

**NOTE: SOME PROMPTS MAY VARY BASED ON THE TERMINAL SETUP.**

**Cash Advance (Swipe or Manually Keyed):** Use this function to authorize and capture cash advance transaction for settlement.

MMMDD,YY HH:MM SWIPE CUSTOMER CARD Press **Yes/Enter**

{card type} SALE EXPIRATION DATE MMYX Key expiration date and press **Yes/Enter**

{card type} SALE ENTER BIN Key Bin Number and press **Yes/Enter**

{card type} SALE AMOUNT \$0.00 Key amount and press **Yes/Enter**

DIALING.... Terminal communicates with host for approval.

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.

{card type} SALE APPROVAL ##### Press **Cancel** to return to the idle prompt.

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

MMMDD,YY HH:MM SWIPE CUSTOMER CARD Press **Void**

1=INV 2=CARD 3=AMT 4=BIN 5=SEQ Press **1, 2, 3, 4, or 5** to select search method.

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

##### \$\$.\$\$ 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/Credit:** Use this function to issue a credit to the cardholder's account for goods or services.

MMMDD,YY HH:MM SWIPE CUSTOMER CARD Press **Refund**

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

{card type} REFUND EXPIRATION DATE MMYX Key expiration date and press **Yes/Enter**

{card type} REFUND ENTER BIN Key Bin Number and press **Yes/Enter**

{card type} REFUND AMOUNT \$0.00 Key refund amount and press **Yes/Enter**

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

{card type} REFUND TRANSACTION ACCEPTED Press **Cancel** to return to the idle prompt

**Post Authorization/Offline:** Use this function to capture transactions when voice approval has been obtained. Sometimes referred to as a forced transaction.

MMMDD,YY HH:MM SWIPE CUSTOMER CARD Press **Offline**

\*\* OFFLINE MODE \*\* ENTER ACCOUNT NUMBER Swipe card or key card number and press **Yes/Enter**

{card type} OFFLINE EXPIRATION DATE MMYX Key expiration date and press **Yes/Enter**

{card type} OFFLINE ENTER BIN Key Bin Number and press **Yes/Enter**

{card type} OFFLINE AMOUNT \$0.00 Key amount and press **Yes/Enter**

{card type} OFFLINE ENTER APPROVAL CODE Key authorization number obtained through the voice authorization center and press **Yes/Enter**

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

{card type} OFFLINE TRANSACTION ACCEPTED Press **Cancel** to return to the idle prompt

**Duplicate Receipt:** Use the function to reprint a transaction that is in the current batch.

MMMDD,YY HH:MM SWIPE CUSTOMER CARD Press **Reprint**

1=INV 2=CARD 3=AMT 4=BIN 5=SEQ Press **1, 2, 3, 4, or 5** to select search method

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

PRINTING...PLEASE WAIT REPRINT COMPLETE Terminal automatically returns to the idle prompt.

**Edit Transaction:** Use the procedures below to change the amount for the selected transaction.

MMMDD,YY HH:MM SWIPE CUSTOMER CARD Press **Adjust**

1=INV 2=CARD 3=AMT 4=BIN 5=SEQ Press **1, 2, 3, 4, or 5** to select search method

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

TOTAL \$0.00 CORRECT? YES OR NO Verify amount and press **No/Clear** to adjust the displayed transaction

TOTAL \$0.00 NEW AMOUNT \$0.00 Key new amount and press **Yes/Enter**

TOTAL \$0.00 CORRECT? YES OR NO 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

**Authorization Only:** Use this function to authorize transaction without affecting the batch..

MMMDD,YY HH:MM SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **9** and **Yes/Enter**

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

{card type} AUTHORIZ EXPIRATION DATE MMYX Key expiration date and press **Yes/Enter**

{card type} AUTHORIZ ENTER BIN Key Bin Number and press **Yes/Enter**

{card type} AUTHORIZ AMOUNT \$0.00 Key amount and press **Yes/Enter**

DIALING.... Terminal communicates with host for approval.

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

{card type} AUTHORIZ APPROVAL OK 000000 Press **Cancel** to return to the idle prompt

**View Batch Totals:** Batch totals can be viewed at any time for the transactions in the current batch.

MMMDD,YY HH:MM SWIPE CUSTOMER CARD Press **Totals**

TOTALS SALES \$\$\$ ITEMS \$\$\$ Press **←** to view refund totals

TOTALS REFUND \$\$\$ ITEMS \$\$\$ Press **←** to view sale totals again. Press **Cancel** to exit

**PRE-SETTLEMENT INSTRUCTIONS**

- Place all transaction receipts in sequence number order. Run an adding machine tape of the transactions.
- Print appropriate report (see *Print Reports* instructions). Compare your totals to the terminal report.
- If your tape matches the terminal totals, proceed with the Settlement instruction below. If your audit does not match the terminal totals, repeat steps 1 and 2.

**Print Reports:** Use this function to print a detail or totals report

MMMDD,YY HH:MM SWIPE CUSTOMER CARD Press **Reports**

1=BIN 2=AUDIT 3=SUMMARY Press **1, 2, or 3** and **Yes/Enter** to select desired report. Follow any additional prompts.

PRINTING LIST Report is printing. Terminal automatically returns to idle prompt.

**Settlement/Close:** 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 <b>Settle</b>
NET TOTAL    \$XX.XX CORRECT? YES OR NO	Verify net total and press <b>Yes/Enter</b> if total is correct or press <b>No/Clear</b> to exit
PROCESSING NOW...	Terminal communicates with host for deposit.
OK000000000000    SETTLE	The transactions have been settled for payment. Press <b>Cancel</b> to return to the idle prompt

# NASHVILLE PLATFORM

## HYPERCOM® T7

### QUICK REFERENCE GUIDE



## Cash Advance

Application ID: 067

<b><u>VOICE AUTHORIZATION NUMBERS</u></b>
MC/VS _____
AX _____
DISCOVER®/NOVUS _____
DC/CB _____
OTHER _____
CUSTOMER SUPPORT _____

<b><u>PROGRAMMING INFORMATION</u></b>
Merchant Number _____
Merchant ID (MID) _____
Terminal ID (TID) _____
Download Telephone Number _____
Touch Tone or Rotary Dial _____

By choosing our terminal applications, you are taking advantage of industry leading Interactive Technology, which helps ensure the integrity of your transaction flow. Merchant Services has taken great care and effort to create applications that are robust and fast, yet easy to use. Our goal is to continue this tradition by listening to you. If you have any suggestions on features or functionality of our products, please e-mail us at

[Suggestions@ProductEnhancements.com](mailto:Suggestions@ProductEnhancements.com)

Please note that this is not a customer service line. Your message may not be responded to, but will be carefully read and considered as a potential enhancement.