

NOTE: SOME PROMPTS MAY VARY BASE ON THE TERMINAL SETUP.

SALE (Swipe or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the card is not present (ie: orders by phone, fax or mail) or the magnetic stripe is unreadable, you must manually key the account number. If the magnetic stripe is unreadable and the card manually keyed, you must obtain a card imprinter on the sales slip using a manual imprinter as verification that the card is present.

MMMDD, YY HHMM SWIPE CUSTOMER CARD Swipe card or key card number and press **Yes/Enter**

SELECT CARD TYPE Press **3** for credit card
1-DB 2-EB 3-(CARD TYPE)

VISA SALE CARD PRESENT? Press **No/Clear** if the card is not present or press **Yes/Enter** if the card is present

VISA SALE EXPIRATION DATE MMY Key expiration date and press **Yes/Enter**

VISA SALE ENTER CLERK Key clerk number and press **Yes/Enter**

VISA SALE AMOUNT Key amount and press **Yes/Enter**

CONVERT TO \$0.00USD \$0.00? Verify US dollar amount and Offer Currency choice to consumer "Would you like to pay in your credit card currency or US dollars?" Press **Yes/Enter** or Press **No/Clear**.

DISPLAYS EXCHANGE RATE If a customer inquires on what the exchange rate is Press **←** to display exchange rate and Press **←** to return to the currency choice screen.

VISA SALE ENTER ADDRESS Key first 5 numeric digits of customer's address and press **Yes/Enter**

VISA SALE ENTER ZIP CODE Key customer's zip code and press **Yes/Enter**

VISA SALE ENTER CARD CODE Key in 3 digit card code and press **Yes/Enter** or press **Yes/Enter** for other options. **The card code can be found on the signature line of the customer's credit card.**

VISA SALE TICKET / NVOICE NUMBER Key ticket / invoice number and press **Yes/Enter**

VISA SALE TEAR NOW, PRESS ENTER On approval, tear slip and have customer sign the receipt. Press **Yes/Enter** for customer copy. If CALL CENTER is displayed, call for voice authorization and enter the transaction as an Offline Sale. **Note: DCC is not available for Offline transactions.**

AVS CODE YY SALE APPROVAL 000000 Press **Cancel** to return to the idle prompt.

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

MMMDD, YY HHMM SWIPE CUSTOMER CARD Press **Void**

1=INV 2=CARD 3=AMT 4=CLERK 5=SEQ Press **1, 2, 3, 4** or **5** to select search method
Note: When searching by amount, always use US Dollar amount

VOID ENTER INVOICE NUMBER Key requested information (i.e. Invoice Number) and press **Yes/Enter**

000000 \$0.00 CORRECT? YES OR NO Verify transaction. Press **Yes/Enter** to void displayed transaction or press **Cancel** to return to the idle prompt.

TRANSACTION VOIDED TEAR NOW, PRESS ENTER Tear slip and have customer sign the receipt. Press **Yes/Enter** for customer copy.

VOID ENTER INVOICE NUMBER Press **Cancel** to return to the idle prompt

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

MMMDD, YY HHMM SWIPE CUSTOMER CARD Press **Refund**

REFUND SWIPE CUSTOMER CARD Swipe card or key card number and press **Yes/Enter**

SELECT CARD TYPE Press **3** for credit card refund
1-DB 2-EB 3-(CARD TYPE)

VISA REFUND EXPIRATION DATE MMY Key expiration date and press **Yes/Enter**

VISA REFUND ENTER CLERK Key clerk number and press **Yes/Enter**

VISA REFUND RECEIPT PRESENT? Y/N Press **Yes/Enter** or Press **No/Clear**

VISA REFUND CONVERTED AMOUNT? Y/N Check the receipt to verify if the amount was converted. If the amount was converted Press **Yes/Enter** if not converted or the receipt is unavailable Press **No/Clear**

VISA REFUND US AMT \$0.00 Key refund amount in US Dollars and press **Yes/Enter**

TEAR NOW, PRESS ENTER Tear slip and have customer sign the receipt. Press **Yes/Enter** for customer copy.

VISA REFUND TRANSACTION ACCEPTED Press **Cancel** to return to the idle prompt

IMPORTANT NOTES: Note: Refund amount may differ from the amount originally charged. This is due to a change in the exchange rate, which can vary daily. The customer is being given a credit equivalent to the US dollar amount based on today's rate.

EXCHANGE RATE REPORT Use this function to print currency conversion exchange rates

MMMDD, YY HHMM SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION Press **61** and press **Yes/Enter**

CURRENCY CONVERSION PRINT EXCHANG RATES? Press **Yes/Enter**

PRINTING, WAIT... Report is printing

IMPORTANT NOTES: This report will print the exchange rates currently being used by the terminal and the date those rates will expire. It will also provide the currency abbreviation and the full currency name

CURRENCY SUMMARY REPORT Use this function to print a transaction count and total transaction amount for each cardholder currency with transactions being processed as DCC.

MMMDD, YY HHMM SWIPE CUSTOMER CARD Press **Reports**

1=CLERK 2=AUDIT 3=SUMMARY Press **←**

6=CURRENCY Press **6**

SCANNING BATCH PLEASE WAIT Report is printing

UPDATE EXCHANGE RATES Use this function to update BIN and exchange rates anytime you desire. Note: The terminal will automatically update this report daily.

MMMDD, YY HHMM SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION Press **60** and press **Yes/Enter**

FILE UPDATE UPDATE BIN/FX Y/N? Press **Yes/Enter**

SETTLE Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information.

MMMDD, YY HHMM SWIPE CUSTOMER CARD Press **Settle**

NET TOTAL \$XXX CORRECT? YES OR NO Verify net total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

SETTLE OK000000000000 The transactions have been settled for payment. Press **Cancel** to return to the idle prompt

ADJUSTING A TRANSACTION Use the procedures below to change the amount for the selected transaction.

MMM DD, YY HH:MM
SWIPE CUSTOMER CARD

Press **Adjust**

1=INV 2=CARD 3=AMT
4=CLERK 5=SEQ

Press **1**, **2**, **3**, **4** or **5** to select search method
Note: When searching by amount, always use US Dollar amount

ADJUST
ENTER INVOICE NUMBER

Key requested information and press **Yes/Enter** (i.e. Invoice Number)

TOTAL \$ 0.00USD
\$0.00

Verify amount and press **No/Clear** to adjust the displayed transaction
Note: When changing the amount, enter the new amount in US Dollars only.

TOTAL \$ 0.00
NEW AMOUNT? \$ 0.00

Key new amount and press **Yes/Enter**

TOTAL \$ 0.00USD
\$0.00

Verify new amount. Press **Yes/Enter** if total is correct, or **No/Clear** if incorrect.

TRANSACTION ACCEPTED
ENTER INVOICE NUMBER

Press **Cancel** to return to the idle prompt

PRINT REPORTS Use this function to print a detail or totals report

MMM DD, YY HH:MM
SWIPE CUSTOMER CARD

Press **Reports**

1=CLERK 2=AUDIT
3=SUMMARY

Press **1**, **2**, or **3** to select desired report, then follow additional prompts

PRINT LIST
PRINTING, WAIT...

Report is printing

DCC transactions will show all transaction details. Including US dollar amount, converted amount and exchange rate. All report totals are shown in US dollars.

List of Available Currencies

CURRENCY	CODE	SYMBOL
Australian Dollar	AUD	\$
Bahamian Dollar	BSD	\$
Bermuda Dollar	BMD	\$
Brazil Real	BLE	\$
British Pound	GBP	£
Canadian Dollar	CAD	\$
Yuan Renminbi	CNY	¥
Danish Kroner	DKK	Kr
East Caribbean Dollar	XCD	\$
Euro	EUR	€
Hong Kong Dollar	HKD	\$
New Israeli Shekel	ILS	₪
Japanese Yen	JPY	¥
Jordanian Dinar	JOD	JOD
South Korean Won	KRW	₩
Mexican Peso	MXN	\$
New Zealand Dollar	NZD	\$
Norwegian Kroner	NOK	Kr
Singapore Dollar	SGD	SGD
South African Rand	ZAR	R
Swedish Kronor	SEK	Kr
Swiss Franc	CHF	CHF
New Taiwan Dollar	TWD	TWD
Trinidad Tobago Dollar	TTD	\$
Venezuelan Bolivar Fuerte	VEF	BsFr

NASHVILLE PLATFORM HYPERCOM® T7PLUS 1MEG QUICK REFERENCE GUIDE



Retail DCC

Application ID: 067HYP1MEG

VOICE AUTHORIZATION NUMBERS

MC/VS _____

AX _____

DISCOVER®/NOVUS _____

DC/ICB _____

OTHER _____

CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____

Merchant ID (MID) _____

Terminal ID (TID) _____

Download Telephone Number _____

Touch Tone or Rotary Dial _____