

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.

MM DD, YY HH:MM Swipe card or key card number and press **Yes/Enter**

DEBIT? Press **No/Clear** for credit card

VISA SALE EXPIRATION DATE MMY Y Key expiration date and press **Yes/Enter**

VISA SALE CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

VISA SALE ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

VISA SALE RECURRING TRANS? Y/N Press **No/Clear** if this is not a recurring transaction or press **Yes/Enter** if this is a recurring transaction.

VISA SALE EMAIL/WEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

VISA SALE ENTER ADDRESS Key first 5 numeric digits of customer's address and press **Yes/Enter**

VISA SALE ENTER ZIP CODE Key customer's zip code and press **Yes/Enter**

VISA SALE ENTER CARD CODE 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.*

VISA SALE AMOUNT Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify totals and press **Yes/Enter**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

VISA SALE TAX AMOUNT \$0.00 Key tax amount and press **Yes/Enter**

VISA SALE TAX EXEMPT? YES OR NO Press **Yes/Enter** if transaction is tax exempt. If **No/Clear** is pressed, tax will be requested again (only displayed if tax = \$0.00).

VISA SALE APPROVAL OK0000 AVS CODE: YY CC: X On approval, tear slip and have customer sign the receipt. If CALL CENTER is displayed, call for voice authorization and enter the transaction as an Offline Sale. Press **Cancel** to return to the idle prompt

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

MM DD, YY HH:MM Press **Void**

VOID ENTER PASSWORD Key password and press **Enter**

VOID ENTER INVOICE NUMBER Key requested information (i.e. Invoice Number) and press **Yes/Enter**

000000 \$0.00 CORRECT? YES OR NO Verify transaction. Press **Yes/Enter** to void displayed transaction or press **Cancel** to return to the idle prompt

VOID TRANSACTION ACCEPTED Tear slip and press **Cancel** to return to the idle prompt.

DEBIT Use this function to authorize and capture a debit transaction for settlement. **Note: Debit cards cannot be entered manually.**

MM DD, YY HH:MM Press **Debit**

DEBIT SWIPE CUSTOMER CARD Swipe debit card

SAL+CSH ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

SAL+CSH SALE AMOUNT \$0.00 Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

SAL+CSH CASH AMOUNT \$0.00 Key cashback amount and press **Yes/Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify total amount and press **Yes/Enter**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

SAL+CSH WAITING FOR PIN Instruct customer to key PIN via PIN pad and press **Enter** *Do not ask customer for the PIN*

SAL+CSH APPROVAL OK 000000 On approval, tear slip and press **Cancel** to return to the idle prompt

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

MM DD, YY HH:MM Press **Reprint**

REPRINT LAST INVOICE Press **Invoice**

REPRINT ENTER INVOICE NUMBER or PRESS ENTER FOR LAST INVOICE Key requested information (i.e. Invoice Number) and press **Yes/Enter**

CUSTOMER COPY MERCHANT COPY Press desired option

REPRINT REPRINT COMPLETE Press **Cancel** to return to the idle prompt

OFFLINE SALE Use this function to capture transactions when voice approval has been obtained. Sometimes referred to as a forced transaction.

MM DD, YY HH:MM Press **Offline**

OFFLINE SWIPE CUSTOMER CARD Swipe card or key card number and press **Yes/Enter**

VISA OFFLINE EXPIRATION DATE MMY Y Key expiration date and press **Yes/Enter**

VISA OFFLINE CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

VISA OFFLINE ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

VISA OFFLINE RECURRING TRANS? Y/N Press **No/Clear** if this is not a recurring transaction or press **Yes/Enter** if this is a recurring transaction

VISA OFFLINE EMAIL/WEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

VISA SALE AMOUNT Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify totals and press **Yes/Enter**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

VISA OFFLINE ENTER APPROVAL CODE Key authorization number obtained through the voice authorization center and press **Yes/Enter**

VISA OFFLINE TRANSACTION ACCEPTED Tear slip and have customer sign the receipt. Press **Cancel** to return to the idle prompt.

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

MM DD, YY HH:MM Press **Function** **9** and **Yes/Enter**

AUTH ONLY SWIPE CUSTOMER CARD Swipe card or key card number and press **Yes/Enter**

VISA AUTH ONLY ONLY EXPIRATION DATE MMY Key expiration date and press **Yes/Enter**

VISA AUTH ONLY CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

VISA AUTH ONLY ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

VISA AUTH ONLY EMAILWEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

VISA AUTH ONLY ENTER ADDRESS Key first 5 numeric digits of customer's address and press **Yes/Enter**

VISA AUTH ONLY ENTER ZIP CODE Key customer's zip code and press **Yes/Enter**

VISA AUTH ONLY ENTER CARD CODE 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.*

VISA AUTH ONLY AMOUNT Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify totals and press **Yes/Enter**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

APPROVAL OK 000000 AVS CODE: YY CC: X Tear slip and have customer sign the receipt. 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

MM DD, YY HH:MM Press **Totals**

TOTALS # SALES # REFUNDS # ISSUES Press **Enter** to view card type. Press **Cancel** to return to the idle prompt

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).

MM DD, YY HH:MM Press **Reports**

REPORTS ENTER PASSWORD Key password and press **Enter**

AUDIT SUMMARY CLERK Press desired report, then follow additional prompts

PLEASE WAIT PRINTING.... Report is printing

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

MM DD, YY HH:MM Press **Refund**

REFUND ENTER PASSWORD Key password and press **Enter**

REFUND SWIPE CUSTOMER CARD Swipe card or key card number and press **Yes/Enter**

DEBIT? Press **No/Clear** for credit card refund or press **Yes/Enter** for debit card refund

VISA REFUND EXPIRATION DATE MMY Key expiration date and press **Yes/Enter**

VISA REFUND ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

VISA REFUND RECURRING TRANS? Y/N Press **No/Clear** if this is not a recurring transaction or press **Yes/Enter** if this is a recurring transaction

VISA REFUND EMAILWEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

VISA REFUND AMOUNT Key amount and press **Yes/Enter**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

APPROVAL Tear slip and have customer sign the receipt. 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.

MM DD, YY HH:MM Press **Settle**

SETTLE ALL HOSTS FIRSTDATA GIFT CARD Press desired option

SETTLE ENTER PASSWORD Key password and press **Enter**

SALES TOTAL \$XX.XX CORRECT? Verify Sales total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

REFUND TOTAL \$XX.XX CORRECT? Verify Refund total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

SETTLE OK000000000000 The transactions have been settled for payment. Press **Cancel** to return to the idle prompt

FIRST DATA
HYPERCOM® T4100
QUICK REFERENCE GUIDE



Retail
(Config 071)

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 _____