

<i>FUNTION</i>	<i>ACTION</i>	<i>TERMINAL DISPLAY</i>
ADJUST/ADD TIP	<ol style="list-style-type: none"> 1. Press ADJUST key. 2. Key in server number, up to 4 digits; press ENTER 3. Key in invoice # from original transaction; press ENTER 4. Base amount displays. If correct, press ENTER. If not correct, press CLEAR to return to enter new amount. 5. A) If total amount was not correct and CLEAR was pressed, base amount displays. If correct, press ENTER. If not correct amount, press CLEAR to enter new amount enter new amount B) If base amount is correct and ENTER was pressed, key in tip amount; press ENTER 6. Total amount displays If correct, press ENTER. If not correct, press CLEAR to enter new amount 	<p style="text-align: right;">DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD ADJUST 2. ENTER SERVER NUMBER 3. ENTER INVOICE NUMBER BASE AMOUNT \$\$.\$\$ 4. CORRECT? YES OR NO 5. A) IF TOTAL NOT CORRECT BASE AMOUNT \$\$.\$\$ CORRECT? YES OR NO B) IF BASE AMT IS CORRECT: TIP AMOUNT \$\$.\$\$ ENTER TIP \$\$.\$\$ TOTAL \$\$.\$\$ 6. CORRECT? YES OR NO
MANUAL CARD ENTRY	<ol style="list-style-type: none"> 1. A) Enter card number manually; press ENTER B) Enter expiration date of the card; press ENTER 2. Take imprint of customer's card 3. Key in server number, up to 4 digits; press ENTER 4. Key amount of sale; press ENTER 5. Key in amount of tip; press ENTER 6. Verify if total is correct. 7. No action while terminal processes transaction. 8. Record auth number and code; press ENTER. 	<p style="text-align: right;">DATE TIME</p> <ol style="list-style-type: none"> 1. A) ##### B) EXPIRATION DATE MMY [CARD TPYE] [SALE] 2. TAKE IMPRINT OF CARD 3. ENTER SERVER NUMBER 4. BASE AMOUNT \$\$.\$\$ 5. AMOUNT OF TIP \$\$.\$\$ 6. CORRECT? YES OR NO 7. DIALING NOW PROCESSING NOW 8. APPROVAL #####
BATCH REVIEW	<ol style="list-style-type: none"> 1. Press BATCH REVIEW key. 2. Key in server number, up to 4 digits; press ENTER or press ENTER for all. 3. Press ENTER to view transactions by invoice number in descending order. Press CLEAR to view transactions in ascending order. 4. Press BACKSPACE (←) to view detail of individual transaction. 5. Press BACKSPACE (←) to view more detail of a transaction. 	<p style="text-align: right;">DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CARD REVIEW 2. ENTER SERVER NUMBER SRV: ##### INV: [INVOICE#] 3. [TRANS TYPE \$\$.\$\$ APPROVAL ##### 4. CARD NUMBER SEQUENCE NO. ##### 5. DATE TIME
BATCH SETTLEMENT	<ol style="list-style-type: none"> 1. Press SETTLEMENT key. 2. Key in your password (0000); press ENTER. 3. To settle all card types, press ENTER. To settle specific card types, key in Host number, press ENTER. Host numbers may be viewed by pressing FUNTION 8. 4. No action while terminal is processing. 5. Press ENTER to accept value displayed or CLEAR to return to idle prompt. 6. Press ENTER to accept value displayed or CLEAR to return to idle prompt. 7. Terminal connects to host to transmit batch information. This displays when process is complete. 	<p style="text-align: right;">DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD [CARD TPYE] SETTLE 2. ENTER PASSWORD 3. HOST NUMBER (ID#) SCANNING BATCH 4. PLEASE WAIT 5. SALES TOTAL \$\$.\$\$ CORRECT? YES OR NO REFUNDS TOTAL \$\$.\$\$ 6. CORRECT? YES OR NO BATCH NUMBER ##### 7. RECONCILE COMPLETE \
REPORTS	<ol style="list-style-type: none"> 1. Press REPORTS key 2. Key in report number; press ENTER. Printer generates report. 	<p style="text-align: right;">DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD 2. 2=SERVER 3=AUDIT 4=SUMMARY 5=O TABS

<i>FUNTION</i>	<i>ACTION</i>	<i>TERMINAL DISPLAY</i>
SERVER REPORTS	<ol style="list-style-type: none"> 1. Press REPORTS key. 2. Key in 2; press ENTER 3. Key in selection; press ENTER 4. Key in server number, up to 4 digits, press ENTER or press ENTER for all. 5. Printer generates report. 	<p>DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD 2. 2=SERVER 3=AUDIT 4=SUMMARY 5=O TABS 3. 1=DETAIL 2=SUMMARY 3=UNADJUSTED 4. ENTER SERVER NUMBER 5. SCANNING BATCH
REPRINT RECEIPT	<ol style="list-style-type: none"> 1. Press REPRINT key. 2. Key in invoice number of original transaction; press ENTER or press ENTER for last transaction. 3. Printer generates receipt. 	<p>DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD REPRINT INVOICE 2. ENTER INVOICE NUMBER [INVOICE#] \$\$.\$\$ 3. REPRINT COMPLETE
DISPLAY TOTALS	<ol style="list-style-type: none"> 1. Press TOTALS key. 2. No action while terminal processes request. 3. Total values display. Pres BACKSPACE (←) to toggle between displays of Net Refund Totals and Net Sales Totals for a card type. 4. Press ENTER to review net sales for next card type or CLEAR to review previous card type totals. 	<p>DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD 2. SCANNING BATCH PLEASE WAIT TOTALS \$\$.\$\$ 3. ## ITEMS TOTALS \$\$.\$\$ 4. ## ITEMS

TERMINAL RESPONSES	
REASON/ACTION	TERMINAL DISPLAY
PLEASE CALL:	A call to the authorization center is required to complete the transaction. Merchant must perform an offline entry to create a transaction for settlement, after receiving an approval.
PLEASE CALL – CC:	Card had been reported stolen. A call to the authorization center is required. Obtain another form of payment.
PLEASE CALL – LC:	Card had been reported lost. A call to the authorization center is required. Obtain another form of payment.
CALL HELP – NT:	No terminal parameters. The terminal ID is not recognized by the host as a valid terminal ID, or the host terminal records are incomplete. Call the Help Desk.
CALL HELP – RE:	Card Reader Error - retry card
CALL HELP – SQ:	Sequence number is duplicate. Indicates terminal or system error. Call the Help Desk
CALL HELP – TR:	Invalid transaction. Call the Help Desk
DECLINED:	Transaction has been declined by bank or bank network. Obtain another form of payment.
EXPIRED CARD:	Card Expired. Obtain another form of payment.
INCORRECT PIN:	(Debit) Incorrect Personal Identification Number. Re-enter correct number (this action is performed by the cardholder).
INVALID TRANSACTION:	Transaction is not allowed at the terminal.
PLEASE WAIT:	Terminal is waiting for further instructions from host.