



## CREDIT CARD SALE

<b>Idle Prompt</b>		Swipe card at idle prompt or press [F2] for sale.
<b>Password:</b>		Key in the appropriate password and press [ENTER].
<b>1= [Merchant 1]</b>	<b>Prev [F1] Next [F2] Slt [F3] Exit [F4]</b>	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press [ENTER].
<b>Swipe or Enter Account #:</b>		Swipe card or key in the card # and press [ENTER].
<b>Choose Card:</b>		Press [F1] for credit. Press [F2] for debit. Press [F3] for EBT.
<b>Exp Date (MMYY):</b>		Key in the expiration date in MMYY format and press [ENTER].
<b>Password:</b>		Key in the appropriate password and press [ENTER].
<b>Card Present</b>	<b>Yes [F1] No [F2]</b>	Press [F1] if card is present. Press [F2] if card is not present.
<b>Last 4 dgts Acct:</b>		Key in the last 4 digits of the card # and press [ENTER].
<b>[Account #] Confirm</b>	<b>Yes [F1] No [F2]</b>	Press [F1] if card # matches. Press [F2] to cancel transaction.
<b>Imprint Card Press Enter Key</b>		Press [ENTER].
<b>Cust Ref #:</b>		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
<b>Invoice Number:</b>		Key in the invoice # and press [ENTER].
<b>Customer Number:</b>		Key in the customer # and press [ENTER].
<b>Destination Zip:</b>		Key in the destination zip code and press [ENTER].
<b>Clerk Id:</b>		Key in the clerk ID # and press [ENTER].
<b>Amount:</b>	<b>\$ 0.00</b>	Key in the amount and press [ENTER].
<b>Tax Exempt?</b>	<b>Yes [F1] No [F2]</b>	Press [F1] if tax exempt. Press [F2] if not tax exempt.
<b>Tax Amt:</b>	<b>\$ 0.00</b>	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
<b>Send Duplicate?</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to send duplicate. Press [F2] to cancel transaction.
<b>Password:</b>		Key in the appropriate password and press [ENTER].
<b>V-Code:</b>		Key in the CVD code from back of card and press [ENTER] or press [ENTER] to bypass.
<b>Code Present? Xread</b>	<b>No [F1] Yes [F2]</b>	Press [F1] if code is not present. Press [F2] if code is unreadable.
<b>Address:</b>		Key in the cardholder address and press [ENTER] or press [ENTER] to bypass.
<b>Zip Code:</b>		Key in the cardholder ZIP code and press [ENTER] or press [ENTER] to bypass.
<b>Waiting for answer Please wait...</b>		(No action while processing)
<b>Prnt Cust Copy</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
<b>Tear Receipt Press Enter Key</b>		Press [ENTER].

## CREDIT CARD PHONE ORDER

<b>Idle Prompt</b>		Press [ARROW] twice.
<b>EBT Bal Inq [F1] Auth Only [F2] Phone Order [F3] Other Setup [F4]</b>		Press [F3] for phone order.
<b>Password:</b>		Key in the appropriate password and press [ENTER].
<b>1= [Merchant 1]</b>	<b>Prev [F1] Next [F2] Slt [F3] Exit [F4]</b>	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press [ENTER].
<b>Account #:</b>		Key in the card # and press [ENTER].
<b>Choose Card:</b>	<b>Purch [F1] Credit [F2]</b>	Press [F1] for purchase card. Press [F2] for credit card.
<b>Exp Date (MMYY):</b>		Key in the expiration date in MMYY format and press [ENTER].
<b>Cust Ref #:</b>		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
<b>Invoice Number:</b>		Key in the invoice # and press [ENTER].
<b>Customer Number:</b>		Key in the customer # and press [ENTER].
<b>Destination Zip:</b>		Key in the destination zip code and press [ENTER].
<b>Clerk Id:</b>		Key in the clerk ID # and press [ENTER].
<b>Amount:</b>	<b>\$ 0.00</b>	Key in the amount and press [ENTER].
<b>Tax Exempt?</b>	<b>Yes [F1] No [F2]</b>	Press [F1] if tax exempt. Press [F2] if not tax exempt.
<b>Tax Amt:</b>	<b>\$ 0.00</b>	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
<b>V-Code:</b>		Key in the CVD code from back of card and press [ENTER] or press [ENTER] to bypass.
<b>Code Present? Xread</b>	<b>No [F1] Yes [F2]</b>	Press [F1] if code is not present. Press [F2] if code is unreadable.
<b>Address:</b>		Key in the cardholder address and press [ENTER] or press [ENTER] to bypass.
<b>Zip Code:</b>		Key in the cardholder ZIP code and press [ENTER] or press [ENTER] to bypass.
<b>Send Duplicate?</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to send duplicate. Press [F2] to cancel transaction.
<b>Password:</b>		Key in the appropriate password and press [ENTER].
<b>Prnt Cust Copy</b>	<b>Yes [F1] No [F2]</b>	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
<b>Tear Receipt Press Enter Key</b>		Press [ENTER].

AUTH ONLY		
Idle Prompt	Press [ARROW] twice.	
EBT Bal Inq [F1] Auth Only [F2] Phone Order [F3] Other Setup [F4]	Press [F2] for auth only.	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card # and press [ENTER].	
Choose Card:	Credt [F1] Debit [F2] EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Last 4 dgts Acct:	Key in the last 4 digits of the card # and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Cust Ref #:	Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice # and press [ENTER].	
Customer Number:	Key in the customer number and press [ENTER].	
Destination Zip:	Key in the destination zip code and press [ENTER].	
Clerk Id:	Key in the clerk ID # and press [ENTER].	
Amount:	\$ 0.00	Key in the amount and press [ENTER].
V-Code:	Key in the CVD code from back of card and press [ENTER] or press [ENTER] to bypass.	
Code Present? Xread	No [F1] [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:	Key in the cardholder address and press [ENTER] or press [ENTER] to bypass.	
Zip Code:	Key in the cardholder ZIP code and press [ENTER] or press [ENTER] to bypass.	
Waiting for answer Please wait...	(No action while processing)	
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

FORCE SALE		
Idle Prompt	Press [ARROW] once.	
Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F2] for force.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card # and press [ENTER].	
Choose Card:	Credt [F1] Debit [F2] EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Choose Tran:	Sale [F1] Phone [F2]	Press [F1] for a sale. Press [F2] for a phone order.
Last 4 dgts Acct:	Key in the last 4 digits of the card # and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].	
Cust Ref #:	Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice # and press [ENTER].	
Customer Number:	Key in the customer number and press [ENTER].	
Destination Zip:	Key in the destination zip code and press [ENTER].	
Clerk Id:	Key in the clerk ID # and press [ENTER].	
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Exempt?	Yes [F1] No [F2]	Press [F1] if tax exempt. Press [F2] if not tax exempt.
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
Appr Code:	Key in the authorization # and press [ENTER].	
Waiting for answer Please wait...	(No action while processing)	
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

REFUND		
Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F1] for refund.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card # and press [ENTER].
	Credit [F1] Debit [F2] Choose Card: EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Last 4 dgts Acct:		Key in the last 4 digits of the card # and press [ENTER].
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Customer Number:		Key in the customer number and press [ENTER].
Destination Zip:		Key in the destination zip code and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Exempt?	Yes [F1] No [F2]	Press [F1] if tax exempt. Press [F2] if not tax exempt.
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
	Yes [F1] Send Duplicate? No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Waiting for answer Please wait...		(No action while processing)
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

DEBIT SALE		
Idle Prompt		Swipe debit card at idle prompt.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
	Debit [F1] Choose Card: EBT [F2]	Press [F1] for debit.
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
Cash:	\$ 0.00	Key in the cash back amount and press [ENTER] or press [ENTER] to bypass.
	Yes [F1] Send Duplicate? No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN # on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Prnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

DEBIT REFUND		
Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F1] for refund.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe debit card.
Choose Card:	Debit [F1] EBT [F2]	Press [F1] for debit.
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
Enter PIN on PINPad		Customer keys PIN # on PIN Pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Pmnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT SALE - CASH BENEFIT		
Idle Prompt		Swipe EBT card at idle prompt or press [F2] for sale.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #		Swipe card or key in the account # and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F1] for cash.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Clerk Id:		Key in the clerk ID # and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Cash:	\$ 0.00	Key in the cash back amount and press [ENTER] or press [ENTER] to bypass.
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN # on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Pmnt Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

**EBT SALE - FOOD STAMP**

<b>Idle Prompt</b>		Swipe EBT card at idle prompt or press <b>[F2]</b> for sale.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>1= [Merchant 1]</b>	<b>Prev [F1] Next [F2] Slct [F3] Exit [F4]</b>	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>Swipe or Enter Account #</b>		Swipe card or key in the account # and press <b>[ENTER]</b> .
<b>Choose Card:</b>	<b>Debit [F1] EBT [F2]</b>	Press <b>[F2]</b> for EBT.
<b>Exp Date (MMYY):</b>		Key in the expiration date in MMYY format and press <b>[ENTER]</b> .
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Trans Type:</b>	<b>Cash [F1] Food [F2]</b>	Press <b>[F2]</b> for food.
<b>Imprint Card Press Enter Key</b>		Press <b>[ENTER]</b> .
<b>Cust Ref #:</b>		Key in the customer reference # and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Invoice Number:</b>		Key in the invoice # and press <b>[ENTER]</b> .
<b>Clerk Id:</b>		Key in the clerk ID # and press <b>[ENTER]</b> .
<b>Amount:</b>	<b>\$ 0.00</b>	Key in the amount and press <b>[ENTER]</b> .
<b>Send Duplicate?</b>	<b>Yes [F1] No [F2]</b>	Press <b>[F1]</b> to send duplicate. Press <b>[F2]</b> to cancel transaction.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Enter PIN on PINPad</b>		Customer keys PIN # on PIN pad and presses <b>[ENTER]</b> .
<b>Waiting for answer Please wait...</b>		(No action while processing)
<b>Prmt Cust Copy</b>	<b>Yes [F1] No [F2]</b>	Press <b>[F1]</b> to print customer copy. Press <b>[F2]</b> to print only merchant copy.
<b>Tear Receipt Press Enter Key</b>		Press <b>[ENTER]</b> .

**EBT FORCE - CASH BENEFIT**

<b>Idle Prompt</b>		Press <b>[ARROW]</b> once.
	<b>Refund [F1] Force [F2] Reprint [F3] Check [F4]</b>	Press <b>[F2]</b> for force.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>1= [Merchant 1]</b>	<b>Prev [F1] Next [F2] Slct [F3] Exit [F4]</b>	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>Swipe or Enter Account #</b>		Swipe card or key in the account # and press <b>[ENTER]</b> .
<b>Choose Card:</b>	<b>Debit [F1] EBT [F2]</b>	Press <b>[F2]</b> for EBT.
<b>Exp Date (MMYY):</b>		Key in the expiration date in MMYY format and press <b>[ENTER]</b> .
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Trans Type:</b>	<b>Cash [F1] Food [F2]</b>	Press <b>[F1]</b> for cash.
<b>Imprint Card Press Enter Key</b>		Press <b>[ENTER]</b> .
<b>Cust Ref #:</b>		Key in the customer reference # and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Invoice Number:</b>		Key in the invoice # and press <b>[ENTER]</b> .
<b>Clerk Id:</b>		Key in the clerk ID # and press <b>[ENTER]</b> .
<b>Appr Code:</b>		Key in the authorization # and press <b>[ENTER]</b> .
<b>Voucher S/N:</b>		Key in the voucher # and press <b>[ENTER]</b> .
<b>Amount:</b>	<b>\$ 0.00</b>	Key in the amount and press <b>[ENTER]</b> .
<b>Cash:</b>	<b>\$ 0.00</b>	Key in the cash back amount and press <b>[ENTER]</b> .
<b>Send Duplicate?</b>	<b>Yes [F1] No [F2]</b>	Press <b>[F1]</b> to send duplicate. Press <b>[F2]</b> to cancel transaction.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Waiting for answer Please wait...</b>		(No action while processing)
<b>Prmt Cust Copy</b>	<b>Yes [F1] No [F2]</b>	Press <b>[F1]</b> to print customer copy. Press <b>[F2]</b> to print only merchant copy.
<b>Tear Receipt Press Enter Key</b>		Press <b>[ENTER]</b> .

**EBT FORCE - FOOD STAMP**

<b>Idle Prompt</b>		Press <b>[ARROW]</b> once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press <b>[F2]</b> for force.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>1=</b> <b>[Merchant 1]</b>	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>Swipe or Enter Account #</b>		Swipe card or key in the account # and press <b>[ENTER]</b> .
<b>Choose Card:</b>		Debit [F1] EBT [F2] Press <b>[F2]</b> for EBT.
<b>Exp Date (MMYY):</b>		Key in the expiration date in MMYY format and press <b>[ENTER]</b> .
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Trans Type:</b>	Cash [F1] Food [F2]	Press <b>[F2]</b> for food.
<b>Imprint Card Press Enter Key</b>		Press <b>[ENTER]</b> .
<b>Cust Ref #:</b>		Key in the customer reference # and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Invoice Number:</b>		Key in the invoice # and press <b>[ENTER]</b> .
<b>Clerk Id:</b>		Key in the clerk ID # and press <b>[ENTER]</b> .
<b>Appr Code:</b>		Key in the authorization # and press <b>[ENTER]</b> .
<b>Voucher S/N:</b>		Key in the voucher # and press <b>[ENTER]</b> .
<b>Amount:</b>	<b>\$ 0.00</b>	Key in the amount and press <b>[ENTER]</b> .
<b>Send Duplicate?</b>		Yes [F1] No [F2] Press <b>[F1]</b> to send duplicate. Press <b>[F2]</b> to cancel transaction.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Waiting for answer Please wait...</b>		(No action while processing)
<b>Prnt Cust Copy</b>		Yes [F1] No [F2] Press <b>[F1]</b> to print customer copy. Press <b>[F2]</b> to print only merchant copy.
<b>Tear Receipt Press Enter Key</b>		Press <b>[ENTER]</b> .

**EBT REFUND - FOOD STAMP**

<b>Idle Prompt</b>		Press <b>[ARROW]</b> once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press <b>[F1]</b> for refund.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>1=</b> <b>[Merchant 1]</b>	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>Swipe or Enter Account #</b>		Swipe card or key in the account # and press <b>[ENTER]</b> .
<b>Choose Card:</b>		Debit [F1] EBT [F2] Press <b>[F2]</b> for EBT.
<b>Exp Date (MMYY):</b>		Key in the expiration date in MMYY format and press <b>[ENTER]</b> .
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Imprint Card Press Enter Key</b>		Press <b>[ENTER]</b> .
<b>Cust Ref #:</b>		Key in the customer reference # and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Invoice Number:</b>		Key in the invoice # and press <b>[ENTER]</b> .
<b>Clerk Id:</b>		Key in the clerk ID # and press <b>[ENTER]</b> .
<b>Amount:</b>	<b>\$ 0.00</b>	Key in the amount and press <b>[ENTER]</b> .
<b>Enter PIN on PINPad</b>		Customer keys PIN # on PIN pad and presses <b>[ENTER]</b> .
<b>Waiting for answer Please wait...</b>		(No action while processing)
<b>Prnt Cust Copy</b>		Yes [F1] No [F2] Press <b>[F1]</b> to print customer copy. Press <b>[F2]</b> to print only merchant copy.
<b>Tear Receipt Press Enter Key</b>		Press <b>[ENTER]</b> .

# EBT BALANCE INQUIRY

<b>Idle Prompt</b>		Press <b>[ARROW]</b> twice.
EBT Balance Inq [F1] Auth Only [F2] Other Setup [F3] Clerk Setup [F4]		Press <b>[F1]</b> for EBT balance inquiry.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>1=</b> <b>[Merchant 1]</b>	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>Swipe or Enter Account #</b>		Swipe card or key in the account # and press <b>[ENTER]</b> .
<b>Exp Date (MMYY):</b>		Key in the expiration date in MMYY format and press <b>[ENTER]</b> .
<b>Trans Type:</b>	Cash [F1] Food [F2]	Press <b>[F1]</b> for cash benefit inquiry. Press <b>[F2]</b> for food stamp inquiry.
<b>Clerk Id:</b>		Key in the clerk ID # and press <b>[ENTER]</b> .
<b>Enter PIN on PINPad</b>		Customer keys PIN # on PIN pad and presses <b>[ENTER]</b> .
<b>Waiting for answer</b> Please wait...		(No action while processing)
<b>Pmt Cust Copy</b>	Yes [F1] No [F2]	Press <b>[F1]</b> to print customer copy. Press <b>[F2]</b> to print only merchant copy.
<b>Tear Receipt</b> Press Enter Key		Press <b>[ENTER]</b> .

# REPRINT

<b>Idle Prompt</b>		Press <b>[ARROW]</b> once.
Refund [F1] Force [F2] Reprint [F3] Check [F4]		Press <b>[F3]</b> for reprint.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>1=</b> <b>[Merchant 1]</b>	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>REPRINT</b> Last Receipt [F2] Any Receipt [F3]		Press <b>[F2]</b> to print last receipt Press <b>[F3]</b> to print other receipt
<b>Invoice Number:</b>		Key in the invoice # and press <b>[ENTER]</b> .
<b>Reprint Receipt</b>		Receipt prints.

# VOID

<b>Idle Prompt</b>		Press <b>[F4]</b> for void.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>1=</b> <b>[Merchant 1]</b>	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>Void Last Trans?</b>		Yes [F1] No [F2] Press <b>[F1]</b> to void last transaction. Press <b>[F2]</b> to void other transaction.
<b>Retrieve by:</b>	Inv # [F1] Acct # [F2]	Press <b>[F1]</b> to retrieve by invoice #. Press <b>[F2]</b> to retrieve by account #.
<b>Invoice Number:</b>		Key in the invoice # and press <b>[ENTER]</b> .
<b>Last 4 digits Acct:</b>		Key in the last 4 digits of the card # and press <b>[ENTER]</b> .
<b>[Account #]</b> <b>\$ xx.xx</b>	Yes [F1] No [F2] Next [F3]	Press <b>[F1]</b> to void transaction. Press <b>[F2]</b> to return to idle prompt. Press <b>[F3]</b> to view next transaction.
<b>Waiting for answer</b> Please wait...		(No action while processing)
<b>Pmt Cust Copy</b>	Yes [F1] No [F2]	Press <b>[F1]</b> to print customer copy. Press <b>[F2]</b> to print only merchant copy.
<b>Tear Receipt</b> Press Enter Key		Press <b>[ENTER]</b> .

### CLERK MANAGEMENT - LOG ON/OFF CLERK

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2] HELP [F3]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE CLERK Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [F2] to log on clerk. Press [F3] to log off clerk.
Clerk Id:	Key in the ID # of the clerk and press [ENTER].
Password:	Key in the clerk password and press [ENTER].
Confirm      Yes [F1] No [F2]	Press [F1] to log on/off clerk. Press [F2] to cancel.
Logoff/on is successful	Terminal displays confirmation of logon/off and returns to the idle prompt.

### CLERK MANAGEMENT - ADD CLERK

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE CLERK Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [F4] to add clerk to terminal.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID # of the new clerk and press [ENTER].
Password:	Key in the new clerk password and press [ENTER].
Reenter:	Key in the new password again for confirmation and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit. Repeat for each clerk being added.

### CLERK MANAGEMENT - MODIFY CLERK

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE CLERK Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [ARROW] for more options.
Modify Clerk [F1] Delete Clerk [F2] Clear Clerks [F3]	Press [F1] for modify clerk.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID # of the clerk and press [ENTER].
Old Pass:	Key in the old clerk password and press [ENTER].
New Pass:	Key in the new clerk password and press [ENTER].
Reenter:	Key in the new password again for confirmation and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit.

### CLERK MANAGEMENT - DELETE CLERK

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE CLERK Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [ARROW] for more options.
Modify Clerk [F1] Delete Clerk [F2] Clear Clerks [F3]	Press [F2] for delete clerk.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID # of the clerk and press [ENTER].
Password:	Key in the clerk password and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit. Repeat for each clerk being deleted.



### CLERK MANAGEMENT - CLERK REPORTS

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS	Press [F4] for clerk reports.
Totals Report [F2]	
Detail Report [F3]	
Clerk Reports [F4]	
CLERK REPORTS	Press [F2] for clerk totals.
Totals Report [F2]	Press [F3] for clerk detail.
Detail Report [F3]	Press [F4] for shift report.
Shift Report [F4]	Press [ARROW] for more options.
CLERK REPORTS	Press [F1] for clerk table.
Clerk Table [F1]	
One [F1]	Press [F1] for single clerk detail.
All [F2]	Press [F2] for all clerk detail.
Clrk Rpt Options	
Clerk Id:	Key in the ID # of the clerk and press [ENTER].
Clerk Report:	Report prints.

### CLERK MANAGEMENT - CLEAR CLERK

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1]	Press [F1] for clerk setup.
Batch Auth [F2]	
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE CLERK	Press [ARROW] for more options.
Log On Clerk [F2]	
Log Off Clerk [F3]	
Add Clerk [F4]	
Modify Clerk [F1]	Press [F3] for clear clerks.
Delete Clerk [F2]	
Clear Clerks [F3]	
Clerk tIs clear	Terminal confirms that clerks have been cleared and returns to the idle prompt.

### MANUAL SHIFT CLOSE

Idle Prompt	Press [1].
Password:	Key in the appropriate password and press [ENTER].
Increment Shift#	Yes [F1] Press [F1] to increment shift #. No [F2] Press [F2] for other options.
Reset Shift#	Yes [F1] Press [F1] to reset shift # to 1. No [F2] Press [F2] to continue with current shift.
Shift # is X	Shift # is displayed and terminal returns to idle prompt.

### EDITING AUTO SHIFT TIMES

Idle Prompt	Press [1].
Password:	Key in the appropriate password and press [ENTER].
#1/9:	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] for next shift. Slct [F3] Press [F3] to modify shift displayed. Exit [F4] Press [F4] to exit.
Shift 1	Prev [F1] Press [F1] for end time. Next [F2] Press [F2] for start time. Edit [F3] Press [F3] to modify shift display. Exit [F4] Press [F4] to exit.
Shift 1 New:	Prev [F1] Key in the new shift # and press [ENTER]. Next [F2] Edit [F3] Exit [F4]
Shift 1	Prev [F1] Press [F1] for end time. Next [F2] Press [F2] for start time. Edit [F3] Press [F3] to view shift start time. Exit [F4] Press [F4] to exit.
Shift Start Time HHMM	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] to view shift end time. Edit [F3] Press [F3] to edit shift start time. Exit [F4] Press [F4] to exit.
Shift Start Time HHMM New:	Prev [F1] Key in the new shift start time in military format and press [ENTER]. Next [F2] Example: For a start time of 8:00 AM Edit [F3] key in 0800 and press [ENTER]. Exit [F4]
Shift Start Time HHMM	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] to view shift end time. Edit [F3] Press [F3] to edit shift start time. Exit [F4] Press [F4] to exit.
Shift End Time HHMM	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] to view shift start time. Edit [F3] Press [F3] to edit shift end time. Exit [F4] Press [F4] to save changes and exit.
Shift End Time HHMM New:	Prev [F1] Key in the new shift end time in military format and press [ENTER]. Next [F2] Example: For an end time of 6:00 PM Edit [F3] key in 1800 and press [ENTER]. Exit [F4]
Shift End Time HHMM	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] to view shift start time. Edit [F3] Press [F3] to edit shift end time. Exit [F4] Press [F4] to save changes and exit.
Save Changes? Cncl OK	Cncl [F1] Press [F1] to cancel changes. OK [F2] Press [F2] to save changes.
#1/9:	Prev [F1] Press [F1] for previous shift. Next [F2] Press [F2] for next shift. Slct [F3] Press [F3] to select shift displayed. Exit [F4] Press [F4] or [CLEAR] to exit.

REPORTS	
Idle Prompt	Press <b>[REPORTS]</b> hot key.
Password:	Key in the appropriate password and press <b>[ENTER]</b> .
REPORTS	Press <b>[F2]</b> for totals report.
Totals Report <b>[F2]</b>	Press <b>[F3]</b> for detail report.
Detail Report <b>[F3]</b>	Press <b>[F4]</b> for clerk reports.
Clerk Reports <b>[F4]</b>	Press <b>[ARROW]</b> for more reports.
Batch Review <b>[F1]</b>	Press <b>[F1]</b> for batch review.
Batch History <b>[F2]</b>	Press <b>[F2]</b> for batch history.
Terminal Rpts <b>[F3]</b>	Press <b>[F3]</b> for terminal reports.
Merchant Report <b>[F4]</b>	Press <b>[F4]</b> for merchant report.
	Press <b>[ARROW]</b> for more options.
[Name of Report]	Report prints.

SETTLEMENT		
Idle Prompt		Press <b>[F3]</b> for settlement.
Password:		Key in the appropriate password and press <b>[ENTER]</b> .
Sales:	\$ xx.xx	Confirm totals, press <b>[ENTER]</b> .
Refunds:	\$ xx.xx	
Total:	\$ xx.xx	
Enter to confirm		
Sales:	\$ 00.00	Key in the sales total and press <b>[ENTER]</b> .
Refunds:	\$ 00.00	Key in the refund total and press <b>[ENTER]</b> .
Total:	\$ 00.00	Key in the batch total and press <b>[ENTER]</b> .
Waiting for answer Please wait...		(No action while processing)
Settlement Successful		Settlement report prints and terminal returns to idle prompt.

VIEWING BATCH TOTALS	
Idle Prompt	Press <b>[REPORTS]</b> hot key.
Password:	Key in the appropriate password and press <b>[ENTER]</b> .
REPORTS	Press <b>[ARROW]</b> for more reports.
Totals Report <b>[F2]</b>	Press <b>[F1]</b> for batch review.
Detail Report <b>[F3]</b>	
Clerk Reports <b>[F4]</b>	
Batch Review <b>[F1]</b>	
Batch History <b>[F2]</b>	Press <b>[F2]</b> for totals review.
Terminal Rpts <b>[F3]</b>	
Merchant Report <b>[F4]</b>	
BATCH REVIEW	Press <b>[F2]</b> for totals review.
Totals Review <b>[F2]</b>	
Detail Review <b>[F3]</b>	Press <b>[F1]</b> for previous merchant.
1=	
[Merchant 1]	
Prev <b>[F1]</b>	
Next <b>[F2]</b>	Press <b>[F2]</b> for next merchant.
Slt <b>[F3]</b>	Press <b>[F3]</b> to select displayed merchant.
Exit <b>[F4]</b>	Press <b>[F4]</b> to exit.
Merch Passwd:	Key in the merchant password and press <b>[ENTER]</b> .
	Prev <b>[F1]</b>
	Next <b>[F2]</b>
Host: [Host]	Press <b>[F3]</b> to view totals for host displayed
	Exit <b>[F4]</b>
	Press <b>[F4]</b> to exit.
Host: [Host]	Press <b>[CLEAR]</b> to return to batch review menu.
Sales: \$ xx.xx	
Refunds: \$ xx.xx	
Total: \$ xx.xx	

**AVS RESPONSE CODES**

<b>VISA</b>	<b>DESCRIPTION</b>
<b>Y</b>	Address & 5-digit or 9-digit ZIP match (Domestic only)
<b>A</b>	Address matches, ZIP code does not
<b>S</b>	AVS not supported at this time (Domestic only)
<b>R</b>	Issuer's authorization system is unavailable, try again later (Domestic only)
<b>U</b>	Unable to perform address verification because either address information is unavailable or Issuer does not support AVS (Domestic only)
<b>Z</b>	Either 5-digit or 9-digit ZIP matches, address does not or not included in request.
<b>N</b>	Neither the ZIP nor the address matches
<b>B</b>	Address matches, ZIP not verified.
<b>P</b>	ZIP matches, address not verified
<b>C</b>	Address and ZIP code not verified due to incompatible formats.
<b>D</b>	Address and ZIP code match (International only)
<b>G</b>	Address not verified for International transaction (International only)
<b>I</b>	Address not verified (International only)
<b>M</b>	Address and ZIP code match (International only)

<b>MASTERCARD</b>	<b>DESCRIPTION</b>
<b>Y</b>	Exact, all digits match, 5-digit ZIP code
<b>A</b>	Address matches, ZIP code does not
<b>S</b>	AVS not supported at this time
<b>R</b>	Retry, system unable to process
<b>U</b>	No data from issuer/Authorization system
<b>Z</b>	5-digit ZIP code matches, but address does not
<b>N</b>	Neither the ZIP nor the address matches
<b>W</b>	For U.S. addresses, 9-digit ZIP code matches, but address does not; for address outside of U.S., the ZIP code matches, address does not
<b>X</b>	Exact, all digits match, 9-digit ZIP code

**AVS RESPONSE CODES**

<b>DISCOVER</b>	<b>DESCRIPTION</b>
<b>Y</b>	Address only matches
<b>A</b>	Address and 5-digit ZIP code match
<b>S</b>	AVS not supported at this time
<b>U</b>	Retry, system unable to process
<b>Z</b>	5-digit ZIP code matches, but address does not
<b>N</b>	Neither the ZIP nor the address matches
<b>W</b>	No data from issuer/authorization system
<b>X</b>	Address and 9-digit ZIP code match
<b>T</b>	9-digit ZIP code matches, but address does not

<b>AMERICAN EXPRESS</b>	<b>DESCRIPTION</b>
<b>Y</b>	Yes, address and ZIP code are both correct
<b>A</b>	Address only is correct
<b>B</b>	AVS not supported at this time
<b>R</b>	System unavailable; retry
<b>U</b>	The necessary information is not available, account number is neither U.S. nor Canadian
<b>Z</b>	ZIP code only is correct
<b>N</b>	Neither the ZIP nor the address matches



05/06

Omni 3750 Retail UEPG260

POS-0442