### DEBIT SALE (with Cash Back)

Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

**Press Credit**

- **Press Sale**: 
  - **Press Debit**: Swipe card on terminal or pin pad
  - **Debit card can’t be manually keyed**

- **Press Sale**
  - Verify last 4 digits of account number and Press Yes
  - **Key amount and press Enter**: 
    - **Do not ask customer for the PIN**

- **Press Sale**
  - **Print customer receipt**
  - **Press Clear** to return to idle prompt

**TPA TIPS**

**Use this function to add the tip amount to a transaction that is in the current batch.**

**Press Credit**

<table>
<thead>
<tr>
<th>Press Credit</th>
<th>Press Sale</th>
<th>Press Debit</th>
<th>Press Enter</th>
<th>Press Yes</th>
<th>Press No</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACK TIPS</td>
<td>MORE</td>
<td>PREV VOID</td>
<td>NEXT</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**PRINT CUST RECEIPT**

**Print customer receipt**

**Press Clear** to return to idle prompt

**REFUND**

Use this function to issue a credit to the cardholder’s account for goods or services.

**Press Credit**

- **Press Refund**: 
  - **Swipe card or manually key card number and press Enter**: 
    - **Card can’t be manually keyed**

- **Press Refund**
  - **Key expiration date and press Enter**: 
    - **Key amount and press Enter**: 
      - **Do not ask customer for the PIN**

- **Press Refund**
  - **Print customer receipt**
  - **Press Clear** to return to idle prompt

**PRINT CUST RECEIPT**

**Print customer receipt**

**Press Clear** to return to idle prompt

**VOID**

Use this function to delete a transaction that is in the current batch.

**Press Credit**

- **Press Sale**
  - **Press Refund**: 
    - **Debit card can’t be manually keyed**

- **Press Refund**
  - **Key amount and press Enter**: 
    - **Do not ask customer for the PIN**

- **Press Refund**
  - **Print customer receipt**
  - **Press Clear** to return to idle prompt

**PRINT CUST RECEIPT**

**Print customer receipt**

**Press Clear** to return to idle prompt

---

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### Authorization Only

This procedure is to authorize a credit card transaction. This will not capture in the terminal.

**Check Credit Debit**

**Sale Refund Force Back More**

**Auth Tabs Close**

**Auth Only Sale Swipe Card**

**Expire Date MMYY**

**Visa Amount Only Enter Amount $0.00**

**Dialing...**

**Print Cust Receipt Yes No**

**Approved ####**

---

### Balance Inquiry

Use this function to perform a Balance Inquiry.

**Check Credit Debit**

**Sale Refund Force Back Presale More**

**Auth Tabs Close Inquiry More**

**Credit Inquiry Swipe Card**

**Expire Date MMYY**

**Clerk ID**

**Dialing...**

**Approved OK 0000**

---

### Reviews

Various types of detail and totals reviews can be generated for transactions in the current batch (transactions that have not yet been settled).

**Check Credit Debit**

**Sale Refund Force Back More**

**View Print Reprint Rprr Rprr**

**Net Card Card Total Total Detail**

**Terminal May Prompt: Invoice or Clerk#**

**Vis Void Sale 00000 Clk 0000 Ok 0000 Amount $0.00**

**<Prev Edit Next>**

---

### Reports

Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

**Check Credit Debit**

**Sale Refund Force Back More**

**View Print Reprint Rprr Rprr**

**Net Card Card Total Total Detail**

**Printing Report...**

---

### Settle

Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

**Check Credit Debit**

**Sale Refund Force Back More**

**Auth Tabs Close**

**Expire Date MMYY**

**Visa Sale Enter Amount $0.00**

**Address**

**Zip Code**

**Dialing...**

**Batch Close Complete**

---

### Partial Approval

Use this function to process a partial approval transaction.

**Check Credit Debit**

**Sale Refund Force Back Presale More**

**Credit Sale Swipe Card**

**Expire Date MMYY**

**Visa Sale Enter Amount $0.00**

**Address**

**Zip Code**

**Dialing...**

**Collect $0.00 Accept Partial Amount Yes/No**

**Print Cust Receipt Yes No**

**Approved OK 0000-00 AVS = XXX**

---

### Custom Support

**Credit Card**

**Visa Sale**

**Credit Sale**

**Visa Sale**

**Visa Sale**

**Visa Sale**

**Visa Sale**

**Visa Sale**

**Visa Sale**

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### Programming Information

**Merchant Number**

**Merchant ID (MID)**

**Terminal ID (TID)**

**Download Telephone Number**

**Touch Tone or Rotary Dial**

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### Voice Authorization Numbers

**MC/VS**

**AMEX**

**DISCOVER/NOVUS**

**OTHER**

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