

Petroleum Quick Reference Card

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION	
TELECHECK 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 CHANGE/SALE/OTHER	3. Press the middle [▲] 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 all of the MICR numbers, printed on the bottom of the check, 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 to choose personal check or right [▲] key to choose business check.	
	12. TELECHECK ECA FUEL AMNT	12. Key in the fuel amount, then press [ENTER] or press [ENTER] to bypass.	
	13. TELECHECK ECA CONFIRM 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. FUEL GRADE 1=GRADE 1 <i>Alternating Displays Below</i> 2=GRADE 2 3=GRADE 3 4=GRADE 4 5=GRADE 5	15. Press the correct number key to choose the fuel grade, then press [ENTER] .	
	16. TELECHECK ECA MISC AMNT	16. Key in the amount of the non-fuel items, then press [ENTER] or press [ENTER] to bypass.	
	17. TELECHECK ECA CONFIRM AMOUNT	17. Key in the amount of the non-fuel items again, press [ENTER] .	
	18. AMT DOES NOT MATCH	18. Displays if the incorrect amount was entered.	
	19. TOTAL \$XX.XX IS THIS CORRECT?	19. If total is correct, press [ENTER] , if not, press [BACK SPACE] .	
	20. PRODUCT CODE	20. Key in the product code and press [ENTER] .	
	21. TELECHECK ECA SWIPE/ENTER DLN/ID #	21. Swipe driver license/ID card or key in driver license/ID card number, press [ENTER] .	
	22. TELECHECK ECA ENTER STATE/ID CODE	22. Key in either the license state or ID code provided by TeleCheck, press [ENTER] .	
	23. TELECHECK ECA BCN PROMPT	23. If prompted, key in the billing control number and press [ENTER] .	
	24. TELECHECK ECA PHONE NUMBER	24. If prompted, key in customer's 10-digit home phone number, then press [ENTER] .	
	25. TELECHECK ECA ID ZIP CODE	25. If prompted, key in ZIP code of the customer's home address and press [ENTER] .	
	26. TELECHECK ECA ENTER INVOICE #	26. If prompted, key in the invoice number and press [ENTER] .	
	27. TELECHECK ECA SOCIAL SECURITY #	27. If prompted, key in the social security number of the customer and press [ENTER] .	
	28. TELECHECK ECA D.O.B. (MMDDYYYY)	28. If prompted, key in the date of birth of the customer and press [ENTER] .	
	29. TELECHECK ECA CLERK ID	29. If prompted, key in the employee ID number and press [ENTER] .	
	30. TELECHECK ECA DIALING...	30. Please wait...	
	31. TELECHECK ECA MARK 'VOID' - RETURN	31. ECA approved receipt will print. Write "VOID" on check and return check to customer.	
	32. PRINT CUSTOMER COPY TEAR NOW, PRESS ENTER	32. Press [ENTER] to print customer receipt.	
	33. KEEP CHECK - DEPOSIT APPROVED XXXX	33. Keep the non-ECA approved check for deposit. Press [CLEAR] to exit function.	
34. CODE X XXXXX RD# XXXXXX	34. Displays if ECA was declined. A declined receipt prints. Press [CLEAR] to exit.		
35. DECLINE PLEASE RETRY	35. Non-ECA was declined. Press [CLEAR] to exit function.		

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA REVIEW	1. SWIPE CARD FOR SALE	1. Press [CHECK] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. TELECHECK ECA CHANGE/SALE/OTHER	3. Press the right [▲] key.
	4. TELECHECK ECA REVIEW/VOID/OTHER	4. Press the left [▲] key.
	5. ECA REVIEW CURRENT/HISTORY	5. Press the left [▲] key to review current batch, press right [▲] key to view previous batches.
	6. ECA REVIEW SEQ/CHK#/LAST	6. Press the left [▲] key to review a current transaction by sequence number, press the middle [▲] key to review by check number or press the right [▲] key to review the most recent transaction.
	7. ECA REVIEW ENTER SEQ #	7. Key in the sequence number of the transaction to be reviewed and press [ENTER] .
	8. ECA REVIEW ENTER CHECK #	8. Key in the check number of the transaction to be reviewed and press [ENTER] .
	9. SEQ XXX CHK# XXX ECA SALE \$XX.XX	9. Please review the transaction information. Press [CLEAR] to exit function.
	10. LOC#X XXXXXXXXXXXXX TOTAL \$XX.XX/ X	10. If history was chosen earlier, the most recent closed batch displays. Press [ENTER] to review other batches, press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA REPORT	1. SWIPE CARD FOR SALE	1. Press [CHECK] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. TELECHECK ECA CHANGE/SALE/OTHER	3. Press the right [▲] key.
	4. TELECHECK ECA REVIEW/VOID/OTHER	4. Press the right [▲] key.
	5. TELECHECK ECA CLOSE/REPORT/OTHER	5. Press the middle [▲] key.
	6. PRINT ECA REPORT CURRENT/HISTORY	6. Press the left [▲] key to print a current batch report or press the right [▲] key to print a batch history report.
	7. PRINTING REPORT...	7. Please wait for the report to print.
	8. PRINT ECA REPORT CURRENT/HISTORY	8. Press [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK 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 CHANGE/SALE/OTHER	3. Press the right [▲] key.
	4. TELECHECK ECA REVIEW/VOID/OTHER	4. Press the right [▲] key.
	5. TELECHECK ECA CLOSE/REPORT/OTHER	5. Press the right [▲] key.
	6. TELECHECK ECA FUNCS/REPRINT/OTHER	6. Press the middle [▲] key.
	7. ECA REPRINT SEQ/CHK#/LAST	7. Press the left [▲] key to reprint a transaction receipt by sequence number, the middle [▲] key to reprint by check number or the right [▲] key to reprint the most recent receipt.
	8. ECA REPRINT ENTER SEQ #	8. Key in the sequence number, press [ENTER] .
	9. ECA REPRINT ENTER CHECK #	9. Key in the check number, press [ENTER] .
	10. SEQ XXX CHK# XXX PRINT SALE? \$XX.XX	10. Press [ENTER] to reprint a receipt for the displayed transaction or press [BACK SPACE] to choose another transaction.
	11. ECA REPRINT PRINT CUSTOMER COPY?	11. Press [ENTER] to print a customer receipt, [BACK SPACE] to print a merchant receipt.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA VOID	1. SWIPE CARD FOR SALE	1. Press [CHECK] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. TELECHECK ECA CHANGE/SALE/OTHER	3. Press the right [▲] key.
	4. TELECHECK ECA REVIEW/VOID/OTHER	4. Press the middle [▲] key.
	5. TELECHECK ECA BATCH SEQ #	5. Key in the sequence number of the transaction to be changed and press [ENTER] .
	6. SEQ XXX CHK# XXX AMOUNT \$XX.XX	6. If the displayed transaction is to be changed, press [ENTER] , if not, please wait...
	7. TELECHECK ECA CONTINUE/SEL.OTHER	7. Press left [▲] key to void transaction or press right [▲] key to choose other transaction.
	8. TELECHECK ECA DIALING...	8. Please wait...
	9. ECA VOID OK	9. Please wait for the receipt to print.
	10. PRINT CUSTOMER COPY	10. Press [ENTER] to print customer receipt.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK ECA CHANGE	1. SWIPE CARD FOR SALE	1. Press [CHECK] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. TELECHECK ECA CHANGE/SALE/OTHER	3. Press the left [▲] key.
	4. TELECHECK ECA BATCH SEQ #	4. Key in the sequence number of the transaction to be changed and press [ENTER] .
	5. SEQ XXX CHK# XXX AMOUNT \$XX.XX	5. If the displayed transaction is to be changed, press [ENTER] , if not, please wait...
	6. TELECHECK ECA CONTINUE/SEL.OTHER	6. Press left [▲] key to change transaction or right [▲] key to choose other transaction.
	7. TELECHECK ECA NEW AMOUNT	7. Key in the new amount and press [ENTER] .
	8. TELECHECK ECA DIALING...	8. Please wait...
	9. ECA CHANGE OK	9. Please wait for the receipt to print.
	10. PRINT CUSTOMER COPY	10. Press [ENTER] to print customer receipt.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TELECHECK CLOSE SPLIT DIAL ECA BATCH AND CARD BATCH CLOSE	1. SWIPE CARD FOR SALE	1. Press [CLOSE] .
	2. ENTER PASSWORD	2. Key in the password and press [ENTER] .
	3. CLOSE BATCH #XXX Scanning Trans...	3. Please wait...
	4. SETTLEMENT AMOUNT?	4. Key in check batch total, press [ENTER] .
	5. X ECA ITEMS NET \$XX.XX OK?	5. Press [ENTER] to close check batch or press [CLEAR] to exit.
	6. TELECHECK ECA DIALING...	6. Please wait...
	7. PRINTING REPORT...	7. Please wait for the close report to print.
	8. Close Batch #X	8. Please wait, card batch is being scanned.
	9. PRINT REPORT? YES NO	9. Press left [▲] key to print card summary report, press right [▲] key not to print report.
	10. SETTLEMENT AMOUNT?	10. If prompted, key in card total, press [ENTER] .
	11. X ITEMS NET \$XX.XX OK?	11. Press [ENTER] to close card batch or press [CLEAR] to exit.
	12. DIALING...	12. Please wait...
	13. SETTLEMENT COMPLETE XXXXXXXXXXXX	13. Please wait...
	14. BATCH CLOSED 1=STATUS 2=REPORT	14. Press the [1] key to review batch status or press the [2] key to reprint a batch report.
	15. BATCH NOT CLOSED 1=STATUS 2=REPORT <i>Alternates with Display Below</i> 3=MANAGEMENT 4=REVIEW	15. 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.
	16. VALUELINK STATUS <i>Alternates with Display Below</i> CLOSED OK	16. 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.
	17. REPRINT REPORT <i>Alternating Displays Below</i> 1-CARD SUMMARY 2-ECA CLOSE REPORT 3-ECA DETAIL REPORT 4-VALUELINK REPORT	17. 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.

TELECHECK 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: XXXXXXXXXX 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.