

**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

**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**

TERMINAL MAY PROMPT: WAITING FOR TIP ENTRY ON PIN PAD WAITING FOR CASHBACK ENTRY ON PIN PAD Key requested information on pin pad and press **Enter**

TOTAL \$0.00 ENTER PIN 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

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

IDLE PROMPT Press **1 (Credit)**

BACK TIPS MORE 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

**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 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

**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.

REFUND RETURN ##### 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 amount and press **Enter**

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

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 001 Press **5 (Void)**  
CLK 0000 AVS = Y  
AMOUNT \$0.00  
XXXXXXXXXXXXXXXX  
<PREV VOID NEXT>

VOID TRANS? YES NO Press **4 (Yes)**

VOID COMPLETE

VS VOID SALE 0000 Press **Clear** to return to idle prompt  
CLK 0000 OK0000  
AMOUNT \$0.00  
XXXXXXXXXXXXXXXX  
<PREV VOID NEXT>

# FIRST DATA FD SERIES QUICK REFERENCE GUIDE

## Retail

**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 <b>1 (Credit)</b>
BACK TIPS MORE	Press <b>6 (More)</b> two times
REPRINT VIEW PRINT RPTS RPTS	Press <b>3 (Print Reports)</b>
NET CARD CARD TOTALS TOTALS DETAILS	Press the desired report to print
PRINTING REPORT....	Press <b>Clear</b> 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 <b>1 (Credit)</b>
BACK TIPS MORE	Press <b>6 (More)</b> two times
REPRINT VIEW PRINT RPTS RPTS	Press <b>2 (View Reports)</b>
NET CARD CARD TOTALS TOTALS DETAILS	Press the desired report to view
TERMINAL MAY PROMPT: TRANS OR CLERK#	Key trans or clerk number and press <b>Enter</b>
VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXX <PREV EDIT NEXT>	Press <b>Clear</b> to return to idle prompt or press <b>6 (Next)</b> to scroll through other transactions

**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 <b>1 (Credit)</b>
BACK TIPS MORE	Press <b>6 (More)</b>
AUTH TABS CLOSE	Press <b>3 (Close)</b>
TOTALS CORRECT? \$\$ \$\$ YES NO	Press <b>4 (Yes)</b>
DIALING.....	Terminal communicates with the host for approval
BATCH CLOSE COMPLETE #####	Press <b>Clear</b> to return to idle prompt

