

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 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**

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 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 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

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

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**

SALE AMT-\$0.00 CASH BACK AMT \$0.00 Key cash back 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

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 SALES Touch **Tips**

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

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

BALANCE INQUIRY Use this function to perform a Balance Inquiry.

IDLE PROMPT Touch **Credit**

AUTH CLOSE INQUIRY Touch **Inquiry**

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

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

DIALING... Terminal communicates with the host

APPROVED OK 0000 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 TRANS OPEN TIPS Touch **Void Trans**

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

VS SALE 00000 CLERK 00000 AMOUNT \$1.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT> Touch **Void**

VOID TRANS? YES NO Touch **Yes**

VOID COMPLETE Press **Clear** to return to idle prompt

VS VOID SALE 00000 CLK 0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT>

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

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	Key expiration date and press Enter
VISA FORCE SALE ENTER AMOUNT \$0.00	Key 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

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 YES NO	Touch Yes to confirm close
DIALING.....	Terminal communicates with the host for approval
BATCH CLOSE COMPLETE	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	Touch Credit
TIPS PENDING MORE SALES	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch View Report
NET CARD CARD TOTALS TOTALS DETAILS TABS SERVER SERVER TOTALS DETAILS	Touch the desired report to view
TERMINAL MAY PROMPT: INVOICE OR CLERK#	Key invoice or clerk number and press Enter
VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXX <PREV EDIT NEXT>	Press Clear to return to idle prompt or press Next to scroll through other transactions

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 SALES	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch Print Report
NET CARD CARD TOTALS TOTALS DETAILS TABS SERVER SERVER TOTALS DETAILS	Touch the desired report to view
PRINTING REPORT....	Press Clear to return to idle prompt

FIRST DATA FD 400 QUICK REFERENCE GUIDE

Retail
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