Credit Card Sale

1. Press **1. CREDIT** then select **1. SALE**.

2. Enter the transaction amount, then press **ENTER**.

3. Insert, swipe, or manually enter the credit card number.

4. The customer will then be prompted to enter their PIN number, if required.

   Note: If the sale is credit by default, then the device will prompt for signature and print the receipt.

5. Follow prompts of **Tear Slip ⟶ Press Any Key** to print a customer receipt.

   Note: Press the cancel key to bypass this step.

Manual Credit Card Sale

1. Press **1. CREDIT** then select **1. SALE**.

2. Enter the transaction amount, then press **ENTER**.

3. You will be prompted to insert, swipe, or manually enter the credit card number.

4. Manually enter the credit card number, then press **ENTER**.

5. Enter the expiration date, then press **ENTER**.

6. Enter the CVV2 code, then press **ENTER**. If you do not have access to, or cannot read the CVV2, press **ENTER** to skip this step.

7. If you skipped Step 6, select the reason why.

8. Enter the zip code of the card's billing address, then press **ENTER.**

9. Follow prompts of **Tear Slip ⟶ Press Any Key** to print a customer receipt.

   Note: Press the cancel key to bypass this step.

EBT Sale

1. Press **1. CREDIT** then select **3. EBT**.

2. Enter the transaction amount, then press **ENTER**.

3. Select Food Stamp, Cash Benefit, or Voucher, then press **ENTER**.

4. Insert, swipe, or manually enter the EBT card number.

5. Enter the PIN, then press **ENTER**.

6. Follow prompts of **Tear Slip ⟶ Press Any Key** to print a customer receipt.

   Note: Press the cancel key to bypass this step.

Void Sale

1. Press **1. CREDIT** then the down arrow key 2 times to select **2. V/SALE**.

2. Enter the Transaction Number, then press **ENTER**.

3. The screen will display the original sale details. Press **ENTER** to initiate the void.

4. Follow prompts of **Tear Slip ⟶ Press Any Key** to print a customer receipt.

   Note: Press the cancel key to bypass this step.

Refund

1. Press **1. CREDIT** then the down key 2 times to select **1. RETURN**.

2. Enter the refund amount, then press **ENTER**.

3. Insert, swipe, or manually enter the credit card number.

4. If you are manually entering the card number, press **ENTER** to continue.

5. Enter the zip code of the card's billing address, then press **ENTER**.

6. Follow prompts of **Tear Slip ⟶ Press Any Key** to print a customer receipt.

   Note: Press the cancel key to bypass this step.

Pre-Auth

1. Press **1. CREDIT** then select **2. AUTH**.

2. Enter the transaction amount, then press **ENTER**.

3. Insert, swipe, or manually enter the credit card number.

4. Follow prompts of **Tear Slip ⟶ Press Any Key** to print a customer receipt.

   Note: Press the cancel key to bypass this step.

Forced Sale

1. Press **1. CREDIT** then select **4. FORCED**.

2. Enter the transaction amount, then press **ENTER**.

3. Insert, swipe, or manually enter the credit card number.

4. Manually enter the credit card number, then press **ENTER**.

5. Enter the expiration date, then press **ENTER**.

6. You will receive an Auth Code. Enter the AUTH code, then press **ENTER**.

7. Follow prompts of **Tear Slip ⟶ Press Any Key** to print a customer receipt.

   Note: Press the cancel key to bypass this step.

Tip Adjust

1. Select the **FUNC** key and then the down arrow key 1 time to select **2. TIP MENU**.

   The most common selection from here is By Transaction #, but you can also search by **Scroll Untipped**, **Invoice No.**, **Srvr/Clerk**, **Trans No.**, **Card Type**, or **Card Num**.

2. Select search mode from the menu.

3. Follow the prompts and enter required information, then press **ENTER**.

4. Transaction details will generate on screen. Select the sale and press **ENTER**.

5. Enter the tip amount, then press **ENTER**.

6. The screen will display **"Yes or No"** with the new Tip amount. Press **ENTER** for Yes, and **CANCEL** for No.

7. The screen will display the new transaction total and bring you back to the Tip Menu.

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Reprint

1. Select the **FUNC** key and then the down arrow key 1 time to select **3. REPRINT**.

2. Select **Last Cust. Rcpt** or **Any Receipt**.

3. If you select **Last Cust. Rcpt**, the receipt will automatically print.

4. If you select **Any Receipt** you can sort by EDC type then enter the **Trans #** and press **ENTER** to print a Customer or Merchant copy.

Settlement

1. Press the **FUNC** key then select **2. BATCH**.

2. Select **1.BATCH CLOSE**.

   If a Restaurant file it will prompt **"CLOSE W/UNTIPPED , ENTER=Continue"**

3. The batch will now close and print a Batch Report

Reports

1. Press the **FUNC** key then select **1.REPORT**.

2. Enter the Manager Password, located at the end of this document, and press **ENTER**.

3. Select from **1.TOTAL REPORT**, **2.CONDENSED REPORT**, or **3.TIP REPORT**.

4. Once you select the report, it will automatically print.

Important Notes

Manager's Password is the current date in the format of MM/DD/YYYY.
For example, if today is January 1st, 2021, the manager's password is 01012021.

This terminal is only supported over WiFi and Wireless Processing. eGiftSolutions® is not supported on this device.

Merchant Notes/Merchant Number