

## Retail

**Sale:** Use this function to authorize and capture transactions for settlement. The customer may offer a card for payment in one of three ways: 1) By inserting a "smart card" (one with an embedded chip) into the smart card reader located at the front of the terminal or PIN pad, a technology that adds an extra layer of security. 2) By swiping the card through the magnetic stripe reader ; or 3) by tapping a contactless card.

Display	Action
Idle Menu	Touch Sale.
Enter Amount \$0.00	Key amount and press [ENTER].
Terminal May Prompt: Enter Tip Amount Or Press Cancel (X) To Skip	Enter tip amount or press Cancel (X) to print a blank tip line.
Terminal May Prompt: Please Enter PIN	Key PIN or press [ENTER] to bypass. (If the issuing bank doesn't allow PIN bypass, the transaction will be canceled and a receipt will print).
Please Present Card	Manually key card number if sale was not initiated by an insert, tap or swipe.
Terminal May Prompt: Waiting for PIN Entry	Key PIN and press [ENTER].
Terminal May Prompt: Approved \$\$. \$\$ Collect \$\$. \$\$ Accept Partial Amount No Yes	Touch desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
Host Response	Receipts print.

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

Display	Action
Idle Menu	Touch Other.
Reprint Void Refund	Touch Void.
Enter Transaction SEQ # from Receipt.	Key sequence number and press [ENTER].
Amount \$0.00 Date M/DD/YY Time HH:MM Approval Code ##### Card # Token # ##### Cancel Ok	Touch Ok.
Performing Credit Reversal	
Print Customer Receipt? No Yes	Touch desired option.

**Return/Refund:** Use this function to issue a credit to the cardholder's account for goods or services.

Display	Action
Idle Menu	Touch Other.
Reprint Void Refund	Touch Refund.
Enter Amount \$0.00	Enter refund amount and press [ENTER].
Please Present Card	Insert, tap, swipe or manually key account number and press [ENTER].
Terminal May Prompt: Waiting for PIN entry	If prompted, have customer enter PIN on PINpad and press [ENTER].
Print Customer Receipt? No Yes	Touch desired option.

**Reprint:** Use this function to reprint the last transaction or any transaction stored in the terminals memory.

Display	Action
Idle Menu	Touch Other.
Reprint Void Refund	Touch Reprint.
Enter transaction SEQ # from receipt	Key sequence number and press [ENTER].
Re-printing receipt	Press Cancel (X) to return to idle prompt.

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

Display	Action
Idle Menu	Touch Other.
Enter Tips Reports Close Batch	Touch Enter Tips.
Enter Transaction SEQ # from Receipt.	Key sequence number and press [ENTER].
Trans Seq # Last 4 #### Trans Amt \$1.00 Tax \$0.00 Tip \$0.00 Total Amount \$1.00 Prev Edit Tip Next	Touch Edit Tip.
Enter Tip Sale Amount \$1.00 \$0.00	Key tip amount and press [ENTER].
Trans Seq # Last 4 #### Trans Amt \$1.00 Tax \$0.00 Tip \$0.10 Total Amount \$1.10 Prev Edit Tip Next	Press Cancel (X) to return to idle prompt.

**Pre-Auth:** Use this function to approve an amount on a credit card without storing the transaction in the terminal batch. A Pre-Auth must be Voided or Completed prior to end of day settlement of the batch.

Display	Action
Idle Menu	Touch Other.
Gift Card Help More	Touch More.
Auth	Touch Auth.
Pre-Auth Complete Tran Details Reprint Void Print Details	Touch desired option and follow terminal prompts.

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

Display	Action
Idle Menu	Touch Other.
Enter Tips Reports Close Batch	Touch Reports.
Print Reports Host Reports	Touch Print Reports.
Batch Card Tran Totals Totals Details	Touch the desired report to print.
Batch Server Server History Totals Details	
Pending Open Pre-Auth Tips	
Printing Report.....	Press Cancel (X) to return to 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.

Display	Action
Idle Menu	Touch Other.
Enter Tips Reports Close Batch	Touch Close Batch.
Dialing.....	Terminal communicates with the host for approval.
Batch Close Complete	Press Cancel (X) to return to idle prompt.