SALE (Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable, a manual entry of the card number is necessary. To obtain a card imprint on the sales slip, use a manual imprinter as verification that the card is present.

INSERT CHECK OR SWIPE CARD

Touch Credit

SALE

Swipe card or manually key card number and press Enter.

LAST 4 DIGITS?

Key last 4 digits of the card number and press Enter.

EXPiration Date MMYY

Key expiration date and press Enter.

CARD PRESENT?

Touch Yes if the card is present or touch No if the card is not present.

RECURRING PAYMENT?

Touch No if the transaction is not recurring payment or Touch Yes if the transaction is recurring payment.

EMAIL OR WEB?

Touch No for e-commerce or Touch Yes for non-e-commerce.

ENTER CARD CODE

Key the 3-4 digit card code and press Enter for other options. The card code can be found on the signature line of the customer's credit card.

SALE AMOUNT? $0.00

Key amount and press Enter.

ENTER ADDRESS

Key the first 5 digits of the customer's address and press Enter.

ENTER ZIP CODE

Key customer's zip code and press Enter.

ENTER CLERK #

Key clerk number and press Enter.

ENTER PURCHASE #

Key purchase number and press Enter.

TAX AMOUNT?

Key tax amount and press Enter.

TAX EXEMPT?

Touch Yes if the transaction is tax exempt or Touch No if the transaction is not tax exempt (only displayed if tax = $0.00).

PRINT CUST RECEIPT?

Touch Yes to print customer receipt. The AVS response code will be displayed on the printed receipt. If CALL CENTER is displayed, call for voice authorization. If you receive voice authorization, follow the prompts for Force to complete the transaction.

Print Clear to return to idle prompt.

DEBIT SALE with Cash Back Use this function to authorize and capture transactions for settlement.

INSERT CHECK OR SWIPE CARD

Touch Other

DEBIT

Swipe card.

DEBIT GIFT CARD

Touch Debit Gift

SALE

Key amount and press Enter.

SALE AMOUNT? $0.00

Key cashback amount and press Enter.

CASHBACK AMT? $0.00

Verify total amount and press Yes if the amount is correct.

INVOICE # 00000

Press Yes to print customer receipt.

PRINT CUST RECEIPT?

If the transaction is not recurring payment, press Yes to print customer receipt.

Print Clear to return to idle prompt.

FORCEx SALE Use this function to capture transactions when voice approval has been obtained. Sometimes referred to as an offline transaction.

INSERT CHECK OR SWIPE CARD

Touch Credit

SALE

Swipe card or manually key card number and press Enter.

REFUND FORCEx

Key amount and press Enter.

CARD PRESENT?

Touch Yes if the card is present or touch No if the card is not present.

RECURRING PAYMENT?

Touch No if the transaction is not recurring payment or Touch Yes if the transaction is recurring payment.

EMAIL OR WEB?

Touch No for e-commerce or Touch Yes for non-e-commerce.

ENTER CARD CODE

Key the 3-4 digit card code and press Enter for other options. The card code can be found on the signature line of the customer's credit card.

SALE AMOUNT? $0.00

Key amount and press Enter.

ENTER ADDRESS

Key the first 5 digits of the customer's address and press Enter.

ENTER ZIP CODE

Key customer's zip code and press Enter.

ENTER CLERK #

Key clerk number and press Enter.

ENTER PURCHASE #

Key purchase number and press Enter.

TAX AMOUNT?

Key tax amount and press Enter.

TAX EXEMPT?

Touch Yes if the transaction is tax exempt or Touch No if the transaction is not tax exempt (only displayed if tax = $0.00).

PRINT CUST RECEIPT?

Touch Yes to print customer receipt. The AVS response code will be displayed on the printed receipt. If CALL CENTER is displayed, call for voice authorization. If you receive voice authorization, follow the prompts for Force to complete the transaction.

Print Clear to return to idle prompt.

VOID

Use this function to change the amount or to delete a transaction that is in the current batch.

INSERT CHECK OR SWIPE CARD

Press Edit

CREDIT CHECK

Touch Credit

INVOICE # 00000

Touch Edit to edit the displayed transaction or touch the right or left arrow keys to scroll other transactions.

VOID / UPDATE OK

Touch Void to void the displayed transaction or touch BaseAmount to change the amount of the displayed transaction.

ENTER NEW AMT

Key new amount and press Enter.

Email Clear to return to idle prompt.

REFUND

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

INSERT CHECK OR SWIPE CARD

Touch Credit

SALE REFUND

Swipe card or manually key card number and press Enter.

CARD PRESENT?

Touch Yes if the card is present or touch No if the card is not present.

RECURRING PAYMENT?

Touch No if the transaction is not recurring payment or Touch Yes if the transaction is recurring payment.

EMAIL OR WEB?

Touch No for e-commerce or Touch Yes for non-e-commerce.

ENTER CARD CODE

Key the 3-4 digit card code and press Enter for other options. The card code can be found on the signature line of the customer's credit card.

SALE AMOUNT? $0.00

Key amount and press Enter.

ENTER ADDRESS

Key the first 5 digits of the customer's address and press Enter.

ENTER ZIP CODE

Key customer's zip code and press Enter.

ENTER CLERK #

Key clerk number and press Enter.

ENTER PURCHASE #

Key purchase number and press Enter.

TAX AMOUNT?

Key tax amount and press Enter.

TAX EXEMPT?

Touch Yes if the transaction is tax exempt or Touch No if the transaction is not tax exempt (only displayed if tax = $0.00).

PRINT CUST RECEIPT?

Touch Yes to print customer receipt. The AVS response code will be displayed on the printed receipt. If CALL CENTER is displayed, call for voice authorization. If you receive voice authorization, follow the prompts for Force to complete the transaction.

Print Clear to return to idle prompt.

AUTHORIZED ONLY Use this procedure to authorize a credit card transaction. This will not capture in the terminal.

INSERT CHECK OR SWIPE CARD

Touch Credit

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By choosing our terminal applications, you are taking advantage of industry leading Interactive Technology, which ensures the integrity of your transaction flow. We have 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

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.