

Quick Reference Card

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION	
TELECHECK ECA SALE WITH OR WITHOUT CHECK READER	1. READY XXX	1. Press [CHECK] .	
	2. ENTER PASSWORD (optional)	2. Key in the password and press [ENTER] .	
	3. 1) MERCH NAME <-- YES --> (optional)	3. If your merchant profile displays, press the middle [▲] key; if not, press the right or left [▲] key until your profile displays, then press the middle [▲] key.	
	4. TeleCheck ECA Change/Sale/Other	4. Press the middle [▲] key.	
	With Check Reader		
	5. TeleCheck ECA SLIDE CHECK	5. Insert the check into check reader.	
	Without Check Reader		
	6. TeleCheck ECA SLIDE CHECK	6. Key in the MICR number printed on the check and press [ENTER] .	
	7. CHECK NUMBER (keyed MICR only)	7. Key in the check number and press [ENTER] .	
	8. CHECK TYPE PERSONAL/BUSINESS	8. Press left [▲] key to choose personal check or right [▲] key to choose business check.	
	9. BILLING # (optional)	9. If prompted, key in the billing number, press [ENTER] .	
	10. AMOUNT OF CHECK	10. Key in amount of the check, press [ENTER] .	
	11. CONFIRM AMOUNT (optional)	11. Key in the amount again and press [ENTER] .	
	12. PRODUCT CODE (optional)	12. Key in product code, press [ENTER] .	
	13. SWIPE/ENTER DLN/ID #	13. Swipe or key in driver's license/ID card, press [ENTER] .	
	14. SOCIAL SECURITY # (optional)	14. Key in social security number press [ENTER] .	
	15. D.O.B. (MMDDYYYY) (optional)	15. If prompted, key in the date of birth of the customer and press [ENTER] .	
	16. HOME PHONE NUMBER (optional)	16. If prompted, key in the home phone number of the customer and press [ENTER] .	
	17. ID ZIP CODE (optional)	17. If prompted, key in ZIP code of the customer's home address and press [ENTER] .	
	18. INITIALS (optional)	18. Key in the customer's initials, press [ENTER] .	
	19. CLERK ID (optional)	19. Key in the clerk ID, press [ENTER] .	
	20. DIALING...	20. Please wait...	
21. 'VOID' & RETURN CHECK PREFERRED XXXX	21. Please wait for the merchant receipt to print. Write "VOID" on the check and return to the customer. When the batch is closed, payment will be received for the check in the same manner as a credit card transaction.		
22. TEAR NOW, PRESS ENTER	22. Press [ENTER] to print customer receipt.		

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA VOID	1. READY XXX	1. Press [CHECK] .
	2. ENTER PASSWORD (optional)	2. Key in the password and press [ENTER] .
	3. 1) MERCH NAME <-- YES --> (optional)	3. If your merchant profile displays, press the middle [▲] key; if not, press the right or left [▲] key until your profile displays, then press the middle [▲] key.
	4. TeleCheck ECA Change/Sale/Other	4. Press the right [▲] key.
	5. TeleCheck ECA Review/Void/Other	5. Press the middle [▲] key.
	6. TeleCheck ECA BATCH SEQ #	6. Key in the sequence (transaction) number of the item to be voided and press [ENTER] .
	7. SEQ.#: X AMOUNT: \$XX.XX	7. Confirm this is the transaction to be voided. If it is, press [ENTER] , if not, please wait...
	8. TeleCheck ECA Continue/Sel.Other	8. Press left [▲] key to void transaction or press right [▲] key to choose other transaction.
	9. DIALING...	9. Please wait...
	10. ECA VOID OK	10. Please wait for the receipt to print.
	11. TEAR NOW, PRESS ENTER	11. Press [ENTER] to print customer receipt.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA CHANGE	1. READY XXX	1. Press [CHECK] .
	2. ENTER PASSWORD <i>(optional)</i>	2. Key in the password and press [ENTER] .
	3. 1) MERCH NAME <-- YES --> <i>(optional)</i>	3. If your merchant profile displays, press the middle [▲] key; if not, press the right or left [▲] key until your profile displays, then press the middle [▲] key.
	4. TeleCheck ECA Change/Sale/Other	4. Press the left [▲] key.
	5. TeleCheck ECA BATCH SEQ #	5. Key in the sequence number of the transaction to be changed and press [ENTER] .
	6. SEQ.#: X AMOUNT: \$XX.XX	6. Please confirm this item is to be changed. If it is, press [ENTER] , if not, please wait...
	7. TeleCheck ECA Continue/Sel.Other	7. Press left [▲] key to change transaction or right [▲] key to choose other transaction.
	8. NEW AMOUNT	8. Key in the new amount and press [ENTER] .
	9. CONFIRM AMOUNT <i>(optional)</i>	9. Key in the amount again, press [ENTER] .
	10. DIALING...	10. Please wait...
	11. ECA CHANGE OK	11. Please wait for the receipt to print.
	12. TEAR NOW, PRESS ENTER	12. Press [ENTER] to print customer receipt.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA REVIEW	1. READY XXX	1. Press [CHECK] .
	2. ENTER PASSWORD <i>(optional)</i>	2. Key in the password and press [ENTER] .
	3. 1) MERCH NAME <-- YES --> <i>(optional)</i>	3. If your merchant profile displays, press the middle [▲] key; if not, press the right or left [▲] key until your profile displays, then press the middle [▲] key.
	4. TeleCheck ECA Change/Sale/Other	4. Press the right [▲] key.
	5. TeleCheck ECA Review/Void/Other	5. Press the left [▲] key.
	6. TeleCheck ECA BATCH SEQ.#	6. Key in the sequence number of the transaction to be reviewed and press [ENTER] .
	7. SEQ.#: X AMOUNT: \$XX.XX	7. Please review the transaction information. Press [CLEAR] to exit function.
	8. TeleCheck ECA BATCH SEQ.#	8. Key in another item number to be reviewed, press [ENTER] . Press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA REPORT	1. READY XXX	1. Press [CHECK] .
	2. ENTER PASSWORD <i>(optional)</i>	2. Key in the password and press [ENTER] .
	3. 1) MERCH NAME <-- YES --> <i>(optional)</i>	3. If your merchant profile displays, press the middle [▲] key; if not, press the right or left [▲] key until your profile displays, then press the middle [▲] key.
	4. TeleCheck ECA Change/Sale/Other	4. Press the right [▲] key.
	5. TeleCheck ECA Review/Void/Other	5. Press the right [▲] key.
	6. TeleCheck ECA Close/Report/Other	6. Press the middle [▲] key.
	7. PRINTING SEQ# XX CHK XXX	7. Please wait for the report to print.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA CLOSE	1. READY XXX	1. Press [CHECK] .
	2. ENTER PASSWORD <i>(optional)</i>	2. Key in the password and press [ENTER] .
	3. 1) MERCH NAME <-- YES --> <i>(optional)</i>	3. If your merchant profile displays, press the middle [▲] key; if not, press the right or left [▲] key until your profile displays, then press the middle [▲] key.
	4. TeleCheck ECA Change/Sale/Other	4. Press the right [▲] key.
	5. TeleCheck ECA Review/Void/Other	5. Press the right [▲] key.
	6. TeleCheck ECA Close/Report/Other	6. Press the left [▲] key.
	7. PRINTING SEQ# XX CHK XXX	7. Please wait for the report to print.
	8. SETTLEMENT AMOUNT <i>(optional)</i>	8. Key in settlement amount, press [ENTER] .
	9. DIALING...	9. Please wait...
	10. ECA CLOSE DONE ACK	10. Press [CLEAR] to exit.