

Quick Reference Guide

Application: CONFIG 690 01.08.00

CREDIT AND DEBIT CARD TRANSACTIONS, INCLUDING CLOSE

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 card or press [SALE].
	2. CREDIT EBT DEBIT	2. Press the left [▲] key.
	3. SALE ENTER ACCOUNT #	3. Key in the card number, press [ENTER].
	4. SALE ENTER PASSWORD	4. If prompted, key in the password, press [ENTER].
	5. MANUAL ENTRY SALE ENTER PASSWORD	5. If prompted, key in the password, press [ENTER].
	6. CARD TYPE SALE ENTER LAST 4 DIGITS	6. Key in last four digits of card number, press [ENTER].
	7. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	7. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	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 printed on the card press [ENTER] or press [ENTER] to bypass.
	15. NOCODE UNREAD SKIP (keyed only)	15. Press left [▲] key if code is not present on the card, press the middle [▲] key if code is illegible or press right [▲] key to bypass.
	16. CARD TYPE SALE ENTER AMOUNT	16. Key in the sale amount and press [ENTER].
	17. CARD TYPE SALE ENTER ADDRESS CODE (keyed only)	17. Key in the customer's address number and press [ENTER].
	18. CARD TYPE SALE ENTER ZIP CODE (keyed only)	18. Key in the customer's zip code and press [ENTER].
	19. CARD TYPE SALE ENTER CUSTOMER CODE	19. Key in customer code and press [ENTER] or press [ENTER] to bypass.
	20. CARD TYPE SALE ENTER TAX AMOUNT	20. If prompted, key in the tax amount and press [ENTER] or press [ENTER] to bypass.
	21. CARD TYPE SALE TAX EXEMPT?	21. Press [ENTER] to bypass or press [BACK SPACE] to enter tax amount.
	22. CARD TYPE SALE ENTER INVOICE #	22. Key in invoice number and press [ENTER].
	23. CARD TYPE SALE ENTER SERVER OR CLERK ID #	23. Key in employee ID number, press [ENTER].
	24. CARD TYPE SALE DIALING...RECEIVING	24. Please wait...
	25. CARD TYPE SALE TEAR NOW, PRESS ENTER	25. Press [ENTER] to print customer receipt.
	26. CARD TYPE SALE AP XXXX XXX SEQ XXX	26. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
ATM/DEBIT CARD SALE (PIN PAD REQUIRED)	1. SWIPE CARD FOR SALE	1. Either swipe card or press [ATM/DEBIT] .
	2. CREDIT EBT DEBIT	2. Press the right [▲] key.
	3. EBT DEBIT	3. Press the right [▲] key.
	4. DEBIT	4. Swipe card.
	SWIPE CARD	
	5. CARD TYPE DEBIT ENTER LAST 4 DIGITS	5. Key in the last four digits of the credit card number and press [ENTER] .
	6. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	6. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	7. CARD TYPE DEBIT ENTER BASE AMOUNT	7. Key in base amount and press [ENTER] .
8. CARD TYPE DEBIT WAITING FOR CASH...	8. Key in cash back amount on PIN pad or press [ENTER] once to key into terminal.	
	PIN PAD DISPLAY	PIN PAD ACTION
	9. CASH=	9. Key in cash back amount, press [ENTER] .
10. CARD TYPE DEBIT ENTER CASH BACK AMT	10. Key in cash back amount, press [ENTER] .	
11. TOTAL \$XX.XX IS THIS CORRECT?	11. Press [ENTER] for "Yes" or press [BACK SPACE] for "No".	
12. CARD TYPE DEBIT WAITING FOR PIN...	12. Key in the PIN on the PIN pad.	
	PIN PAD DISPLAY	PIN PAD ACTION
	13. \$XX.XX PIN=	13. Key in the PIN and press [ENTER] on the PIN pad.
14. CARD TYPE DEBIT ENTER INVOICE #	14. Key in invoice number and press [ENTER] .	
15. CARD TYPE DEBIT ENTER SERVER or CLERK ID #	15. Key in employee ID number, press [ENTER] .	
16. CARD TYPE DEBIT DIALING...RECEIVING	16. Please wait...	
17. CARD TYPE DEBIT TEAR NOW, PRESS ENTER	17. Press [ENTER] to print customer receipt.	
18. CARD TYPE DEBIT AP XXXXX SEQ XXX	18. Press [CLEAR] to exit function.	

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
AUTH ONLY	1. SWIPE CARD FOR SALE	1. Press [X].
	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. MANUAL ENTRY AUTH ONLY ENTER PASSWORD	4. If prompted, key in the password, press [ENTER].
	5. CARD TYPE AUTH ONLY ENTER LAST 4 DIGITS	5. Key in the last four digits of the credit card number and press [ENTER].
	6. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	6. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	7. CARD TYPE AUTH ONLY ENTER EXP DATE-MM/YY (keyed only)	7. Key in 4-digit expiration date, press [ENTER].
	8. CARD TYPE AUTH ONLY IS CARD PRESENT? (keyed only)	8. Press [ENTER] if card is present or [BACK SPACE] if card is not.
	9. CARD TYPE AUTH ONLY IMPRINT CARD NOW! (keyed only)	9. Imprint the card and press [ENTER] or press [ENTER] to bypass.
	10. CARD TYPE AUTH ONLY RECURRING PAYMENT? (keyed only)	10. Press [ENTER] if transaction is a recurring payment or press [BACK SPACE] if not.
	11. CARD TYPE AUTH ONLY EMAIL OR WEB? (keyed only)	11. Press [ENTER] if transaction was Internet generated or press [BACK SPACE] if not.
	12. CARD TYPE AUTH ONLY ENCRYPTED? (keyed only)	12. Press [ENTER] if transaction data was received encrypted or press [BACK SPACE].
	13. CARD TYPE AUTH ONLY ENTER CARD CODE (keyed only)	13. Key in card code number printed on the card press [ENTER] or press [ENTER] to bypass.
	14. NOCODE UNREAD SKIP (keyed only)	14. Press left [▲] key if code is not present on the card, press the middle [▲] key if code is illegible or press right [▲] key to bypass.
	15. CARD TYPE AUTH ONLY ENTER AMOUNT	15. Key in the fuel amount and press [ENTER].
	16. CARD TYPE AUTH ONLY ENTER ADDRESS CODE (keyed only)	16. Key in the customer's address number and press [ENTER].
	17. CARD TYPE AUTH ONLY ENTER ZIP CODE (keyed only)	17. Key in the customer's zip code and press [ENTER].
	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. 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 SEQ	22. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
OFFLINE TICKET ONLY	1. SWIPE CARD FOR SALE	1. Press [-].
	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 (<i>keyed only</i>)	6. Key in the 4-digit expiration date and press [ENTER].
	7. CARD TYPE OFFLINE IS CARD PRESENT? (<i>keyed only</i>)	7. Press [ENTER] if card is present or [BACK SPACE] if card is not.
	8. CARD TYPE OFFLINE IMPRINT CARD NOW! (<i>keyed only</i>)	8. Imprint the card and press [ENTER] or press [ENTER] to bypass.
	9. CARD TYPE OFFLINE RECURRING PAYMENT? (<i>keyed only</i>)	9. Press [ENTER] if transaction is a recurring payment or press [BACK SPACE] if not.
	10. CARD TYPE OFFLINE EMAIL OR WEB? (<i>keyed only</i>)	10. Press [ENTER] if transaction was Internet generated or press [BACK SPACE] if not.
	11. CARD TYPE OFFLINE ENCRYPTED? (<i>keyed only</i>)	11. Press [ENTER] if transaction data was received encrypted or press [BACK SPACE].
	12. CARD TYPE OFFLINE ENTER AMOUNT	12. Key in the amount and press [ENTER].
	13. CARD TYPE OFFLINE ENTER CUSTOMER CODE	13. Key in customer code and press [ENTER] or press [ENTER] to bypass.
	14. CARD TYPE OFFLINE ENTER TAX AMOUNT	14. If prompted, key in the tax amount and press [ENTER] or press [ENTER] to bypass.
	15. CARD TYPE OFFLINE TAX EXEMPT?	15. Press [ENTER] to bypass or press [BACK SPACE] to enter tax amount.
	16. CARD TYPE OFFLINE ENTER INVOICE #	16. Key in invoice number and press [ENTER].
	17. CARD TYPE OFFLINE ENTER SERVER or CLERK ID #	17. Key in employee ID number, press [ENTER].
	18. CARD TYPE OFFLINE ENTER APPROVAL CODE (<i>keyed only</i>)	18. Key in the previously obtained approval code and press [ENTER].
	19. CARD TYPE OFFLINE DIALING...RECEIVING	19. Please wait...
	20. CARD TYPE OFFLINE TEAR NOW, PRESS ENTER	20. Press [ENTER] to print customer receipt.
	21. CARD TYPE OFFLINE AP XXXX SEQ XXX	21. Press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
RETURN	1. SWIPE FOR SALE	1. Press [RETURN] .
	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 (<i>keyed only</i>)	6. Key in 4-digit expiration date and press [ENTER] .
	7. CARD TYPE RETURN IS CARD PRESENT? (<i>keyed only</i>)	7. Press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	8. CARD TYPE RETURN IMPRINT CARD NOW! (<i>keyed only</i>)	8. Imprint the card and press [ENTER] or press [ENTER] to bypass.
	9. CARD TYPE RETURN RECURRING PAYMENT? (<i>keyed only</i>)	9. Press [ENTER] if transaction is a recurring payment or press [BACK SPACE] if not.
	10. CARD TYPE RETURN EMAIL OR WEB? (<i>keyed only</i>)	10. Press [ENTER] if transaction was Internet generated or press [BACK SPACE] if not.
	11. CARD TYPE RETURN ENCRYPTED? (<i>keyed only</i>)	11. Press [ENTER] if transaction data was received encrypted or press [BACK SPACE] .
	12. CARD TYPE RETURN ENTER AMOUNT	12. Key in the return amount and press [ENTER] .
	13. CARD TYPE RETURN ENTER CUSTOMER CODE	13. Key in customer code and press [ENTER] or press [ENTER] to bypass.
	14. CARD TYPE RETURN ENTER TAX AMOUNT	14. Key in the tax amount and press [ENTER] .
	15. CARD TYPE RETURN TAX EXEMPT?	15. Press [ENTER] to bypass or press [BACK SPACE] to enter tax amount.
	16. CARD TYPE RETURN ENTER INVOICE #	16. Key in invoice number and press [ENTER] .
	17. CARD TYPE RETURN ENTER SERVER or CLERK ID #	17. Key in employee ID number, press [ENTER] .
	18. CARD TYPE RETURN TEAR NOW, PRESS ENTER	18. Press [ENTER] to print customer receipt.
	19. CARD TYPE RETURN ACCEPTED XXXX SEQ XXX	19. 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? XXXXXXXXXXXXXX	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
CLOSE BATCH	1. SWIPE CARD FOR SALE	1. Press [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. XXX ITEMS NET XX.XX OK?	4. If the displayed data is correct, press [ENTER] if not, press [BACK SPACE] .
	5. CLOSE BATCH DIALING...RECEIVING	5. Please wait...
	6. CLOSE BATCH PRINTING...	6. Please wait...
	7. CLOSE BATCH REPRINT TOTALS?	7. After the batch closes, a totals report will print; press [ENTER] to reprint totals report or press [CLEAR] to exit function.

TRANSACTION AND BATCH REVIEW AND REPORTS

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW CURRENT BATCH TOTALS	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 the 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. BATCH TOTALS X SALES \$XX.XX	7. Press the [*] key or [#] key to review the information or press [CLEAR] to exit.
	8. BATCH TOTALS X RETS \$XX.XX	8. Press the [*] key or [#] key to review the information or press [CLEAR] to exit.
	9. BATCH EMP CARD	9. Press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW PAST BATCH TOTALS	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 the right [▲] key.
	5. TOTALS REVIEW ENTER PASSWORD	5. If prompted, key in the password, press [ENTER] .
	6. 05/20/05 REF: 0003 X ITEMS \$XX.XX	6. Press the [*] key or [#] key to review the information or press [CLEAR] to exit.
	7. HISTORY REVIEW NO DATA TO PROCESS	7. Please wait...

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW BATCH TOTALS BY EMPLOYEE	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 password, press [ENTER] .
	5. EMP TOTALS REVIEW ENTER SERVER ID #	5. Key in the employee ID to be reviewed, press [ENTER] or press [ENTER] to review all employee ID's.
	6. EMP X \$XX.XX # X	6. Please review employee batch information, press [#] key to review next employee ID or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW BATCH TOTALS BY CARD TYPE	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 password, press [ENTER] .
	5. MC/VS TOTALS X ITEMS \$XX.XX	5. Press the [*] key or [#] key to review more information about the displayed card type or press [CLEAR] to exit.
	6. MC/VS TOTALS X SALES \$XX.XX	6. Press the [*] key or [#] key to review more information about the displayed card type or press [CLEAR] to exit.
	7. MC/VS TOTALS X RETS \$XX.XX	7. Press the [*] key or [#] key to review the next card type or press [CLEAR] to exit.

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

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW/EDIT BATCH DETAIL BY EMPLOYEE ID	1. SWIPE CARD FOR SALE	1. Press [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. EMP DETAIL REVIEW ENTER PASSWORD	5. If prompted, key in the password, press [ENTER] .
	6. EMP DETAIL REVIEW ENTER EMPLOYEE ID#	6. Key in the employee ID, press [ENTER] or press [ENTER] to review all employees.
	7. XXX: INV XXXXXXXXXXXX SALE \$XX.XX	7. Press [*] key or [#] key to review displayed transaction review, [+] key to edit or [CLEAR] to exit.
	8. BASE: \$XX.XX CASHBACK: \$XX.XX	8. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	9. AP OKXXXX AV CC XXXXXXXXXXXXXXXXXX	9. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	10. CUST CODE: XXXXXXXXXXXXXXXXXX	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. XXX: INV XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX OK?	12. Press [ENTER] to adjust the displayed item 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. TAX: \$XX.XX ENTER AMT TO CHANGE	14. Key in new tax amount, press [ENTER] or press [ENTER] if displayed amount is correct.
	15. EDIT TRANSACTION ACCEPTED	15. Please wait...
	16. BATCH EMP CARD or CARD CHECK	16. Either press the correct [▲] key to review another transaction or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW/EDIT BATCH DETAIL BY CARD TYPE	1. SWIPE CARD FOR SALE	1. Press [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 EB	5. Press the correct [▲] key to choose which card type to review..
	6. DB DC	6. Press the correct [▲] key to choose which card type to review..
	7. XXX: INV XXXXXXXXXXXX SALE \$XX.XX	7. Press [*] key or [#] key to review displayed transaction, [+] key to edit or [CLEAR] to exit.
	8. BASE: \$XX.XX CASHBACK: \$XX.XX	8. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	9. AP OKXXXX AV CC XXXXXXXXXXXXXXXXXX	9. Press the [*] key or [#] key to continue to review, [+] key to edit or [CLEAR] to exit.
	10. CUST CODE: XXXXXXXXXXXXXXXXXX	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. XXX: INV XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX OK?	12. Press [ENTER] to adjust the displayed item or press [CLEAR] to exit.
	13. BASE: \$XX.XX ENTER AMT TO CHANGE	13. Key in the new base amount, press [ENTER] or press [ENTER] if 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. EDIT TRANSACTION ACCEPTED	15. Please wait...
	16. BATCH EMP CARD	16. Either press the correct [▲] key to review another transaction or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT BATCH TOTALS REPORT	1. SWIPE CARD FOR SALE	1. Press [+] 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 print current batch report or right [▲] key to print a past batch report.
	5. TOTALS REPORT ENTER PASSWORD	5. If prompted, key in the password, press [ENTER] .
	6. TOTALS REPORT PRINTING...	6. Please wait...
	7. BATCH EMP CARD	7. Press another [▲] key to print a report or press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT TOTALS REPORT BY EMPLOYEE ID	1. SWIPE CARD FOR SALE	1. Press [÷] key.
	2. TOTALS TRAN DETAIL	2. Press the left [▲] key.
	3. BATCH EMP CARD	3. Press the middle [▲] key.
	4. EMP DETAIL REPORT ENTER PASSWORD	4. If prompted, key in the password, press [ENTER].
	5. EMP DETAIL REPORT ENTER EMPLOYEE ID#	5. Key in the employee ID, press [ENTER] to print a report for that employee or press [ENTER] to print a report of all employees.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT TOTALS REPORT BY CARD TYPE	1. SWIPE CARD FOR SALE	1. Press [÷] key.
	2. TOTALS TRAN DETAIL	2. Press the left [▲] key.
	3. BATCH EMP CARD	3. Press the right [▲] key.
	4. EMP TOTALS REPORT ENTER PASSWORD	4. If prompted, key in the password, press [ENTER].
	5. MC/VS AX EB	5. Press the correct [▲] key to choose the card type for which to print a report or the [#] key to choose other card types.
	6. DB DC	6. Press the correct [▲] key to choose the card type for which to print a report or the [#] key or [*] key to choose other card types.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
RECEIPT REPRINT	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 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 XXXXXXXXXX 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.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT 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. DETAIL REPORT ENTER PASSWORD	4. If prompted, key in the password, press [ENTER].
	5. DETAIL REPORT PRINTING...	5. Please wait...

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT BATCH DETAIL REPORT BY EMPLOYEE	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 password, press [ENTER].
	5. EMP DETAIL REPORT ENTER EMPLOYEE ID#	5. Key in the employee ID, press [ENTER] to print a report for that employee or press [ENTER] to print a report of all employees.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
PRINT BATCH DETAIL REPORT BY CARD 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 password, press [ENTER].
	5. MC/VS AX EB	5. Press the correct [▲] key to choose the card type for which to print a report or the [#] key to choose other card types.
	6. DB DC	6. Press the correct [▲] key to choose the card type for which to print a report or the [#] key or [*] key to choose other card types.