

SALE (Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

IDLE PROMPT	Press 1 (Credit)
SALE REFUND FORCE	Press 1 (Sale)
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMY	Key expiration date and press Enter
VISA SALE ENTER AMOUNT \$0.00	Key amount and press Enter
TERMINAL MAY PROMPT: TIP AMOUNT \$0.00	Key tip amount and press Enter
DIALING.....	Terminal communicates with the host for approval
TERMINAL MAY PROMPT: COLLECT \$\$.\$\$ ACCEPT PARTIAL AMOUNT YES NO	Press the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
PRINT CUST RECEIPT YES NO	Press 4 (Yes) to print customer receipt
VISA SALE AUTH/TKT 0000-00 AVS = XXX	Press Clear to return to idle prompt

REPRINT Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

IDLE PROMPT	Press 1 (Credit)
SALE REFUND FORCE	Press 6 (More) two times
REPRINT VIEW PRINT RPTS RPTS	Press 1 (Reprint)
ENTER TRANS #	Key trans number and press Enter or press Enter to reprint last receipt
PRINT CUST RECEIPT YES NO	Press 4 (Yes) to print customer receipt.
REPRINT VIEW PRINT RPTS RPTS	Press Clear to return to idle prompt

TAB PROCESSING Use this function to open, close or void tab transactions.

IDLE PROMPT	Press 1 (Credit)
BACK TIPS MORE	Press 6 (More)
AUTH TABS CLOSE	Press 2 (Tabs)
OPEN CLOSE VOID	Press desired option, follow terminal prompts to complete transaction. Press Clear to return to idle prompt

DEBIT SALE (with Cash Back) Use this function to authorize and capture transactions for settlement.

IDLE PROMPT	Press 2 (Debit)
SALE INQUIRY	Press 1 (Sale)
DEBIT SALE SWIPE CARD	Swipe card on terminal or pin pad Debit card can't be manually keyed
DEBIT SALE ENTER AMOUNT \$0.00	Key amount and press Enter
CASHBACK AMT? \$0.00	Key cashback amount and press Enter
TERMINAL MAY PROMPT: TIP AMOUNT \$0.00	Key tip amount and press Enter
TOTAL ENTER PIN \$0.00	Instruct customer to enter PIN via PIN pad and press Enter . Do not ask customer for the PIN
DIALING.....	Terminal communicates with the host for approval
TERMINAL MAY PROMPT: COLLECT \$\$.\$\$ ACCEPT PARTIAL AMOUNT YES NO	Press the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
DEBIT SALE AUTH/TKT 0000-00	
PRINT CUST RECEIPT? YES NO	Press 4 (Yes) to print customer receipt. Press Clear to return to idle prompt

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

IDLE PROMPT	Press 1 (Credit)
SALE REFUND FORCE	Press 3 (Force)
CREDIT FORCE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMY	Key expiration date and press Enter
FORCE SALE ENTER AMOUNT \$0.00	Key amount and press Enter
TERMINAL MAY PROMPT: TIP AMOUNT \$0.00	Key tip amount and press Enter
ENTER AUTH CODE	Key authorization number that was obtained by the voice authorization center and press Enter
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press 4 (Yes) to print customer receipt.
TKT CODE #####	Press Clear to return to idle prompt

AUTHORIZATION ONLY This procedure is to authorize a credit card transaction. This will not capture in the terminal.

IDLE PROMPT	Press 1 (Credit)
BACK TIPS MORE	Press 6 (More)
AUTH TABS CLOSE	Press 1 (Auth)
AUTH ONLY SALE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMY	Key expiration date and press Enter
AUTH ONLY ENTER AMOUNT \$0.00	Key authorization amount and press Enter
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press 4 (Yes) to print customer receipt.
APPROVED #####	Press Clear to return to idle prompt

VOID Use this function to delete a transaction that is in the current batch.

IDLE PROMPT	Press 1 (Credit)
BACK TIPS MORE	Press 6 (More) two times
BACK VOID MORE	Press 5 (Void)
ENTER TRANS #	Key trans number and press Enter
VS SALE 003 SRV 0000 OK 00000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT>	Press 5 (Void)
VOID TRANS? YES NO	Press 4 (Yes)
PRINT CUST RECEIPT YES NO	Press 4 (Yes) to print customer receipt.
VS VOID SALE 0000 SRV 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT>	Press Clear to return to idle prompt

REFUND Use this function to issue a credit to the cardholder's account for goods or services.

IDLE PROMPT Press **1 (Credit)**

SALE REFUND FORCE Press **2 (Refund)**

CREDIT REFUND SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Key expiration date and press **Enter**

<CARD TYPE> REFUND ENTER AMOUNT \$0.00 Key amount and press **Enter**

PRINT CUST RECEIPT YES NO Press **4 (Yes)** to print customer receipt.

<CARD TYPE> REFUND RETURN ##### Press **Clear** to return to idle prompt

TIP ADJUSTMENT Use this function to add the tip amount to a transaction that is in the current batch.

IDLE PROMPT Press **1 (Credit)**

BACK TIPS MORE Press **5 (Tips)**

ENTER TRANS # Key trans number and press **Enter**

VS SALE 000 TIP \$0.00 AMOUNT \$1.00 XXXXXXXXXXXXXXXX <PREV EDIT NEXT> Press **5 (Edit)**

NEW TIP \$0.00 Key tip amount press **Enter**

VS SALE 00000 TIP \$0.10 AMOUNT \$1.10 XXXXXXXXXXXXXXXX <PREV EDIT NEXT> Press **Clear** to return to idle prompt

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

IDLE PROMPT Press **1 (Credit)**

BACK TIPS MORE Press **6 (More)** two times

REPRINT VIEW PRINT RPTS RPTS Press **3 (Print Reports)**

NET CARD CARD TOTALS TOTALS DETAILS Press the desired report to print

SERVER SERVER TABS TOTALS DETAILS

PRINTING REPORT... Press **Clear** to return to idle prompt

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

IDLE PROMPT Press **1 (Credit)**

BACK TIPS MORE Press **6 (More)** two times

REPRINT VIEW PRINT RPTS RPTS Press **2 (View Reports)**

NET CARD CARD TOTALS TOTALS DETAILS Press the desired report to view

SERVER SERVER TABS TOTALS DETAILS

TERMINAL MAY PROMPT: TRANS OR SERVER # Key transaction or server number and press **Enter**

VS VOID SALE 000 SVR 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV EDIT NEXT> Press **Clear** to return to idle prompt or press **6 (Next)** to scroll through other transactions

OPEN TIP REPORT Use this function to print a report showing all transactions with open tips.

IDLE PROMPT Press **1 (Credit)**

BACK TIPS MORE Press **6 (More)** three times

BACK OPEN TIPS Press **5 (Open Tips)**

SERVER ID Key server id Press **Enter** or Press **Enter** for all

PRINTING OPEN TIPS... Press **Clear** to return to idle prompt

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.

IDLE PROMPT Press **1 (Credit)**

BACK TIPS MORE Press **6 (More)**

AUTH TABS CLOSE Press **3 (Close)**

TOTALS CORRECT? \$\$.\$\$ YES NO Press **4 (Yes)**

DIALING.... Terminal communicates with the host for approval

BATCH CLOSE COMPLETE ##### Press **Clear** to return to idle prompt

FIRST DATA FD SERIES QUICK REFERENCE GUIDE

Restaurant

