


### Sale (Swiped)

Swipe Card

Amount of Sale: 

### Sale (Manual)


Enter Account #: 

Exp Date (MMYY) 


Amount of Sale: 

Card Present?  
Yes: 

No: 

Enter Zip Code: 

If Card is NOT Present


Enter Street Address: 

### Debit

Press: 

Swipe Card:

Enter Amount: 


Enter Cash Back: 

Enter PIN #\*: 

\*If using an External PinPad  
Enter PIN # on External PinPad  
Press Enter on PinPad

### Verify

Press: 

Swipe Card or  
Enter Account #: 

Exp. if manual: 

Enter Amount: 

Card Present?  
Yes: 


No: 

Enter Zip Code: 

If Card is NOT Present  
Enter Street Address: 

### Return

Press: 

Swipe Card or  
Enter Account #: 


Exp. if manual: 

Enter Amount: 

Enter Auth Code: 

### Force

Press: 


Swipe Card or  
Enter Account #: 


Exp. if manual: 

Enter Amount: 


Enter Auth #: 

### Void Sale

Press: (1x) 


Swipe Card or  
Enter Account #: 

Exp. if manual: 

Enter Amount: 

### Void Return

Press: (2x) 


Swipe Card or  
Enter Account #: 

Exp. if manual: 

Enter Amount: 

### Void Force

Press: (3x) 

Swipe Card or  
Enter Account #: 

Exp. if manual: 

Enter Amount: 

### Batch Close

**\*\*Used for Non-AutoBatch  
Terminals ONLY\*\***

Press: 

Press: 



### Print Reports

Default Report

**Report**

Print Other Reports

**Menu**

Press:

**Enter**

Select Report Type:

**2**

Set Current Report Type:

1. Condensed
2. Short Report
3. Journal Report
4. Totals Only

Choose EDC Type:

1. All
2. Credit
3. Debit
4. Check
5. Cash

Choose Card Type:

1. All
2. VISA
3. MasterCard
4. AMEX
5. Diners
6. Discover
7. enRoute
8. JCB

Choose Sort by Method:

1. By Transaction Type
2. By Card #

Choose Transaction Type:

1. All
2. Sale
3. Forced
4. Verify
5. Return
6. Void/Sale
7. Void/Return
8. Void/Forced

Set Current Defaults:

Yes:

**Enter**

No:

**Menu**

### Print Tip Report

Press:

**Menu**

Press:

**Enter**

Press:

Choose EDC Type:

1. All
2. Credit
3. Debit
4. Check
5. Cash

Choose Card Type:

1. All
2. VISA
3. MasterCard
4. AMEX
5. Diners
6. Discover
7. enRoute
8. JCB

Set Current Defaults:

Yes

**Enter**

No

**Menu**

### Reprint Receipt

Press:

**Alpha**

Receipt Copy:

1. Last Cust. Rcpt.
2. Any Receipt
3. Last Merch. Rcpt.

If "Any Receipt" is selected:

Choose EDC Type:

1. Credit
2. Debit
3. Cash
4. Cash

Enter Transaction #  
then press:

**Enter**

### Totals Review

Press:

**Review**

To view EDC Totals use the "Forced" Key to scroll down, and the "Return" Key to scroll up.

To view Details for a specific EDC Type, use "forced" & "Return" Keys to find desired EDC Type, then press "Enter".

After selecting an EDC, select a Trans by using the "Forced" & "Return" key, then use the "Void" & "Verify" keys to scroll Right & Left through the trans details.

