

Quick Reference Guide

Application: CONFIG 690 01.08.00

CREDIT AND DEBIT CARD TRANSACTIONS

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRE-SALE	1. SWIPE CARD FOR SALE	1. Press the left [▲] key.
	2. PRE-SALE PRE-SALE AMOUNT?	2. Key in the pre-sale amount, press [ENTER].
	3. PRE-SALE ENTER SERVER ID #	3. Key in employee ID, press [ENTER]. Please wait for the receipt to print.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
CREDIT SALE	1. SWIPE CARD FOR SALE	1. Either swipe the card or press [SALE].
	2. CREDIT EBT DEBIT	2. Press the left [▲] key.
	3. DINE OPEN TAB	3. Press the left [▲] key.
	4. SALE ENTER ACCOUNT #	4. Either swipe the card or key in card number, press [ENTER].
	5. CARD TYPE SALE ENTER LAST 4 DIGITS	5. Key in last four digits of card number, press [ENTER].
	6. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	6. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	7. SALE ENTER PASSWORD	7. If prompted, key in the password, press [ENTER].
	8. CARD TYPE SALE ENTER EXP DATE-MM/YY (keyed only)	8. Key in 4-digit expiration date and press [ENTER].
	9. CARD TYPE SALE IS CARD PRESENT? (keyed only)	9. Press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	10. CARD TYPE SALE IMPRINT CARD NOW! (keyed only)	10. After card is imprinted, press [ENTER].
	11. RECURRING PAYMENT? (keyed only)	11. If this is a recurring payment, press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	12. CARD TYPE SALE EMAIL OR WEB? (keyed only)	12. Press [ENTER] if transaction was Internet generated or press [BACK SPACE] if not.
	13. CARD TYPE SALE ENCRYPTED? (keyed only)	13. Press [ENTER] if transaction data was received encrypted or press [BACK SPACE].
	14. CARD TYPE SALE ENTER CARD CODE (keyed only)	14. Key in card code number, press [ENTER] or press [ENTER] to bypass.
	15. NOCODE UNREAD SKIP (keyed only)	15. Press left [▲] key if code not present on card, press middle [▲] key if code is illegible or press right [▲] key to bypass.
	16. CARD TYPE SALE ENTER BASE AMOUNT	16. Key in the sale amount and press [ENTER].
	17. CARD TYPE SALE WAITING FOR TIP...	17. Either key in the tip on the PIN pad or key in the tip on the terminal, press [ENTER] or press [ENTER] to bypass.

	PIN PAD DISPLAY	PIN PAD ACTION
	18. TIP	18. On PIN pad, key in the tip, press [ENTER] on the PIN pad or just press [ENTER] to bypass.
	19. CARD TYPE SALE ENTER TIP AMOUNT	19. Key in the tip on the terminal, press [ENTER] or press [ENTER] to bypass.
	20. TOTAL \$XX.XX IS THIS CORRECT?	20. Press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	21. CARD TYPE SALE ENTER ADDRESS CODE	21. Key in customer's address number, press [ENTER] or press [ENTER] to bypass.
	22. CARD TYPE SALE ENTER ZIP CODE	22. Key in customer zip code, press [ENTER] or press [ENTER] to bypass.
	23. CARD TYPE SALE ENTER CUSTOMER CODE	23. Key in customer code and press [ENTER] or press [ENTER] to bypass.
	24. CARD TYPE SALE ENTER TAX AMOUNT	24. If prompted, key in the tax amount and press [ENTER] or press [ENTER] to bypass.
	25. CARD TYPE SALE TAX EXEMPT?	25. Press [ENTER] to bypass or press [BACK SPACE] to enter tax amount.
	26. CARD TYPE SALE ENTER INVOICE #	26. Key in invoice number and press [ENTER].
	27. CARD TYPE SALE ENTER SERVER OR CLERK ID #	27. Key in employee ID number, press [ENTER].
	28. CARD TYPE SALE DIALING...RECEIVING	28. Please wait...
	29. CARD TYPE SALE TEAR NOW, PRESS ENTER	29. Press [ENTER] to print customer receipt.
	30. CARD TYPE SALE ENTER TIP AMOUNT	30. Key in the tip on the terminal, press [ENTER] or press [ENTER] to bypass.
	31. CARD TYPE SALE AP XXXX XXX SEQ XXX	31. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
OPEN BAR TAB	1. SWIPE CARD FOR SALE	1. Press the [SALE] key.
	2. DINE OPEN TAB	2. Press the right [▲] key.
	3. OPEN TAB	3. Either swipe the card or key in the card number, press [ENTER] .
	ENTER ACCOUNT #	
	4. CARD TYPE OPEN TAB	4. Key in last four digits of card number, press [ENTER] .
	ENTER LAST 4 DIGITS	
	5. XXXXXXXXXXXXXXXX	5. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	IS CARD # CORRECT?	
	6. OPEN TAB	6. If prompted, key in the password, press [ENTER] .
	ENTER PASSWORD	
	7. CARD TYPE OPEN TAB	7. Key in 4-digit expiration date, press [ENTER] .
	ENTER EXP DATE-MM/YY (keyed only)	
	8. CARD TYPE OPEN TAB	8. Press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	IS CARD PRESENT? (keyed only)	
	9. CARD TYPE OPEN TAB	9. After card is imprinted, press [ENTER] .
	IMPRINT CARD NOW! (keyed only)	
	10. RECURRING PAYMENT? (keyed only)	10. If this is a recurring payment, press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	11. CARD TYPE OPEN TAB	11. Press [ENTER] if transaction was Internet generated or press [BACK SPACE] if not.
EMAIL OR WEB? (keyed only)		
12. CARD TYPE OPEN TAB	12. Press [ENTER] if transaction data was received encrypted or press [BACK SPACE] .	
ENCRYPTED? (keyed only)		
13. CARD TYPE OPEN TAB	13. Key in the tab amount and press [ENTER] .	
ENTER AMOUNT		
14. CARD TYPE OPEN TAB	14. Key in invoice number and press [ENTER] .	
ENTER INVOICE #		
15. CARD TYPE OPEN TAB	15. Key in employee ID number, press [ENTER] .	
ENTER SERVER OR CLERK ID #		
16. CARD TYPE OPEN TAB	16. Please wait...	
PRINTING...		
17. CARD TYPE OPEN TAB	17. Press [ENTER] to print customer receipt.	
TEAR NOW, PRESS ENTER		
18. CARD TYPE OPEN TAB	18. Press [CLEAR] to exit function.	
ACCEPTED XXXX SEQ XXX		

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
CLOSE BAR TAB	1. SWIPE CARD FOR SALE	1. Press the [+] key.
	2. EDIT TAB TIP	2. Press the middle [▲] key.
	3. CLOSE TAB	3. If prompted, key in the password, press [ENTER] .
	ENTER PASSWORD	
	4. INV SEQ EMP	4. Press the left [▲] key to choose by tab by invoice number, the middle [▲] key to choose by sequence number or the right [▲] key to choose by employee ID.
	5. CLOSE TAB	5. If prompted, key in either the invoice or sequence number, press [ENTER] or press [ENTER] to list first open tab.
	ENTER INVOICE OR SEQUENCE #	
	6. CLOSE TAB	6. Key in employee ID number, press [ENTER] or press [ENTER] to list all employee info.
	ENTER SERVER OR CLERK ID #	
	7. SEQ: XXX XXXXXX XXXXXXXXXXXXXXXX	7. Press [ENTER] .
	8. CLOSE VOID NEXT	8. Either press the left [▲] key to close the tab, the middle [▲] key to void the transaction or the right [▲] key to display the next tab.
	9. BASE: \$XX.XX	9. Key in new base amount, press [ENTER] or just press [ENTER] if the amount is correct.
	ENTER AMT TO CHANGE	
	10. TIP: \$XX.XX	10. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	ENTER AMT TO CHANGE	
11. TAX: \$XX.XX	11. Key in new tax amount and press [ENTER] or press [ENTER] if displayed amount is correct.	
ENTER AMT TO CHANGE		
12. CLK # X	12. Key in new ID number, press [ENTER] or press [ENTER] if employee ID is correct.	
ENTER CLK TO CHANGE		
13. CARD TYPE CLOSE TAB	13. After merchant receipt prints, press [ENTER] to print customer receipt.	
TEAR NOW, PRESS ENTER		
14. CARD TYPE CLOSE TAB	14. Press [CLEAR] to exit function.	
AP XXXXXX		
SEQ XXX		
15. CLOSE TAB	15. Either key in another invoice, sequence or employee ID number and press [ENTER] to display another tab or press [CLEAR] to exit.	
ENTER...		

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
ATM/DEBIT CARD SALE (PIN PAD REQUIRED)	1. SWIPE CARD FOR SALE	1. Either swipe the ATM/debit card or press the [ATM/DEBIT] key.
	2. CREDIT EBT DEBIT	2. Press the right [▲] key.
	3. DEBIT ENTER PASSWORD	3. If prompted, key in the password, press [ENTER].
	4. EBT DEBIT	4. Press the right [▲] key.
	5. DEBIT SWIPE CARD	5. Swipe card.
	6. CARD TYPE DEBIT ENTER LAST 4 DIGITS	6. Key in the last four digits of the credit card number and press [ENTER].
	7. XXXXXXXXXXXXXXXXXXXX IS CARD # CORRECT?	7. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	8. CARD TYPE DEBIT ENTER BASE AMOUNT	8. Key in base amount and press [ENTER].
	9. CARD TYPE DEBIT WAITING FOR TIP...	9. Either key in the tip on the PIN pad or key in the tip on the terminal, press [ENTER].

PIN PAD DISPLAY	PIN PAD ACTION
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10. TIP	10. On PIN pad, key in the tip, press [ENTER] on the PIN pad.
11. CARD TYPE DEBIT ENTER TIP AMOUNT	11. Key in the tip on the terminal, press [ENTER].
12. CARD TYPE DEBIT WAITING FOR CASH...	12. Either key in cash back amount on PIN pad or key the amount into the terminal, press [ENTER].

PIN PAD DISPLAY	PIN PAD ACTION
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13. CASH=	13. Key in cash back amount, press [ENTER].
14. CARD TYPE DEBIT ENTER CASH BACK AMT	14. Key in cash back amount on the terminal, press [ENTER].
15. TOTAL \$XX.XX IS THIS CORRECT?	15. Press [ENTER] for "Yes" or press [BACK SPACE] for "No".
16. CARD TYPE DEBIT WAITING FOR PIN...	16. Key in the PIN on the PIN pad.

PIN PAD DISPLAY	PIN PAD ACTION
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17. PIN=	17. Key in PIN on PIN pad, press [ENTER].
18. CARD TYPE DEBIT ENTER INVOICE #	18. Key in invoice number and press [ENTER].
19. CARD TYPE DEBIT ENTER SERVER or CLERK ID #	19. Key in employee ID number, press [ENTER].
20. DIALING...RECEIVING	20. Please wait...
21. CARD TYPE DEBIT TEAR NOW, PRESS ENTER	21. Press [ENTER] to print customer receipt.
22. CARD TYPE DEBIT AP XXXXX SEQ XXX	22. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
AUTH ONLY	1. SWIPE CARD FOR SALE	1. Press the [X] key.
	2. AUTH ONLY ENTER ACCOUNT #	2. Swipe card or key in the card number and press [ENTER] .
	3. AUTH ONLY ENTER PASSWORD	3. If prompted, key in the password, press [ENTER] .
	4. CARD TYPE AUTH ONLY ENTER LAST 4 DIGITS	4. Key in the last four digits of the credit card number and press [ENTER] .
	5. XXXXXXXXXXXXXXXXXXXX IS CARD # CORRECT?	5. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	6. CARD TYPE AUTH ONLY ENTER EXP DATE-MM/YY (<i>keyed only</i>)	6. Key in 4-digit expiration date, press [ENTER] .
	7. CARD TYPE AUTH ONLY IS CARD PRESENT? (<i>keyed only</i>)	7. Press [ENTER] if card is present or [BACK SPACE] if card is not.
	8. CARD TYPE AUTH ONLY IMPRINT CARD NOW! (<i>keyed only</i>)	8. Imprint the card and press [ENTER] or press [ENTER] to bypass.
	9. RECURRING PAYMENT? (<i>keyed only</i>)	9. If this is a recurring payment, press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	10. CARD TYPE AUTH ONLY EMAIL OR WEB? (<i>keyed only</i>)	10. Press [ENTER] if transaction was Internet generated or press [BACK SPACE] if not.
	11. CARD TYPE AUTH ONLY ENCRYPTED? (<i>keyed only</i>)	11. Press [ENTER] if transaction data was received encrypted or press [BACK SPACE] .
	12. CARD TYPE AUTH ONLY ENTER CARD CODE (<i>keyed only</i>)	12. Key in card code number, press [ENTER] or press [ENTER] to bypass.
	13. NOCODE UNREAD SKIP (<i>keyed only</i>)	13. Press left [▲] key if code not present on card, press middle [▲] key if code is illegible or press right [▲] key to bypass.
	14. CARD TYPE AUTH ONLY ENTER AMOUNT	14. Key in amount and press [ENTER] .
	15. CARD TYPE AUTH ONLY ENTER ADDRESS CODE (<i>keyed only</i>)	15. Key in customer's address number, press [ENTER] .
	16. CARD TYPE AUTH ONLY ENTER ZIP CODE	16. Key in customer zip code, press [ENTER] or press [ENTER] to bypass.
	17. CARD TYPE AUTH ONLY ENTER CUSTOMER CODE	17. Key in customer code, press [ENTER] or press [ENTER] to bypass.
	18. CARD TYPE AUTH ONLY ENTER INVOICE #	18. Key in invoice number and press [ENTER] .
	19. CARD TYPE AUTH ONLY ENTER SERVER OR CLERK ID #	19. Key in employee ID number, press [ENTER] .
	20. CARD TYPE AUTH ONLY DIALING...RECEIVING	20. Please wait...
	21. CARD TYPE AUTH ONLY TEAR NOW, PRESS ENTER	21. Press [ENTER] to print customer receipt.
	22. CARD TYPE AUTH ONLY AP XXXX XXX #	22. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
OFFLINE TICKET ONLY	1. SWIPE CARD FOR SALE	1. Press the [-] key.
	2. OFFLINE ENTER PASSWORD	2. If prompted, key in the password, press [ENTER].
	3. MUST AUTHORIZE FIRST ENTER ACCOUNT #	3. Swipe card or key in the card number and press [ENTER].
	4. CARD TYPE OFFLINE ENTER LAST 4 DIGITS	4. Key in the last four digits of the credit card number and press [ENTER].
	5. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	5. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	6. CARD TYPE OFFLINE ENTER EXP DATE-MM/YY (keyed only)	6. Key in the 4-digit expiration date and press [ENTER].
	7. CARD TYPE OFFLINE IS CARD PRESENT? (keyed only)	7. Press [ENTER] if card is present or [BACK SPACE] if card is not.
	8. CARD TYPE OFFLINE IMPRINT CARD NOW! (keyed only)	8. Imprint the card and press [ENTER] or press [ENTER] to bypass.
	9. RECURRING PAYMENT? (keyed only)	9. If this is a recurring payment, press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	10. CARD TYPE OFFLINE EMAIL OR WEB? (keyed only)	10. Press [ENTER] if transaction was Internet generated or press [BACK SPACE] if not.
	11. CARD TYPE OFFLINE ENCRYPTED? (keyed only)	11. Press [ENTER] if transaction data was received encrypted or press [BACK SPACE].
	12. CARD TYPE OFFLINE ENTER BASE AMOUNT	12. Key in the base amount and press [ENTER].
	13. CARD TYPE OFFLINE WAITING FOR TIP...	13. Either key in the tip on the PIN pad or key in the tip on the terminal, press [ENTER] or press [ENTER] to bypass.

	PIN PAD DISPLAY	PIN PAD ACTION
	14. TIP	14. On PIN pad, key in the tip, press [ENTER] on the PIN pad or just press [ENTER] to bypass.
15.	CARD TYPE OFFLINE ENTER TIP AMOUNT	15. Key in the tip on the terminal, press [ENTER] or press [ENTER] to bypass.
16.	TOTAL \$XX.XX IS THIS CORRECT?	16. Press [ENTER] for "Yes" or press [BACK SPACE] for "No".
17.	CARD TYPE OFFLINE ENTER CUSTOMER CODE	17. Key in customer code and press [ENTER] or press [ENTER] to bypass prompt.
18.	CARD TYPE OFFLINE ENTER TAX AMOUNT	18. If prompted, key in the tax amount and press [ENTER] or press [ENTER] to bypass.
19.	CARD TYPE OFFLINE TAX EXEMPT?	19. Press [ENTER] to bypass or press [BACK SPACE] to enter tax amount.
20.	CARD TYPE OFFLINE ENTER INVOICE #	20. Key in invoice number and press [ENTER].
21.	CARD TYPE OFFLINE ENTER SERVER or CLERK ID #	21. Key in employee ID number, press [ENTER].
22.	CARD TYPE OFFLINE ENTER APPROVAL CODE (keyed only)	22. Key in the previously obtained approval code and press [ENTER].
23.	CARD TYPE OFFLINE DIALING...RECEIVING	23. Please wait...
24.	CARD TYPE OFFLINE TEAR NOW, PRESS ENTER	24. Press [ENTER] to print customer receipt.
25.	CARD TYPE OFFLINE AP XXXX SEQ XXX	25. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
RETURN	1. SWIPE FOR SALE	1. Press the [RETURN] key.
	2. RETURN ENTER PASSWORD	2. If prompted, key in the password, press [ENTER] .
	3. RETURN ENTER ACCOUNT #	3. Swipe card or key in the card number and press [ENTER] .
	4. CARD TYPE RETURN ENTER LAST 4 DIGITS	4. Key in the last four digits of the credit card number and press [ENTER] .
	5. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	5. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	6. CARD TYPE RETURN ENTER EXP DATE MM/YY (keyed only)	6. Key in 4-digit expiration date and press [ENTER] .
	7. CARD TYPE RETURN IS CARD PRESENT? (keyed only)	7. Press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	8. CARD TYPE RETURN IMPRINT CARD NOW! (keyed only)	8. Imprint the card and press [ENTER] or press [ENTER] to bypass.
	9. CARD TYPE RETURN ENTER BASE AMOUNT	9. Key in return base amount, press [ENTER] .
	10. CARD TYPE RETURN ENTER TIP AMOUNT	10. Key in the tip on the terminal, press [ENTER] or press [ENTER] to bypass.
	11. TOTAL \$XX.XX IS THIS CORRECT?	11. Press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	12. CARD TYPE RETURN ENTER CUSTOMER CODE	12. Key in customer code and press [ENTER] or press [ENTER] to bypass.
	13. CARD TYPE RETURN ENTER TAX AMOUNT	13. Key in the tax amount and press [ENTER] .
	14. CARD TYPE RETURN TAX EXEMPT?	14. Press [ENTER] to bypass or press [BACK SPACE] to enter tax amount.
	15. CARD TYPE RETURN ENTER INVOICE #	15. Key in invoice number and press [ENTER] .
	16. CARD TYPE RETURN ENTER SERVER or CLERK ID #	16. Key in employee ID number, press [ENTER] .
	17. CARD TYPE RETURN TEAR NOW, PRESS ENTER	17. Press [ENTER] to print customer receipt.
	18. CARD TYPE RETURN ACCEPTED XXXX SEQ XXX	18. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
VOID	1. SWIPE CARD FOR SALE	1. Press the [VOID] key.
	2. VOID ENTER PASSWORD	2. If prompted, key in the password, press [ENTER] .
	3. INV SEQ PAN	3. Press left [▲] key to choose item by invoice number, middle [▲] key to choose by sequence number or right [▲] key to choose by last 5 digits of card number.
	4. VOID ENTER INVOICE or SEQ #	4. Key in invoice number, sequence number or last 5 digits of card number, press [ENTER] .
	5. VOID INV XXXXXXXXX? XXXXXXXXXXXXXXXXXX	5. If the correct transaction is displayed, press [ENTER] , if not, press [BACK SPACE] .
	6. VOID PRINTING...	6. Please wait...
	7. VOID TEAR NOW, PRESS ENTER	7. Press [ENTER] to print customer receipt.
	8. INV SEQ PAN	8. Press appropriate [▲] key to void another transaction or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REPRINT	1. SWIPE CARD FOR SALE	1. Press the [+] key.
	2. TOTALS TRAN DETAIL	2. Press the middle [▲] key.
	3. REPRINT ENTER PASSWORD	3. If prompted, key in the password, press [ENTER] .
	4. INV SEQ LAST	4. Press left [▲] key to reprint by invoice, middle [▲] key to reprint by sequence number or right [▲] key to reprint last item.
	5. REPRINT ENTER INVOICE OR SEQ #	5. Key in either the invoice or sequence number and press [ENTER] .
	6. XXX: INV XXXXXXXXX REPRINT?	6. If the correct transaction is displayed, press [ENTER] , if not, press [BACK SPACE] .
	7. REPRINT PRINTING...	7. Please wait...
	8. REPRINT TEAR NOW, PRESS ENTER	8. Press [ENTER] to print customer receipt.

TRANSACTION ADJUSTMENTS, BATCH REVIEW AND REPORTS

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
ADDING TIPS	1. SWIPE CARD FOR SALE	1. Press the [+] key.
	2. EDIT TAB TIP	2. Press the right [▲] key.
	3. ADD TIP ENTER PASSWORD	3. If prompted, key in the password, press [ENTER] .
	4. INV SEQ CLK	4. Press left [▲] key to choose by invoice, middle [▲] key to choose by sequence number or right [▲] key to choose by employee ID.
	5. ADD TIP ENTER...	5. Key in invoice number, sequence number or employee ID number, press [ENTER] or press [ENTER] to list all transactions by selected category.
	6. SEQ: XXX \$X.XX ENTER TIP AMOUNT	6. Key in tip amount for the displayed transaction, press [ENTER] .
	7. SEQ: XXX \$X.XX TRANSACTION ACCEPTED	7. Please wait...
	8. SEQ: XXX \$X.XX ENTER TIP AMOUNT	8. Key in the tip amount for the displayed item, press [ENTER] or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW/EDIT BY TOTALS, TRANS. OR DETAIL	1. SWIPE CARD FOR SALE	1. Press the [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press left [▲] key to review by totals, middle [▲] key to review by transaction or right [▲] key to review item details.
	3. BATCH EMP CARD	3. Press left [▲] key to review by batch, middle [▲] key to review by employee ID or right [▲] key to view by card type.
	4. CURRENT HISTORY	4. Press left [▲] key to print report of current items or right [▲] key for report of past items.
	5. BATCH TOTALS X ITEMS \$XX.XX	5. Press the [*] key or [#] key to review the information or press [CLEAR] to exit.
	6. EMP X \$XX.XX X CARDS	6. Press the [*] key or [#] key to review the information, [+] key to edit or [CLEAR] to exit.
	7. EMP TOTALS OR DETAIL REVIEW ENTER SERVER or CLERK ID #	7. Key in the employee ID and press [ENTER] or press [ENTER] to review all employee ID's.
	8. EMP X \$XX.XX # X X TIP \$XX.XX	8. After reviewing the information, press [ENTER] to review another employee ID information, [+] key to edit or [CLEAR] to exit.
	9. CARD TYPE TOTALS X ITEMS \$XX.XX	9. Press the [*] key or [#] key to review the information, [+] key to edit or [CLEAR] to exit.
	10. CARD TYPE TOTALS X SALES \$XX.XX	10. Press the [*] key or [#] key to review the information, [+] key to edit or [CLEAR] to exit.
	11. CARD TYPE TOTALS X RETS \$XX.XX	11. Press the [*] key or [#] key to review the information, [+] key to edit or [CLEAR] to exit.
	12. INV SEQ PAN	12. Press left [▲] key to review by invoice, middle [▲] key to review by sequence or right [▲] key to review by last 5 digits of card.
	13. TRAN REVIEW ENTER...	13. Key in the invoice, sequence number or last 5 digits of card number and press [ENTER] .
	14. CARD CHECK	14. Press appropriate [▲] key to review by type.
	15. ALL TAB UNADJ	15. Press right [▲] key review all items, middle [▲] key to review tabs or right [▲] key to review unadjusted items.
	16. MC/VS AX DC	16. Either press [*] key or [#] key to choose other card types or press [▲] key to review by card.
	17. XXX: INV XXXXXXXXXXXX SALE \$XX.XX	17. Press the [*] key or [#] key to review the information, [+] key to edit or [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW BATCH TOTALS	1. SWIPE CARD FOR SALE	1. Press the [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.
	5. TOTALS REVIEW ENTER PASSWORD	5. If prompted, key in the password, press [ENTER] .
	6. BATCH TOTALS X ITEMS \$XX.XX	6. Press the [*] key or [#] key to review the information or press [CLEAR] to exit.
	7. CARD TYPE TOTALS X SALES \$XX.XX	7. Press the [*] key or [#] key to review the information or press [CLEAR] to exit.
	8. CARD TYPE TOTALS X RETS \$XX.XX	8. Press the [*] key or [#] key to review the information or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW BATCH TOTALS BY EMPLOYEE	1. SWIPE CARD FOR SALE	1. Press the [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 password, press [ENTER] .
	5. EMP TOTALS REVIEW ENTER SERVER or CLERK ID #	5. Key in the employee ID and press [ENTER] or press [ENTER] to see all employee totals.
	6. EMP X \$XX.XX # X X TIP \$XX.XX	6. After reviewing the information, press [ENTER] to review information for another employee or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW BATCH TOTALS BY CARD TYPE	1. SWIPE CARD FOR SALE	1. Press the [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 password, press [ENTER] .
	5. CARD TYPE TOTALS X ITEMS \$XX.XX	5. Press the [*] key or [#] key to review the card type totals or press [CLEAR] to exit.
	6. CARD TYPE TOTALS X SALES \$XX.XX	6. Press the [*] key or [#] key to review the card type totals or press [CLEAR] to exit.
	7. CARD TYPE TOTALS X RETS \$XX.XX	7. Press the [*] key or [#] key to review the card type totals or press [CLEAR] to exit.
	8. CARD TYPE TOTALS X ITEMS \$XX.XX	8. Press the [*] key or [#] key to review next card type totals or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW/EDIT BATCH BY TRANSACTION	1. SWIPE CARD FOR SALE	1. Press the [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press the middle [▲] key.
	3. TRAN REVIEW ENTER PASSWORD	3. If prompted, key in the password, press [ENTER] .
	4. INV SEQ PAN	4. Press left [▲] key to review by invoice, middle [▲] key to review by sequence or right [▲] key to review by last 5 digits of card.
	5. XXX: INV XXXXXXXXXXXX SALE or OPN TAB \$XX.XX	5. Press the [*] key or [#] key to review the information, [+] key to edit or [CLEAR] to exit.
	6. BASE: \$XX.XX TIP: \$XX.XX	6. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	7. CASHBACK: \$XX.XX	7. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	8. AP OKXXXX AV CC XXXXXXXXXXXXXXXXXX	8. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	9. CUST CODE: XXXXXXXXXXXXXXXXXX	9. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	10. DATE: XX/XX/XX TIME: XX/XX/XX EMP X	10. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	11. XXX: INV XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX OK?	11. Press [ENTER] to adjust the displayed item or press [CLEAR] to exit.
	12. OPN: INV XXXXXXXXXXXX CLOSE TAB?	12. Press [ENTER] to close the displayed open tab or press [CLEAR] to exit.
	13. BASE: \$XX.XX ENTER AMT TO CHANGE	13. Key in the new base amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	14. TIP: \$XX.XX ENTER AMT TO CHANGE	14. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	15. TAX: \$XX.XX ENTER AMT TO CHANGE	15. Key in new tax amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	16. EDIT TRANSACTION ACCEPTED	16. Please wait...
	17. INV SEQ PAN	17. Either press the correct [▲] key to review another transaction or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW/EDIT UNADJUSTED (UNTIPPED) TRANS.	1. SWIPE CARD FOR SALE	1. Press the [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the left [▲] key.
	4. CARD CHECK	4. Press the left [▲] key.
	5. ALL TAB UNADJ	5. Press the right [▲] key.
	6. UNADJUSTED REVIEW ENTER PASSWORD	6. If prompted, key in the password, press [ENTER] .
	7. XXX: INV XXXXXXXXXXXX SALE \$XX.XX	7. Press the [*] key or [#] key to review the information, press [+] to adjust the item, press [ENTER] to view the next unadjusted item or press [CLEAR] to exit.
	8. BASE: \$XX.XX TIP: \$XX.XX	8. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	9. CASHBACK: \$XX.XX	9. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	10. AP OKXXXX AV CC XXXXXXXXXXXXXXXXXX	10. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	11. CUST CODE: XXXXXXXXXXXXXXXXXX	11. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	12. DATE: XX/XX/XX TIME: XX/XX/XX EMP X	12. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	13. XXX: INV XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX OK?	13. Press [ENTER] to adjust the displayed item or press [CLEAR] to exit.
	14. BASE: \$XX.XX ENTER AMT TO CHANGE	14. Key in the new base amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	15. TIP: \$XX.XX ENTER AMT TO CHANGE	15. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	16. TAX: \$XX.XX ENTER AMT TO CHANGE	16. Key in new tax amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	17. EDIT TRANSACTION ACCEPTED	17. Please wait...
	18. ALL TAB UNADJ	18. Either press the correct [▲] key to review another transaction or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW/EDIT UNADJUSTED (UNTIPPED) TRANS. BY EMPLOYEE ID	1. SWIPE CARD FOR SALE	1. Press the [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the left [▲] key.
	4. CARD CHECK	4. Press the left [▲] key.
	5. ALL TAB UNADJ	5. Press the right [▲] key.
	6. UNADJUSTED REVIEW ENTER PASSWORD	6. If prompted, key in the password, press [ENTER] .
	7. UNADJUSTED REVIEW ENTER SERVER or CLERK ID #	7. Key in the employee ID and press [ENTER] or press [ENTER] to see all employee transactions.
	8. XXX: INV XXXXXXXXXXXX SALE \$XX.XX	8. Press the [*] key or [#] key to review the information, press [+] to adjust the item, press [ENTER] to view the next unadjusted item or press [CLEAR] to exit.
	9. BASE: \$XX.XX TIP: \$XX.XX	9. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	10. CASHBACK: \$XX.XX	10. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	11. AP OKXXXX AV CC XXXXXXXXXXXXXXXXXX	11. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	12. CUST CODE: XXXXXXXXXXXXXXXXXX	12. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	13. DATE: XX/XX/XX TIME: XX/XX/XX EMP X	13. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	14. XXX: INV XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX OK?	14. Press [ENTER] to adjust the displayed item or press [CLEAR] to exit.
	15. BASE: \$XX.XX ENTER AMT TO CHANGE	15. Key in the new base amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	16. TIP: \$XX.XX ENTER AMT TO CHANGE	16. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	17. TAX: \$XX.XX ENTER AMT TO CHANGE	17. Key in new tax amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	18. EDIT TRANSACTION ACCEPTED	18. Please wait...
	19. ALL TAB UNADJ	19. Either press the correct [▲] key to review another transaction or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW/EDIT BATCH DETAIL	1. SWIPE CARD FOR SALE	1. Press the [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the left [▲] key.
	4. CARD CHECK	4. Press the left [▲] key.
	5. ALL TAB UNADJ	5. Press the left [▲] key.
	6. DETAIL REVIEW ENTER PASSWORD	6. If prompted, key in the password, press [ENTER] .
	7. XXX: INV XXXXXXXXXXXX SALE or OPN TAB \$XX.XX	7. Press the [*] key or [#] key to review the information, [+] key to edit or [CLEAR] to exit.
	8. BASE: \$XX.XX TIP: \$XX.XX	8. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	9. CASHBACK: \$XX.XX	9. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	10. AP OKXXXX AV CC XXXXXXXXXXXXXXXXXXXX	10. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	11. CUST CODE: XXXXXXXXXXXXXXXXXXXX	11. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	12. DATE: XX/XX/XX TIME: XX/XX/XX EMP X	12. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	13. XXX: INV XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX OK?	13. Press [ENTER] to adjust the displayed item or press [CLEAR] to exit.
	14. OPN: INV XXXXXXXXXXXX CLOSE TAB?	14. Press [ENTER] to close the displayed open tab or press [CLEAR] to exit.
	15. BASE: \$XX.XX ENTER AMT TO CHANGE	15. Key in the new base amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	16. TIP: \$XX.XX ENTER AMT TO CHANGE	16. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	17. TAX: \$XX.XX ENTER AMT TO CHANGE	17. Key in new tax amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	18. EDIT TRANSACTION ACCEPTED	18. Please wait...
	19. ALL TAB UNADJ	19. Either press the correct [▲] key to review another transaction or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW/EDIT OPEN TABS BY EMPLOYEE ID	1. SWIPE CARD FOR SALE	1. Press the [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the middle [▲] key.
	4. CARD CHECK	4. Press the left [▲] key.
	5. ALL TAB UNADJ	5. Press the middle [▲] key.
	6. DETAIL/TAB REVIEW ENTER PASSWORD	6. If prompted, key in the password, press [ENTER] .
	7. DETAIL/TAB REVIEW ENTER SERVER ID #	7. Key in the employee ID and press [ENTER] or press [ENTER] to review all open tabs.
	8. XXX: INV XXXXXXXXXXXX OPN TAB \$XX.XX	8. Press the [*] key or [#] key to review the information, [+] key to edit or [CLEAR] to exit.
	9. AP OKXXXX AV CC XXXXXXXXXXXXXXXXXXXX	9. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	10. CUST CODE: XXXXXXXXXXXXXXXXXXXX	10. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	11. DATE: XX/XX/XX TIME: XX/XX/XX EMP X	11. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	12. OPN: INV XXXXXXXXXXXX CLOSE TAB?	12. Press [ENTER] to close the displayed open tab or press [CLEAR] to exit.
	13. BASE: \$XX.XX ENTER AMT TO CHANGE	13. Key in the new base amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	14. TIP: \$XX.XX ENTER AMT TO CHANGE	14. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	15. TAX: \$XX.XX ENTER AMT TO CHANGE	15. Key in new tax amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	16. EMP # X ENTER EMP TO CHANGE	16. Key in new employee ID, press [ENTER] or press [ENTER] if displayed ID is correct.
	17. CLOSE TAB PRINTING...	17. Please wait new tab receipt to print. Either adjust next open tab or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW/EDIT BATCH DETAIL BY CARD TYPE	1. SWIPE CARD FOR SALE	1. Press the [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the right [▲] key.
	4. DETAIL REVIEW ENTER PASSWORD	4. If prompted, key in the password, press [ENTER] .
	5. MC/VS AX DC	5. Press [*] key or [#] key to choose other card types or press [▲] key to review by card type.
	6. EB DB	6. Press [*] key or [#] key to choose other card types or press [▲] key to review by card type.
	7. XXX: INV XXXXXXXXXXXX SALE or OPN TAB \$XX.XX	7. Press the [*] key or [#] key to review the information, [+] key to edit or [CLEAR] to exit.
	8. BASE: \$XX.XX TIP: \$XX.XX	8. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	9. CASHBACK: \$XX.XX	9. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	10. AP OKXXXX AV CC XXXXXXXXXXXXXXXXXX	10. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	11. CUST CODE: XXXXXXXXXXXXXXXXXX	11. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	12. DATE: XX/XX/XX TIME: XX/XX/XX EMP X	12. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	13. XXX: INV XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX OK?	13. Press [ENTER] to adjust the displayed item or press [CLEAR] to exit.
	14. OPN: INV XXXXXXXXXXXX CLOSE TAB?	14. Press [ENTER] to close the displayed open tab or press [CLEAR] to exit.
	15. BASE: \$XX.XX ENTER AMT TO CHANGE	15. Key in new base amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	16. TIP: \$XX.XX ENTER AMT TO CHANGE	16. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	17. TAX: \$XX.XX ENTER AMT TO CHANGE	17. Key in new tax amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	18. EDIT TRANSACTION ACCEPTED	18. Please wait...
	19. MC/VS AX DC	19. Press [*] key or [#] key to choose other card types or press [▲] key to review by card type.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW/EDIT UNADJUSTED (UNTIPPED) TRANS. BY EMPLOYEE ID	1. SWIPE CARD FOR SALE	1. Press the [REVIEW] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the middle [▲] key.
	4. CARD CHECK	4. Press the left [▲] key.
	5. ALL TAB UNADJ	5. Press the right [▲] key.
	6. DETAIL/UNADJ REVIEW ENTER PASSWORD	6. If prompted, key in the password, press [ENTER] .
	7. DETAIL/UNADJ REVIEW ENTER SERVER ID #	7. Key in the employee ID and press [ENTER] , or press [ENTER] to review all employee's unadjusted transactions.
	8. XXX: INV XXXXXXXXXXXX SALE \$XX.XX	8. Press the [*] key or [#] key to review the information, [+] key to edit or [CLEAR] to exit.
	9. TIP:	9. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	10. CASHBACK: \$XX.XX	10. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	11. AP OKXXXX AV CC XXXXXXXXXXXXXXXXXX	11. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	12. CUST CODE: XXXXXXXXXXXXXXXXXX	12. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	13. DATE: XX/XX/XX TIME: XX/XX/XX EMP X	13. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	14. XXX: INV XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX OK?	14. Press [ENTER] to adjust the displayed item or press [CLEAR] to exit.
	15. BASE: \$XX.XX ENTER AMT TO CHANGE	15. Key in the new base amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	16. TIP: \$XX.XX ENTER AMT TO CHANGE	16. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	17. TAX: \$XX.XX ENTER AMT TO CHANGE	17. Key in new tax amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	18. EDIT TRANSACTION ACCEPTED	18. Please wait...
	19. ALL TAB UNADJ	19. Either press the correct [▲] key to review another transaction or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT UNADJUSTED (UNTIPPED) REPORT	1. SWIPE CARD FOR SALE	1. Press the [+/-] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the left [▲] key.
	4. ALL TAB UNADJ	4. Press the right [▲] key.
	5. UNADJUSTED REPORT ENTER PASSWORD	5. If prompted, key in the password, press [ENTER].
	6. UNADJUSTED REPORT PRINTING...	6. Please wait...

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT UNADJUSTED (UNTIPPED) REPORT BY EMPLOYEE ID	1. SWIPE CARD FOR SALE	1. Press the [+/-] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the middle [▲] key.
	4. ALL TAB UNADJ	4. Press the right [▲] key.
	5. UNADJUSTED REPORT ENTER PASSWORD	5. If prompted, key in the password, press [ENTER].
	6. UNADJUSTED REPORT ENTER SERVER or CLERK ID #	6. Key in the employee ID and press [ENTER] or press [ENTER] to print all employee transactions.
	7. UNADJUSTED REPORT PRINTING...	7. Please wait...

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT OPEN BAR TAB REPORT	1. SWIPE CARD FOR SALE	1. Press the [+/-] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the left [▲] key.
	4. ALL TAB UNADJ	4. Press the middle [▲] key.
	5. OPEN TAB REPORT ENTER PASSWORD	5. If prompted, key in the password, press [ENTER].

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT OPEN BAR TAB REPORT BY EMPLOYEE ID	1. SWIPE CARD FOR SALE	1. Press the [+/-] key.
	2. TOTALS TRAN DETAIL	2. Press the right [▲] key.
	3. BATCH EMP CARD	3. Press the left [▲] key.
	4. ALL TAB UNADJ	4. Press the middle [▲] key.
	5. OPEN TAB REPORT ENTER PASSWORD	5. If prompted, key in the password, press [ENTER].
	6. OPEN TAB REPORT ENTER SERVER or CLERK ID #	6. Key in the employee ID and press [ENTER] or press [ENTER] to print a report of all open tabs.
	7. OPEN TAB REPORT PRINTING...	7. Please wait...

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT BATCH TOTALS AND DETAIL REPORT	1. SWIPE CARD FOR SALE	1. Press the [+/-] key.
	2. TOTALS TRAN DETAIL	2. Press left [▲] key to print a totals report or right [▲] key to print a detail report.
	3. BATCH EMP CARD	3. Press left [▲] key to print a batch report, middle [▲] key to print employee totals or right [▲] key to print a report by card type.
	4. CURRENT HISTORY	4. Press left [▲] key to print report of current items or right [▲] key for report of past items.
	5. REPORT TYPE REPORT ENTER PASSWORD	5. If prompted, key in the password, press [ENTER].
	6. EMP TOTALS OR DETAIL REPORT ENTER SERVER or CLERK ID #	6. Key in the employee ID and press [ENTER].
	7. ALL TAB UNADJ	7. Press left [▲] key print a report of all items, middle [▲] key to print a report of open tabs or right [▲] key to print an unadjusted report.
	8. MC/VS AX DC	8. Press proper [▲] key to print by card type.
	9. REPORT TYPE REPORT PRINTING...	9. Please wait...
	10. BATCH EMP CARD	10. Either press the appropriate [▲] key to print another report or press [CLEAR] to exit.

SETTLING TIPS DURING CLOSE TRANSACTIONS

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
SETTLING BAR TAB DURING BATCH CLOSE	1. SWIPE CARD FOR SALE	1. Press the [CLOSE] key.
	2. CLOSE ENTER PASSWORD	2. If prompted, key in the password, press [ENTER] .
	3. TAB DEL PRINT	3. Press left [▲] key to display open tabs, press middle [▲] key to delete open tabs or press right [▲] key to print an open tab report.
	4. XXX: INV XXXXXXXXXXXX OPEN TAB \$XX.XX	4. Press [+] to close the displayed tab or press [ENTER] to choose another tab.
	5. OPN: INV XXXXXXXXXXXX CLOSE TAB?	5. Press [ENTER] to close the displayed tab or press [BACK SPACE] to choose another tab.
	6. BASE: \$XX.XX ENTER AMT TO CHANGE	6. Key in new base amount, press [ENTER] or just press [ENTER] if the amount is correct.
	7. TIP: \$XX.XX ENTER AMT TO CHANGE	7. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	8. TAX: \$XX.XX ENTER AMT TO CHANGE	8. Key in new tax amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	9. CLK # X ENTER CLK TO CHANGE	9. Key in new ID number, press [ENTER] or press [ENTER] if displayed ID is correct.
	10. CARD TYPE CLOSE TAB TEAR NOW, PRESS ENTER	10. After merchant receipt prints, press [ENTER] to print customer receipt.
	11. XXX: INV XXXXXXXXXXXX SALE \$XX.XX	11. Either press [ENTER] to close another open tab or press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
ADD TIPS DURING BATCH CLOSE	1. SWIPE CARD FOR SALE	1. Press the [CLOSE] key.
	2. CLOSE ENTER PASSWORD	2. If prompted, key in the password, press [ENTER] .
	3. CLOSE ADJ PRINT	3. Press middle [▲] key to add tips to open batch transactions or the right [▲] key to print a report of untipped items.
	4. XXX: INV XXXXXXXXXXXX SALE \$XX.XX	4. Press the [*] key or [#] key to review, [+] key to adjust, [ENTER] to choose the next transaction or [CLEAR] to exit.
	5. BASE: \$XX.XX TIP: \$XX.XX	5. Press the [*] key or [#] key to continue to review, [+] key to adjust, [ENTER] to choose the next transaction or [CLEAR] to exit.
	6. CASHBACK: \$XX.XX	6. Press the [*] key or [#] key to continue to review, [+] key to adjust, [ENTER] to choose the next transaction or [CLEAR] to exit.
	7. AP OKXXXX AV CC XXXXXXXXXXXXXXXXXX	7. Press the [*] key or [#] key to continue to review, [+] key to adjust, [ENTER] to choose the next transaction or [CLEAR] to exit.
	8. CUST CODE: XXXXXXXXXXXXXXXXXX	8. Press the [*] key or [#] key to continue to review, [+] key to adjust, [ENTER] to choose the next transaction or [CLEAR] to exit.
	9. DATE: XX/XX/XX TIME: XX/XX/XX EMP X	9. Press the [*] key or [#] key to continue to review, [+] key to adjust, [ENTER] to choose the next transaction or [CLEAR] to exit.
	10. XXX: INV XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX OK?	10. Press [ENTER] to adjust the displayed item or press [CLEAR] to exit.
	11. BASE: \$XX.XX ENTER AMT TO CHANGE	11. Key in the new base amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	12. TIP: \$XX.XX ENTER AMT TO CHANGE	12. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	13. TAX: \$XX.XX ENTER AMT TO CHANGE	13. Key in new tax amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	14. EDIT TRANSACTION ACCEPTED	14. Please wait...
	15. CLOSE ADJ PRINT	15. Press the left [▲] key to close, middle [▲] key to add more tips to open batch items, the right [▲] key to print a report of untipped items or [CLEAR] to exit.

CLOSE BATCH

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
BATCH CLOSE	1. SWIPE CARD FOR SALE	1. Press the [CLOSE] key.
	2. GC CLEAR BATCH BATCH CLEARED	2. Please wait...
	3. CLOSE BATCH ENTER PASSWORD	3. If prompted, key in the password, press [ENTER] .
	4. CLOSE ADJ PRINT	4. Press left [▲] key to close batch, middle [▲] key to adjust open transactions or right [▲] key to print a report of unadjusted items.
	5. UNADJUSTED TIPS! ADJUST BEFORE CLOSE?	5. Press [ENTER] to view untipped items before closing or press [BACK SPACE] to zero out tips on all unadjusted transactions and close.
	6. TAB DEL PRINT	6. Press left [▲] key to adjust open tabs, middle [▲] key to delete all open tabs or right [▲] key to print an open tab report.
	7. CLOSE BATCH DELETE ALL TABS?	7. Press [ENTER] to delete all open tabs or press [BACK SPACE] to exit function.
	8. XXX: INV XXXXXXXXXXXX SALE \$XX.XX	8. Either press the [*] key or [#] key to review the information, press [+] to adjust the item, press [ENTER] to view the next unadjusted item or press [CLEAR] to exit.
	9. XXX: INV XXXXXXXXXXXX OPEN TAB \$XX.XX	9. Press the [*] key or [#] key to review tab information, press [+] to close the tab, press [ENTER] to view the next open tab or press [CLEAR] to exit.
	10. XXX: INV XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX OK?	10. Press [ENTER] to adjust the displayed item or press [CLEAR] to exit.
	11. OPN: INV XXXXXXXXXXXX CLOSE TAB?	11. Press [ENTER] to close the displayed tab or press [CLEAR] to exit.
	12. BASE: \$XX.XX ENTER AMT TO CHANGE	12. Key in the new base amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	13. TIP: \$XX.XX ENTER AMT TO CHANGE	13. Key in new tip amount and press [ENTER] or press [ENTER] if displayed amount is correct.
	14. TAX: \$XX.XX ENTER AMT TO CHANGE	14. Key in new tax amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	15. CLK # X ENTER CLK TO CHANGE	15. Key in the new employee ID, press [ENTER] or press [ENTER] if displayed employee ID number is correct.
	16. EDIT TRANSACTION ACCEPTED	16. Please wait...
	17. XXX ITEMS NET XX.XX OK?	17. If displayed data is correct, press [ENTER] , if not, press [BACK SPACE] .
	18. CLOSE BATCH DIALING...RECEIVING	18. Please wait...
	19. CLOSE BATCH BATCH UPLOAD... XXX	19. Please wait...
	20. CLOSE BATCH PRINTING...	20. Please wait...
	21. CLOSE BATCH REPRINT TOTALS?	21. After the batch closes, a totals report will print; press [ENTER] to reprint totals report or press [CLEAR] to exit.

SETTING AUTO GRATUITY AND TIP GUIDELINES

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
AUTO GRATUITY	1. SWIPE CARD FOR SALE	1. Press the [#] key.
	2. LOCK MGMT SETUP	2. Press the right [▲] key.
	3. HOST LOCAL REVIEW	3. Press the middle [▲] key.
	4. DIAL PASS OPTIONS	4. Press the right [▲] key.
	5. PRINTER TIP OTHER	5. Press the middle [▲] key.
	6. AUTO GRATUITY = X% ENTER NEW TO CHANGE	6. To set an automatic tip, key in the percent of the base amount to be used for tip, press [ENTER] or press [ENTER] to bypass.
	7. TIP GUIDELINE = ON or OFF PRESS # TO CHANGE	7. To print a suggested tip amount, press [#] until prompt displays ON or press [#] until prompt displays OFF to not print amount. Press [ENTER] to bypass.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TIP GUIDELINE	1. SWIPE CARD FOR SALE	1. Press the [#] key.
	2. LOCK MGMT SETUP	2. Press the right [▲] key.
	3. HOST LOCAL REVIEW	3. Press the middle [▲] key.
	4. DIAL PASS OPTIONS	4. Press the right [▲] key.
	5. PRINTER TIP OTHER	5. Press the middle [▲] key.
	6. AUTO GRATUITY = X% ENTER NEW TO CHANGE	6. To set an automatic tip, key in the percent of the base amount used for tip, press [ENTER].
	7. TIP GUIDELINE = ON or OFF PRESS # TO CHANGE	7. Press [CLEAR] to exit function.
	8. TIP GUIDELINE #1 = XX PRESS # TO CHANGE (optional)	8. To change the displayed guideline, press [#] or press [ENTER] to bypass.
	9. TIP GUIDELINE #2 = XX PRESS # TO CHANGE (optional)	9. To change the displayed guideline, press [#] or press [ENTER] to bypass.
	10. TIP GUIDELINE #3 = XX PRESS # TO CHANGE (optional)	10. To change the displayed guideline, press [#] or press [ENTER] to bypass.
	11. TIP DISCOUNT = ON or OFF PRESS # TO CHANGE	11. Either press [#] [ENTER] keys to activate or [ENTER] to bypass without changing setting.
	12. CHANGE TIP DISCOUNT RATES?	12. Press [ENTER] to set rates, press [BACK SPACE] to bypass.
	13. DO YOU WANT TO PRINT TIP DISCOUNT TABLE?	13. Press [ENTER] to print report, press [BACK SPACE] to bypass.
	14. CARD TYPE TIP DISCNT= X.XX% ENTER TIP DISCOUNT	14. Key in tip discount for the displayed card type, press [ENTER] or press [ENTER] to bypass.
	15. PRINTER TIP OTHER	15. After last setting, a tip setup report prints. Either press a [▲] key or [CLEAR] to exit.