

## Credit Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Swipe customer card through card reader or manually enter card number.
Amount \$0.00	Enter amount of Sale, then press <b>ENTER</b>
COMMS Response	Terminal dials Host
Approval 123456	Transaction accepted and receipt is printed

## Debit Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>ENTER &gt; TRANSACTION &gt; SALE &gt; DEBIT</b>
Swipe Customer Card	Swipe customer card through card reader or manually enter card number.
Sale Amount \$0.00	Enter amount of Sale, then press <b>ENTER</b>
Total Correct? Yes or No \$0.00	Verify total is correct, then press <b>YES/ENTER</b>
Sale Amount \$0.00	Customer enters PIN on internal or attached PIN Pad, then press <b>Enter</b>
Enter PIN	Terminal dials Host
COMMS Response	
Approval 123456	Transaction accepted and receipt is printed

## EBT Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>ENTER &gt; TRANSACTION &gt; SALE &gt; EBT</b>
Swipe Customer Card	Swipe customer card through card reader or manually enter card number.
Food Stamp EBT Cash Benefit	Press screen button for next to <b>Food Stamp</b> or <b>EBT Cash Benefit</b>
Sale Amount \$0.00	Enter amount of Sale, then press <b>ENTER</b>
Sale Amount \$0.00	Customer enters PIN on internal or attached PIN Pad, then press <b>Enter</b>
Enter PIN	Terminal dials Host
COMMS Response	
Approval 123456	Transaction accepted and receipt is printed

## Credit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>ENTER &gt; TRANSACTION &gt; REFUND &gt; CREDIT</b>
Swipe Customer Card	Swipe customer card through card reader or manually enter card number.
Amount \$0.00	Enter amount of Sale, then press <b>ENTER</b>
COMMS Response	Terminal dials Host
Transaction Accepted	Transaction accepted and receipt is printed

## Credit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>ENTER &gt; TRANSACTION &gt; REFUND &gt; CREDIT</b>
Swipe Customer Card	Swipe customer card through card reader or manually enter card number.
Amount \$0.00	Enter amount of Sale, then press <b>ENTER</b>
Sale Amount \$0.00	Customer enters PIN on internal or attached PIN Pad, then press <b>Enter</b>
Enter PIN	Terminal dials Host
COMMS Response	
Transaction Accepted	Transaction accepted and receipt is printed

## Offline/Force

Terminal Display	Action
Enter Card Number or Swipe Customer Card Swipe Customer Card Amount \$0.00 Enter Approval Code Transaction Accepted	Press <b>ENTER &gt; TRANSACTION &gt; OFFLINE &gt; SALE(Offline)</b> Swipe customer card through card reader or manually enter card number. Enter amount of Sale, then press <b>ENTER</b> Enter approval code, then press <b>Enter</b> Transaction accepted and receipt is printed

## Batch Settle

Terminal Display	Action
Enter Card Number or Swipe Customer Card Enter Password Host Number Scanning Batch Sales Total Correct? \$0.00 Refund Total Correct? \$0.00 Scanning Batch COMMS Approval Response 123456 Scanning Batch	Press <b>SETTLE or ENTER &gt; BATCH &gt; SETTLE</b> Enter merchant password, then press <b>ENTER</b> Press <b>0</b> for all hosts or enter the host number, then press <b>ENTER</b> Terminal scans the batch totals Press <b>YES/ENTER</b> to confirm sales total Press <b>YES/ENTER</b> to confirm refund total Terminal scans the batch totals Terminal dials host Settlement complete Settlement report is printed

## Batch Report (Summary)

Terminal Display	Action
Enter Card Number or Swipe Customer Card Scanning Batch	Press <b>REPORTS</b> button, then press <b>SUMMARY</b> Terminal scans for batch totals and prints Summary report

## Batch Report (Audit)

Terminal Display	Action
Enter Card Number or Swipe Customer Card Host Number Scanning Batch	Press <b>REPORTS</b> button, then press <b>AUDIT</b> Enter host number or <b>0</b> for all hosts Terminal scans for batch totals and prints Audit report

## Reprint Last Receipt

Terminal Display	Action
Enter Card Number or Swipe Customer Card Customer Copy Merchant Copy	Press <b>REPORTS</b> button, then press <b>REPRINT &gt; LAST</b> Press screen button next to <b>Customer Copy</b> or <b>Merchant Copy</b> Receipt is printed.

**NOTE: Printing a second receipt, the customer receipt, is an option for all transactions.**

