<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>AUTHORIZATION</strong> This procedure is to authorize a credit card transaction. This will not capture in the terminal.</td>
</tr>
<tr>
<td>2</td>
<td><strong>DEBIT SALE (with Cash Back)</strong> Use this function to authorize and capture transactions for settlement.</td>
</tr>
<tr>
<td>3</td>
<td><strong>DEBIT SALE</strong> Use this function to authorize and capture transactions for settlement.</td>
</tr>
<tr>
<td>4</td>
<td><strong>VOID</strong> Use this function to delete a transaction that is in the current batch.</td>
</tr>
</tbody>
</table>

**Debit Sale Steps**

1. **Check/Credit/Debit**
2. **Sale/Refund**
3. **Debit Sale**
4. **Void**

**Authorization Steps**

1. **Check/Credit/Debit**
2. **SALE**
3. **REFUND**
4. **VOID**
5. **Credit Force**
6. **Authorization Only**
7. **Author Force**

**Void Steps**

1. **Check/Credit/Debit**
2. **Sale/Refund**
3. **Void**
4. **Void Trans**
5. **VS Sale**
6. **Voice Approval**

**Additional Notes**

- Do not ask customer for the PIN.
- Do not print customer receipt if the transaction is not e-commerce.
- Terminal communicates with the host for approval.
- Do not delete the transaction if voice approval has been obtained.
REFUND
Use this function to issue a credit to the cardholder’s account for goods or services.

CHECK  CREDIT  DEBIT
Press Credit

SALE REFUND FORCE
Press Refund

CREDIT REFUND SWIPE CARD
Swipe card or manually key card number and press Enter

TERMINAL MAY PROMPT: ENTER PASSWORD
Key password press Enter

EXPIRE DATE MMYY
Key expiration date and press Enter

ENTER INVOICE #
Key invoice number and press Enter

CLERK ID
Key clerk number and press Enter

<CARD TYPE> REFUND ENTER AMOUNT $0.00
Key amount and press Enter

PRINT CUST RECEIPT
Yes to print customer receipt.

VISA REFUND
APPROVED
Press Clear to return to idle prompt

REPORTS
Various types of detail and totals reports can be generated for transactions in the current batch.

CHECK  CREDIT  DEBIT
Press Credit

SALE REFUND FORCE BACK MORE
Press More two times

VIEW PRINT REPRINT RPRT RPRT
Press Print Report

NET CARD CARD TOTAL TOTAL DETAIL
Press the desired report to print

PRINTING REPORT…
Press Clear to return to idle prompt

REVIEWS
Various types of detail and totals reviews can be generated for transactions in the current batch.

CHECK  CREDIT  DEBIT
Press Credit

SALE REFUND FORCE BACK MORE
Press More two times

VIEW PRINT REPRINT RPRT RPRT
Press View Report

NET CARD CARD TOTAL TOTAL DETAIL
Press the desired report to view

TERMINAL MAY PROMPT: INVOICE OR CLERK
Key invoice or clerk number and press Enter

VS VOID SALE 00000 CLK 00000 AMOUNT $0.00
Press Clear to return to idle prompt or press Next to scroll through other transactions

CREDIT REFUND
Press Refund

TERMINAL MAY PROMPT: ENTER PASSWORD
Key password press Enter

EXPIRE DATE MMYY
Key expiration date and press Enter

ENTER INVOICE #
Key invoice number and press Enter

CLERK ID
Key clerk number and press Enter

<CARD TYPE> REFUND ENTER AMOUNT $0.00
Key amount and press Enter

PRINT CUST RECEIPT
Yes to print customer receipt.

PRINTING REPORT…
Press Clear 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.

CHECK  CREDIT  DEBIT
Press Credit

SALE REFUND FORCE BACK MORE
Press More

AUTH TABS CLOSE
Press Close

TOTALS CORRECT? YES NO
Yes to confirm close

DIALING…
Terminal communicates with the host for approval

BATCH CLOSE COMPLETE
Press Clear to return to idle prompt

FIRST DATA
FD-100
QUICK REFERENCE GUIDE

Retail
(750FD100)

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 _________________________________________________________

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