

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION	
TELECHECK CPO/ECA SALE WITH OR WITHOUT CHECK READER	1. SWIPE CARD FOR SALE	1. Press [CHECK] .	
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .	
	3. TELECHECK ECA SALE/VOID/OTHER	3. Press the left [▲] key.	
	With Check Reader		
	4. TELECHECK ECA INSERT CHECK	4. Insert the check into check reader.	
	5. TELECHECK ECA RE-INSERT CHECK	5. Re-insert the check into check reader.	
	Without Check Reader		
	6. TELECHECK ECA INSERT CHECK	6. Key in the MICR number, which are the numbers printed on the bottom of the check. Key in all numbers left to right, press [ENTER] .	
	7. TELECHECK ECA MICR NUMBER AGAIN	7. Key in the MICR number again and press [ENTER] .	
	8. TELECHECK ECA INVALID ENTRY	8. An invalid entry occurred.	
	9. ENTRIES DO NOT MATCH	9. Either re-insert check through check reader or re-enter MICR number manually.	
	10. TELECHECK ECA ENTER CHECK #	10. Key in the check number and press [ENTER] .	
	11. TELECHECK ECA PERSONAL/BUSINESS	11. Press left [▲] key for a personal check or the right [▲] key for a business check.	
	12. TELECHECK ECA ENTER CHECK AMOUNT	12. Key in the check amount and press [ENTER] .	
	13. TELECHECK ECA REENTER CHECK AMOUNT	13. Key in the check amount again and press [ENTER] .	
	14. AMT DOES NOT MATCH	14. Displays if the incorrect amount was entered.	
	15. TELECHECK ECA SWIPE/ENTER DLN/ID #	15. Swipe driver license/ID card or key in driver license/ID card number, press [ENTER] .	
	16. TELECHECK ECA ENTER STATE/ID CODE	16. Key in either the license state or ID code provided by TeleCheck, press [ENTER] .	
	17. TELECHECK ECA BCN PROMPT	17. If prompted, key in the billing control number and press [ENTER] .	
	18. TELECHECK ECA PHONE NUMBER	18. If prompted, key in customer's 10-digit home phone number, then press [ENTER] .	
	19. TELECHECK ECA ID ZIP CODE	19. If prompted, key in the ZIP code of the customer's home address and press [ENTER] .	
	20. TELECHECK ECA ENTER INVOICE #	20. If prompted, key in the invoice number and press [ENTER] .	
	21. TELECHECK ECA SOCIAL SECURITY #	21. If prompted, key in the social security number of the customer and press [ENTER] .	
	22. TELECHECK ECA D.O.B. (MMDDYYYY)	22. If prompted, key in the date of birth of the customer and press [ENTER] .	
	23. TELECHECK ECA CLERK ID	23. If prompted, key in the employee ID number and press [ENTER] .	
	24. TELECHECK ECA DIALING...	24. Please wait...	
	25. TELECHECK ECA MARK 'VOID' - RETURN	25. ECA approved receipt will print. Write "VOID" on check and return check to customer.	
	26. PRINT CUSTOMER COPY TEAR NOW, PRESS ENTER	26. Press [ENTER] to print customer receipt.	
	27. KEEP CHECK - DEPOSIT APPROVED XXXX	27. Keep the non-ECA approved check for deposit. Press [CLEAR] to exit function.	
28. CODE X XXXXX RD# XXXXXX	28. Displays if ECA was declined. An ECA declined receipt will print that includes a denial record number and a phone number to call to reference. Press [CLEAR] to exit.		
29. DECLINE PLEASE RETRY	29. Non-ECA was declined. Press [CLEAR] to exit function.		

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK CPO/ECA REVIEW	1. SWIPE CARD FOR SALE	1. Press [CHECK] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. TELECHECK ECA SALE/VOID/OTHER	3. Press the right [▲] key.
	3. TELECHECK ECA REVIEW/REPORT/REPRNT	3. Press the left [▲] key.
	4. ECA REVIEW CURRENT/HISTORY	4. Press left [▲] key to review current batch or press right [▲] key to view previous batches.
	5. ECA REVIEW SEQ/CHK#/LAST	5. Press the left [▲] key to review a current transaction by seq. number, press middle [▲] key to review by check number or press right [▲] key to review most recent transaction.
	6. ECA REVIEW ENTER SEQ #	6. Key in the sequence number of the transaction to be reviewed and press [ENTER] .
	7. ECA REVIEW ENTER CHECK #	7. Key in the check number of the transaction to be reviewed and press [ENTER] .
	8. SEQ#XXX CHK#XXX ECA SALE \$XX.XX	8. Press [ENTER] to review another transaction or press [CLEAR] to exit function.
9. LOC#X XXXXXXXXXXXXX TOTAL \$XX.XX/ X	9. If history was chosen earlier, the most recent batch will display first. Press [ENTER] to view other batches or press [CLEAR] to exit.	

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK CPO/ECA REPORT	1. SWIPE CARD FOR SALE	1. Press [CHECK] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. TELECHECK ECA SALE/VOID/OTHER	3. Press the right [▲] key.
	4. TELECHECK ECA REVIEW/REPORT/REPRNT	4. Press the middle [▲] key.
	5. PRINT ECA REPORT CURRENT/HISTORY	5. Press left [▲] key to print a current batch report, press right [▲] key to print a batch history report.
	6. PRINTING REPORT...	6. Wait for the report to print.
	7. PRINT ECA REPORT CURRENT/HISTORY	7. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK CPO/ECA RECEIPT REPRINT	1. SWIPE CARD FOR SALE	1. Press [CHECK] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. TELECHECK ECA SALE/VOID/OTHER	3. Press the right [▲] key.
	4. TELECHECK ECA REVIEW/REPORT/REPRNT	4. Press the right [▲] key.
	5. ECA REPRINT SEQ/CHK#/LAST	5. Press left [▲] key to reprint a receipt by seq. number, press middle [▲] key to reprint by check number or press right [▲] key to reprint most recent receipt.
	6. ECA REPRINT ENTER SEQ #	6. Key in sequence number of the transaction receipt to be reprinted and press [ENTER] .
	7. ECA REPRINT ENTER CHECK #	7. Key in the check number of the transaction receipt to be reprinted and press [ENTER] .
	8. SEQ#XXX CHK#XXX PRINT SALE? \$XX.XX	8. Press [ENTER] to print a receipt for the displayed transaction or press [BACK SPACE] to choose another transaction.
	9. ECA REPRINT PRINT CUSTOMER COPY?	9. Press [ENTER] to print a customer receipt, [BACK SPACE] to print a merchant receipt.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK CPO/ECA VOID	1. SWIPE CARD FOR SALE	1. Press [CHECK] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. TELECHECK ECA SALE/VOID/OTHER	3. Press the middle [▲] key.
	4. TELECHECK ECA BATCH SEQ #	4. Key in the sequence number of the transaction to be voided and press [ENTER] .
	5. SEQ XXX CHK# XXX AMOUNT \$XX.XX	5. If the displayed transaction is to be voided, press [ENTER] , if not, please wait...
	6. TELECHECK ECA CONTINUE/SEL.OTHER	6. Press left [▲] key to void displayed transaction or press right [▲] key and repeat step 4.
	7. TELECHECK ECA DIALING...	7. Please wait...
	8. ECA VOID APPROVAL	8. Please wait for the receipt to print.
	9. PRINT CUSTOMER COPY TEAR NOW, PRESS ENTER	9. Press [ENTER] to print customer receipt. Press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK	1. SWIPE CARD FOR SALE	1. Press [CLOSE] .
CPO/ECA	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
CLOSE	3. X ECA ITEMS NET \$XX.XX OK?	3. Press [ENTER] to close check batch or press [CLEAR] to exit.
	4. TELECHECK ECA SENDING SEQ XXX/XXX	4. Batch information is being sent to the host.
	5. PRINTING REPORT...	5. Wait for the close report to print.
	6. SETTLEMENT COMPLETE XXXXXXXXXXXX	6. Press [CLEAR] to exit function.
	7. Close Batch #X	7. The card batch is being scanned.
	8. PRINT REPORT? YES NO	8. Press left [▲] key to print batch summary report of credit card transactions. Press right [▲] key to close without printing report.
	9. X ITEMS NET \$XX.XX OK?	9. Press [ENTER] to close card batch or press [CLEAR] to exit.
	10. DIALING...	10. Terminal is calling the host computer.
	11. SETTLEMENT COMPLETE XXXXXXXXXXXX	11. Batch closed successfully.
	12. BATCH CLOSED 1=STATUS 2=REPORT	12. Press the [1] key to review batch status or press the [2] key to reprint a batch report.
	13. BATCH NOT CLOSED 1=STATUS 2=REPORT <i>Alternates with Display Below</i> 3=MANAGEMENT 4=REVIEW	13. Displays if entire batch did not close. Press the [CLOSE] key to complete procedure. Contact your service provider or consult the application manual for more information.
	14. VALUELINK STATUS <i>Alternates with Display Below</i> CLOSED OK	14. Pressing [1] at the BATCH CLOSED screen displays settlement status of gift card, check or credit card. Press [ENTER] to scroll batch types, press [CLEAR] to exit.
	15. REPRINT REPORT <i>Alternating Displays Below</i> 1-CARD SUMMARY 2-ECA CLOSE REPORT 3-ECA DETAIL REPORT 4-VALUELINK REPORT	15. Pressing [2] at BATCH CLOSED screen will display reprint options. Press [1] for a card summary report, press [2] for a check close report, press [3] for a check detail report or press [4] for a gift card report. Press [CLEAR] once to return to BATCH CLOSED screen, twice to exit.
	16. TOTALS TRAN DETAIL	16. Pressing [1] at REPRINT REPORT screen displays card printing options. Press left [▲] key for a card summary totals report, press middle [▲] key for transaction receipts, press right [▲] key for a detail report.
	17. BATCH EMP CARD	17. If TOTALS was selected at REPRINT REPORT screen, press left [▲] key for a batch totals report, press middle [▲] key for employee totals report or press right [▲] key for a card type totals report.
	18. CURRENT HISTORY	18. If BATCH was selected at BATCH EMP CARD, press left [▲] key for a current batch line item report or press right [▲] key for a past batch totals report.
	19. emp TOTALS REPORT ENTER OPER ID	19. If EMP was selected BATCH EMP CARD screen, key in the employee ID number and press [ENTER] or press [ENTER] for a totals report for all employees.
	20. INV SEQ LAST	20. If TRAN was selected at TOTALS TRAN DETAIL screen, press left [▲] key for a duplicate receipt by invoice number, press middle [▲] key for a duplicate receipt by sequence number or press right [▲] key for the most recent credit card receipt.
	21. TRAN REPORT ENTER INVOICE #	21. Key in the invoice number and press [ENTER] .
	22. TRAN REPORT ENTER SEQ #	22. Key in the sequence number, press [ENTER] .
	23. XXX: INV X PRINT SALE ? \$XX.XX	23. Press [ENTER] to reprint a receipt for the displayed transaction.
	24. CARD TYPE SALE PRINT CUSTOMER COPY?	24. Press [ENTER] for a customer receipt or [BACK SPACE] for a merchant receipt.
	25. BATCH EMP CARD	25. If DETAIL was selected at TOTALS TRAN DETAILS screen, press left [▲] key for an item detail report, press middle [▲] key, for a detail report by employee ID or press right [▲] key for a batch summary report.
	26. DETAIL REPORT ENTER OPER ID	26. Key in employee ID, press [ENTER] or press [ENTER] for a report for all employees.

TELCHECK STATE AND ID CODES

US Driver's Licenses and IDs:

25/AL Alabama	55/AK Alaska	20/AZ Arizona	27/AR Arkansas
23/CA California	26/CO Colorado	28/CT Connecticut	33/DE Delaware
93/DC D. Columbia	35/FL Florida	42/GA Georgia	44/HI Hawaii
43/ID Idaho	45/IL Illinois	46/IN Indiana	49/IA Iowa
57/KS Kansas	59/KY Kentucky	52/LA Louisiana	56/ME Maine
79/MD Maryland	87/MA Massachusetts	40/MI Michigan	64/MN Minnesota
77/MS Mississippi	66/MO Missouri	68/MT Montana	63/NE Nebraska
38/NV Nevada	47/NH N. Hampshire	53/NJ New Jersey	39/NM New Mexico
69/NY New York	75/NC North Carolina	36/ND North Dakota	60/OH Ohio
65/OK Oklahoma	67/OR Oregon	78/PA Pennsylvania	74/RI Rhode Island
72/SC S. Carolina	73/SD South Dakota	86/TN Tennessee	89/TX Texas
88/UT Utah	83/VT Vermont	82/VA Virginia	92/WA Washington
98/WV W. Virginia	94/WI Wisconsin	99/WY Wyoming	

Canadian Driver's Licenses:

21/AB Alberta	11/BC British Columbia	61/MB Manitoba
13/NB New Brunswick	31/NF Newfoundland	37/NT Northwest Territories
41/NS Nova Scotia	51/ON Ontario	81/PE Prince Edward Island
71/QC Quebec	58/SK Saskatchewan	91/YT Yukon

Other:

GV/U. S. Government ID	97/ML United States Military ID	77/Social Security Number
70/PR Puerto Rico	16/Virgin Islands	

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
CLEAR BATCH This procedure erases the batch, it does not close it. Only perform this procedure after contacting your service provider.	1. SWIPE CARD FOR SALE	1. Press [#] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. LOCK MGMT SETUP	3. Press the middle [▲] key.
	4. BATCH TEST DEMO	4. Press the left [▲] key.
	5. VIEW RECOVERY	5. Press the left [▲] key.
	6. CARD CHECK	6. Press the right [▲] key.
	7. RECORDS USED : X REMAINING : XXX	7. Press [ENTER] .
	8. SETTLE TIME: XX:XX LAST: XX:XX XX/XX/XX	8. Press [ENTER] .
	9. LAST SETTLE RESPONSE BATCH CLEARED	9. Press [ENTER] .
	10. CURRENT BATCH: XXX	10. Press [VOID] .
	11. CLEAR CURRENT BATCH? YES NO	11. Press left [▲] key to clear current batch or right [▲] key to bypass batch clear.
	12. BATCH CLEARED	12. Please wait...
	13. LOCK MGMT SETUP	13. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
CHECK READER TEST	1. SWIPE CARD FOR SALE	1. Press [#] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. LOCK MGMT SETUP	3. Press the middle [▲] key.
	4. BATCH TEST DEMO	4. Press the middle [▲] key.
	5. PHONE CHK RDR	5. Press the right [▲] key.
	6. CHECK READER TEST: INSERT CHECK	6. Insert the check into the check reader
	7. MICR: XXXXXXXXXXXX XXXXX XXXXXX	7. If check reader is working, check information will display. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
SET TERMINAL DATE AND TIME	1. SWIPE CARD FOR SALE	1. Press [ALPHA] key; while pressing [ALPHA] press [7] [1] [3] [9] , then release all keys.
	2. CLEAR to resume Time Load Setup	2. Press the left [▲] key.
	3. XX/XX/XX XX:XX:XX Date Time	3. Press the left [▲] key to change the date and the right [▲] key to change the time.
	4. Enter new date MM/DD/YY	4. Enter the date using the MM/DD/YY format, press [ENTER] ; to exit press [CLEAR] twice.
	5. Enter new time HH:MM	5. Enter the time using the 24-hour format and press [ENTER] (to set 3:30 PM, press [1] [5] [3] [0]); to exit press [CLEAR] twice.