

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

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE	Press <b>Sale</b>
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and press <b>Enter</b>
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password press <b>Enter</b>
EXPIRE DATE MMY	Key expiration date and press <b>Enter</b>
CARD PRESENT? YES NO	Press <b>Yes</b> if the card is present or Press <b>No</b> if the card is not present
RECURRING PAYMENT?	Press <b>No</b> if the transaction is not recurring payment or Press <b>Yes</b> if the transactions is recurring payment
EMAIL OR WEB?	Press <b>No</b> if the transaction is not e-commerce or Press <b>Yes</b> if the transaction is e-commerce.
ENTER INVOICE #	Key invoice number and press <b>Enter</b>
ENTER CLERK #	Key clerk number and press <b>Enter</b>
VISA SALE ENTER AMOUNT \$0.00	Key amount and press <b>Enter</b>
ADDRESS	Key the first 5 digits of the customer's address and press <b>Enter</b>
ZIP CODE	Key customer's zip code and press <b>Enter</b>
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press <b>Yes</b> to print customer receipt
APPROVED OK 0000-00 AVS = XXX	Press <b>Clear</b> to return to idle prompt

**REPRINT** Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE	Press <b>More</b> two times
VIEW PRINT REPRINT RPRT RPRT	Press <b>Reprint</b>
ENTER INVOICE #	Key invoice number and press <b>Enter</b> or press <b>Enter</b> to reprint last receipt
PRINT CUST RECEIPT YES NO	Press <b>Yes</b> to print customer receipt.
VIEW PRINT REPRINT RPRT RPRT	Press <b>Clear</b> to return to idle prompt

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

CHECK CREDIT DEBIT	Press <b>Debit</b>
SALE REFUND	Press <b>Sale</b>
DEBIT SALE SWIPE CARD	Swipe card <i>Debit card can't be manually keyed</i>
ENTER INVOICE #	Key invoice number and press <b>Enter</b>
ENTER CLERK #	Key clerk number and press <b>Enter</b>
EDS DEBIT SALE ENTER AMOUNT \$0.00	Key amount and press <b>Enter</b>
CASHBACK AMT? \$0.00	Key cashback amount and press <b>Enter</b>
TOTAL ENTER PIN \$0.00	Instruct customer to enter PIN via PIN pad and press <b>Enter</b> . <i>Do not ask customer for the PIN</i>
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT? YES NO	Press <b>Yes</b> to print customer receipt
DEBIT SALE APPROVED 000000	Press <b>Clear</b> to return to idle prompt

**FORCE SALE** Use this function to capture transactions when voice approval has been obtained.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE	Press <b>Force</b>
CREDIT FORCE SWIPE CARD	Swipe card or manually key card number and press <b>Enter</b>
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password press <b>Enter</b>
EXPIRE DATE MMY	Key expiration date and press <b>Enter</b>
ENTER INVOICE #	Key invoice number and press <b>Enter</b>
CLERK ID	Key clerk number and press <b>Enter</b>
VISA FORCE SALE ENTER AMOUNT \$0.00	Key amount and press <b>Enter</b>
ENTER AUTH CODE	Key authorization number that was obtained by the voice authorization center and press <b>Enter</b>
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press <b>Yes</b> to print customer receipt.
APPROVED #####	Press <b>Clear</b> to return to idle prompt

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

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK MORE	Press <b>More</b>
AUTH TABS CLOSE	Press <b>Auth</b>
AUTH ONLY SALE SWIPE CARD	Swipe card or manually key card number and press <b>Enter</b>
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password press <b>Enter</b>
EXPIRE DATE MMY	Key expiration date and press <b>Enter</b>
ENTER INVOICE #	Key invoice number and press <b>Enter</b>
CLERK ID	Key clerk number and press <b>Enter</b>
VISA AUTH ONLY ENTER AMOUNT \$0.00	Key authorization amount and press <b>Enter</b>
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press <b>Yes</b> to print customer receipt.
APPROVED #####	Press <b>Clear</b> to return to idle prompt

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

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE	Press <b>More</b> 3 times
VOID DELETE SETUP TRANS BATCH PARMS	Press <b>Void Trans</b>
ENTER INVOICE # TO VOID	Key invoice number and press <b>Enter</b>
VS SALE OK 0000 XXXXXXXXXXXXXXXX CLK 0000 AVS = Y AMOUNT \$0.00 <PREV VOID NEXT>	Press <b>Void</b>
VOID TRANS? YES NO	Press <b>Yes</b>
VOID COMPLETE	
VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT>	Press <b>Clear</b> to return to idle prompt

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

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE	Press <b>Refund</b>
CREDIT REFUND SWIPE CARD	Swipe card or manually key card number and press <b>Enter</b>
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password press <b>Enter</b>
EXPIRE DATE MMY	Key expiration date and press <b>Enter</b>
ENTER INVOICE #	Key invoice number and press <b>Enter</b>
CLERK ID	Key clerk number and press <b>Enter</b>
<CARD TYPE> REFUND ENTER AMOUNT \$0.00	Key amount and press <b>Enter</b>
PRINT CUST RECEIPT YES NO	Press <b>Yes</b> to print customer receipt.
VISA REFUND APPROVED	Press <b>Clear</b> 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 <b>Credit</b>
SALE REFUND FORCE BACK MORE	Press <b>More</b>
AUTH TABS CLOSE	Press <b>Close</b>
TOTALS CORRECT? \$0.00 YES NO	Press <b>Yes</b> to confirm close
DIALING....	Terminal communicates with the host for approval
BATCH CLOSE COMPLETE	Press <b>Clear</b> to return to idle prompt

## FIRST DATA FD-100 QUICK REFERENCE GUIDE



Retail  
(750FD100)

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

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK MORE	Press <b>More</b> two times
VIEW PRINT REPRINT RPRT RPRT	Press <b>Print Report</b>
NET CARD CARD TOTAL TOTAL DETAIL	Press the desired report to print
PRINTING REPORT....	Press <b>Clear</b> to return to idle prompt

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

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK MORE	Press <b>More</b> two times
VIEW PRINT REPRINT RPRT RPRT	Press <b>View Report</b>
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 <b>Enter</b>
VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV EDIT NEXT>	Press <b>Clear</b> to return to idle prompt or press <b>Next</b> to scroll through other transactions

**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 \_\_\_\_\_