right [▲] key to view the next tab.
	6. AP XXXXXX XXXXXXXXXXXX OPEN TAB DELETED!	6. Press [CLEAR] to exit.
	7. BASE: \$XX.XX ENTER AMT TO CHANGE	7. Key in new base amount and press [ENTER] or simply press [ENTER] if amount is correct.
	8. TIP: \$XX.XX ENTER AMT TO CHANGE	8. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	9. TAX: \$XX.XX ENTER AMT TO CHANGE	9. Key in new tax amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	10. EMP # X ENTER EMP TO CHANGE	10. Key in new ID number and press [ENTER] or press [ENTER] if employee ID is correct.
	11. TOTAL \$XX.XX UNDER AUTHORIZED	11. If this prompt appears, verify the amount, press [ENTER] if correct or press [CLEAR] if displayed amount is incorrect.
	12. CARD TYPE CLOSE TAB TEAR NOW, PRESS ENTER	12. After merchant receipt prints, press [ENTER] to print customer receipt.
	13. CLOSE TAB ENTER SEQUENCE #	13. Key in sequence number, press [ENTER] or press [CLEAR] to exit.

TIP: Close open tabs without closing the batch.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TAB	1. SWIPE CARD FOR SALE	1. Press [CLOSE] .
ADJUSTMENT	2. TAB DEL PRINT	2. Press left [▲] key to display open tabs, press middle [▲] key to delete open tabs or press right [▲] key to print an open tab report.
TIP: How to close open tabs by sequence number while closing the open batch.	3. XXX: INV XXXXXXXXXXXX OPEN TAB \$XX.XX	3. Press [+] (ADJUST) key to close displayed tab or press [ENTER] to choose another tab.
	4. OPN: INV XXXXXXXXXXXX CLOSE TAB?	4. Press [ENTER] to close the displayed tab or press [BACK SPACE] to return to previous prompt.
	5. BASE: \$XX.XX ENTER AMT TO CHANGE	5. Key in the new base amount and press [ENTER] or simply press [ENTER] if displayed amount is correct.
	6. TIP: \$XX.XX ENTER AMT TO CHANGE	6. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	7. CLK # X ENTER CLK TO CHANGE	7. Key in new employee ID number and press [ENTER] or press [ENTER] if the displayed employee ID number is correct.
	8. TOTAL \$XX.XX UNDER AUTHORIZED	8. If this prompt appears, verify the amount, press [ENTER] if correct or press [CLEAR] if displayed amount is incorrect.
	9. CARD TYPE CLOSE TAB TEAR NOW, PRESS ENTER	9. After merchant receipt prints, press [ENTER] to print customer receipt.
	10. XXX: INV XXXXXXXXXXXX SALE \$XX.XX	10. Either press [ENTER] to close the next open tab or press [CLEAR] to exit function.