

FIRST DATA FD SERIES QUICK REFERENCE GUIDE

Retail
(750FD400)

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

Touch **Credit**

Touch **Force**

Swipe card or manually key card number and press **Enter**

Key expiration date and press **Enter**

Key amount and press **Enter**

Key authorization number that was obtained by the voice authorization center and press **Enter**

Terminal communicates with the host for approval

Touch **Yes** to print customer receipt.

Press **Clear** to return to idle prompt

APPROVED #####

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.

Touch **Close**

Touch **Close**

Touch **Yes** to confirm close

Terminal communicates with the host for approval

Press **Clear** to return to idle prompt

BATCH CLOSE COMPLETE

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

Touch **Credit**

Touch **More**

Touch **View Report**

Touch the desired report to view

Key invoice or clerk number and press **Enter**

Press **Clear** to return to idle prompt or press **Next** to scroll through other transactions

VS VOID SALE 0000
CLK 0000 000000
AMOUNT \$0.00
XXXXXXXXXXXXXXXXXX
<PREV EDIT NEXT>

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

Touch **Credit**

Touch **More**

Touch **Print Report**

Touch the desired report to view

Press **Clear** to return to idle prompt

PRINTING REPORT ...

PARTIAL APPROVAL Use this function to process a partial approval transaction.

Touch **Credit**

Touch **Swipe**

Swipe card or manually key card number and press **Enter**

Key expiration date and press **Enter**

Touch **Yes** if the card is present or Touch **No** if the card is not present

Key amount and press **Enter**

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

Key customer's zip code and press **Enter**

Terminal communicates with the host for approval

Touch the desired option

Touch **Yes** to print customer receipt

Press **Clear** to return to idle prompt

