

SALE (Swiped or Manually Keyped) 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 Touch **Credit**

SALE REFUND FORCE Touch **Sale**

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

EXPIRE DATE MMY Y 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 Touch **Yes** to print customer receipt

APPROVED OK 0000-00 AVS = XXX Touch **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 Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

REPRINT VIEW PRINT RPRT RPRT Touch **Reprint**

ENTER INVOICE # Key invoice number and press **Enter** or press **Enter** to reprint last receipt

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

REPRINT VIEW PRINT RPRT RPRT Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

VOID TABS OPEN TRANS TIPS Touch **Tabs**

OPEN CLOSE VOID Touch 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 Touch **Debit**

SALE REFUND Touch **Sale**

DEBIT SALE SWIPE CARD Swipe card on terminal or pin pad
Debit card can't be manually keyed

LAST FOUR ACCOUNT NUMBERS MATCH? #### YES NO Verify last 4 digits of account number and Touch **Yes**

EDS 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**

PLEASE ENTER PIN Instruct customer to enter PIN and press **Enter** **Do not ask customer for the PIN**

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

PRINT CUST RECEIPT? YES NO Touch **Yes** to print customer receipt

DEBIT SALE APPROVED 000000 Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Force**

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

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

VISA 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 Touch **Yes** to print customer receipt.

APPROVED ##### 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 Touch **Credit**

AUTH CLOSE INQUIRY Touch **Auth**

AUTH ONLY SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

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

VISA 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 Touch **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 Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

VOID TABS OPEN TRANS TIPS Touch **Void Trans**

ENTER INVOICE # TO VOID Key invoice number and press **Enter**

VS SALE 0000 SRV 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT> Touch **Void**

VOID TRANS? YES NO Touch **Yes**

VOID COMPLETE

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 Touch **Credit**

SALE REFUND FORCE Touch **Refund**

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

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

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

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

VISA REFUND APPROVED 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 Touch **Credit**

TIPS PENDING MORE Touch **Tips**
SALES

ENTER INVOICE # Key invoice number and press **Enter**

VS SALE 00000 Touch **Edit**
TIP \$0.00
AMOUNT \$1.00
XXXXXXXXXXXXXXXXXX
<PREV EDIT NEXT>

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

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

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 Touch **Credit**

TIPS PENDING MORE Touch **More**
SALES

REPRINT VIEW PRINT Touch **View Report**
RPRT RPRT

NET CARD CARD Touch the desired report to view
TOTALS TOTALS DETAILS
TABS SERVER SERVER
TOTALS DETAILS

TERMINAL MAY PROMPT: Key invoice or clerk number and press **Enter**
INVOICE OR CLERK#

VS VOID SALE 00000 Press **Clear** to return to idle prompt or press **Next** to scroll
CLK 0000 OK0000 through other transactions
AMOUNT \$0.00
XXXXXXXXXXXXXXXXXX
<PREV EDIT NEXT>

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 Touch **Credit**

TIPS PENDING MORE Touch **More**
SALES

REPRINT VIEW PRINT Touch **Print Report**
RPRT RPRT

NET CARD CARD Touch the desired report to view
TOTALS TOTALS DETAILS
TABS SERVER SERVER
TOTALS DETAILS

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

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE Touch **More**
SALES

VOID TABS OPEN Touch **Open Tips**
TRANS 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 Touch **Credit**

AUTH CLOSE INQUIRY Touch **Close**

TOTALS CORRECT? \$0.00 Touch **Yes** to confirm close
YES NO

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

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

FIRST DATA FD 400 QUICK REFERENCE GUIDE

Restaurant
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