

Retail Quick Reference Card

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
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| 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 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. PRODUCT CODE | 15. Key in the product code and press [ENTER] . |
| | 16. TELECHECK ECA SWIPE/ENTER DLN/ID # | 16. Swipe driver license/ID card or key in driver license/ID card number, press [ENTER] . |
| | 17. TELECHECK ECA ENTER STATE/ID CODE | 17. Key in either the license state or ID code provided by TeleCheck, press [ENTER] . |
| | 18. TELECHECK ECA BCN PROMPT | 18. If prompted, key in the billing control number and press [ENTER] . |
| | 19. TELECHECK ECA PHONE NUMBER | 19. If prompted, key in customer's 10-digit home phone number, then press [ENTER] . |
| | 20. TELECHECK ECA ID ZIP CODE | 20. If prompted, key in ZIP code of the customer's home address and press [ENTER] . |
| | 21. TELECHECK ECA ENTER INVOICE # | 21. If prompted, key in the invoice number and press [ENTER] . |
| | 22. TELECHECK ECA SOCIAL SECURITY # | 22. If prompted, key in the social security number of the customer and press [ENTER] . |
| | 23. TELECHECK ECA D.O.B. (MMDDYYYY) | 23. If prompted, key in the date of birth of the customer and press [ENTER] . |
| | 24. TELECHECK ECA CLERK ID | 24. If prompted, key in the employee ID number and press [ENTER] . |
| | 25. TELECHECK ECA DIALING... | 25. Please wait... |
| | 26. TELECHECK ECA MARK 'VOID' - RETURN | 26. ECA approved receipt will print. Write "VOID" on check and return check to customer. |
| | 27. PRINT CUSTOMER COPY TEAR NOW, PRESS ENTER | 27. Press [ENTER] to print customer receipt. |
| | 28. KEEP CHECK - DEPOSIT APPROVED XXXX | 28. Keep the non-ECA approved check for deposit. Press [CLEAR] to exit function. |
| | 29. CODE X XXXXX RD# XXXXXX | 29. 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. |
| | 30. DECLINE PLEASE RETRY | 30. 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 XXXXXXXXXXXX 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 voided, press [ENTER] . |
| | 6. SEQ XXX CHK# XXX AMOUNT \$XX.XX | 6. If the displayed transaction is to be voided, 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. |