This procedure is to authorize a credit card transaction. This will not capture in the terminal.

**Authorization Only**

Press Function 9 and Yes/Enter

Swipe card or key card number and press Yes/Enter

Key expiration date and press Yes/Enter

Key clerk number and press Yes/Enter

Key customer's zip code and press Yes/Enter

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.

Key amount and press Yes/Enter

Key tip amount and press Enter

Verify totals and press Yes/Enter

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

The transactions have been settled for payment.

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.

Key invoice number and press Enter

Tear slip and have customer sign the receipt. Press Cancel to return to the idle prompt

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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.

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**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).

Press Reports

Key password and press Enter

Press desired report, then follow additional prompts

**Print Totals**

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

Press Total

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

**View Totals**

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

Press Total

Press Enter to view card type. 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.

Press Refund

Key amount and press Enter

Key invoice number and press Enter

**Refund**

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

Press Refund

Key amount and press Enter

Key invoice number and press Enter

**Settle**

Use this function to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

Key invoice number and press Enter

Tear slip and have customer sign the receipt. Press Cancel to return to the idle prompt

**Settle**

Use this function to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

Key invoice number and press Enter

Tear slip and have customer sign the receipt. Press Cancel to return to the idle prompt