

SALE (Swiped or Manually Keyed) 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.

MM DD, YY HH:MM Swipe card or key card number and press **Yes/Enter**

CARD TYPE DEBIT Press **No/Clear**

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

CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

EMAIL/WEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

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

CONVERT \$0.00USD
TO 0.00?
FX RATE = 0.000
MMDDYY HH:MM

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**.

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

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

VERIFICATION CODE Press desired option.
NOT PROVIDED
PRESENT
ILLEGIBLE
NOT PRESENT

TERMINAL MAY PROMPT: 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.**
<CARD TYPE>
ENTER CARD CODE

ENTER INVOICE NUMBER Key invoice number and press **Enter**

APPROVAL OK0000
AVS CODE: YY CC: X

On approval, tear slip and have customer sign the receipt. If CALL CENTER is displayed, call for voice authorization and enter the transaction as an Offline Sale. Press **Cancel** to return to the idle prompt. **Note: DCC is not available for Offline transactions.**

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

MMM DD, YY HH:MM Press **Function** **61** and **Yes/Enter**
SWIPE CUSTOMER CARD

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

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

MM DD, YY HH:MM Press **Function** **21** and **Yes/Enter**

INVOICE # ACCOUNT #
SEQ # AMOUNT
CLERK #

Press desired option. **Note: When searching by amount, always use US Dollar amount**

TERMINAL MAY PROMPT: Key requested information (i.e. Invoice Number) and press **Yes/Enter**
INVOICE #
ENTER LAST 5 DIGITS
ENTER SEQ #
ENTER AMOUNT
ENTER CLERK #

<invoice #> clk #####
<trans type> \$0.00
0.00<cc>
FX Rate 0.0000

Verify transaction. Press ***** to display menu or press **Cancel** to return to the idle prompt

ADJUST REPRINT
VOID
PREVIOUS NEXT

Press **Void**

VOID TRANSACTION ACCEPTED Tear slip and press **Cancel** to return to the idle prompt

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

MM DD, YY HH:MM Press **Reports**

REPORTS ENTER PASSWORD Key password and press **Enter**

AUDIT SUMMARY CLERK Press desired report, then follow additional prompts

PLEASE WAIT PRINTING.... Report is printing

VIEW TOTALS Batch totals can be viewed at any time for the transactions in the current batch

MM DD, YY HH:MM Press **Function** **5** and **Yes/Enter**

TOTALS # SALES
REFUNDS
ISSUES

Press **Enter** to view card type. Press **Cancel** to return to the idle prompt

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

MM DD, YY HH:MM Press **Function** **62** and **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**

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

MM DD, YY HH:MM Press **Refund**

ENTER PASSWORD Key password and press **Enter**

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

CARD TYPE DEBIT Press **No/Clear**

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

ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

EMAIL/WEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

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

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**

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

ENTER INVOICE NUMBER Key invoice number and press **Enter**

APPROVAL Tear slip and have customer sign the receipt. 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.**

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.

MMM DD, YY HH:MM Press **Reports**

AUDIT SUMMARY CLERK Press down "↓"

REPRINT CURRENCY Press **Currency**

SCANNING BATCH PLEASE WAIT Report is printing

List of Available Currencies

Country	Currency	ISO	ISO	Symbol	Subdivision
Australia	Australian Dollar	AUD	036	A\$	100
Bahamas	Bahamian Dollar	BSD	044	B\$	100
Bermuda	Bermuda Dollar	BMD	060	Bd\$	100
Venezuela	Venezuelan Bolivar	VEB	862	Bs	100
Brazil	Brazil Real	BRL	986	R\$	100
Canada	Canadian Dollar	CAD	124	\$	100
Cyprus	Cypriot Pound	CYP	196	£	100
Czech Republic	Czech Koruna	CZK	203	Kc	100
Denmark	Danish Krone	DKK	208	kr	100
Hong Kong	Hong Kong Dollar	HKD	344	\$	100
Israel	New Israeli Shekel	ILS	376	₪	100
Japan	Japanese Yen	JPY	392	¥	0
Jordan	Jordanian Dinar	JOD	400	JOD	100
Korea, South	South Korean Won	KRW	410	₩	0
Kuwait	Kuwaiti Dinar	KWD	414	KWD	1000
Malaysia	Malaysian Ringgit	MYR	458	RM	100
Mexico	Mexican Peso	MXN	484	\$	100
New Zealand	New Zealand Dollar	NZD	554	NZ\$	100
Norway	Norwegian Krone	NOK	578	kr	100
Saudi Arabia	Saudi Arabian Riyal	SAR	682	SAR	100
Singapore	Singapore Dollar	SGD	702	SGD	100
South Africa	South African Rand	ZAR	710	R	100
Sweden	Swedish Krona	SEK	752	kr	100
Switzerland	Swiss Franc	CHF	756	CHF	100
Trinidad and Tobago	Trinidad Tobago Dollar	TTD	780	\$	100
United Arab Emirates	UAE Dirham	AED	784	AED	100
United Kingdom	British Pound	GBP	826	£	100
Europe	Euro	EUR	978	€	100
Poland	Polish New Zloty	PNZ	985	PLN	100
Taiwan	New Taiwan Dollar	TWD	901	TWD	100
China	Yuan Renminbi	CNY	156	¥	100
East Caribbean	East Caribbean Dollar	XCD	951	ECS	100
East Caribbean	East Caribbean Dollar	XCD	212	ECS	100
East Caribbean	East Caribbean Dollar	XCD	308	ECS	100
East Caribbean	East Caribbean Dollar	XCD	500	ECS	100
East Caribbean	East Caribbean Dollar	XCD	659	ECS	100
East Caribbean	East Caribbean Dollar	XCD	662	ECS	100
East Caribbean	East Caribbean Dollar	XCD	670	ECS	100
East Caribbean	East Caribbean Dollar	XCD	028	ECS	100
East Caribbean	East Caribbean Dollar	XCD	660	ECS	100
Venezuela	Venezuelan Bolivar Fuerte	VEF	937	BsF	2

**FIRST DATA
HYPERCOM® T4210/4220
QUICK REFERENCE GUIDE**



Retail DCC
{Config 071}

VOICE AUTHORIZATION NUMBERS

MC/VS _____
 AMEX _____
 DISCOVER/NOVUS _____
 OTHER _____
 CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____
 Merchant ID (MID) _____
 Terminal ID (TID) _____
 Download Telephone Number _____
 Touch Tone or Rotary Dial _____

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

MM DD, YY HH:MM Press **Function** **21** and **Yes/Enter**

INVOICE # ACCOUNT #
 SEQ # AMOUNT
 CLERK #

Press desired option
Note: When searching by amount , always use US Dollar amount

TERMINAL MAY PROMPT:
 INVOICE #
 ENTER LAST 5 DIGITS
 ENTER SEQ #
 ENTER AMOUNT
 ENTER CLERK #

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

<invoice #> clk #####
 <trans type> \$0.00
 0.00<cc>
 FX Rate 0.0000

Verify transaction. Press **=** to display menu or press **Cancel** to return to the idle prompt

Press **Adjust**

ADJUST REPRINT
 VOID
 PREVIOUS NEXT

AMOUNT: \$0.00
 ENTER NEW AMOUNT \$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.

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

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.

MM DD, YY HH:MM Press **Settle**

SETTLE
 ALL BATCHES
 GIFT CARD

Press desired option

SETTLE
 ENTER PASSWORD

Key password and press **Enter**

SALES TOTAL \$XX.XX
 CORRECT ?

Verify Sales total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

REFUND TOTAL \$XX.XX
 CORRECT?

Verify Refund total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

OK000000000000 SETTLE

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