

**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.

Press **[Credit]**

Press **[Sale]**

Swipe card or manually key card number and press **[Enter]**

Key expiration date and press **[Enter]**

Key amount and press **[Enter]**

Key tip amount and press **[Enter]**

Terminal communicates with the host for approval

Press **[Yes]** to print customer receipt

Press **[Clear]** to return to idle prompt

APPROVED OK 0000-00  
AVS = XXX

CHECK CREDIT DEBIT

SALE REFUND FORCE

CREDIT SALE SWIPE CARD

EXPIRE DATE MMY Y

VISA SALE ENTER AMOUNT \$0.00

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00

DIALING.....

PRINT CUST RECEIPT YES NO

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

Press **[Credit]**

Press **[More]** two times

Press **[Reprint]**

Key trans number and press **[Enter]** or press **[Enter]** to reprint last receipt

Press **[Yes]** to print customer receipt

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT

SALE REFUND FORCE BACK TIPS MORE

VIEW PRINT REPRINT RPRT RPRT

ENTER TRANS #

PRINT CUST RECEIPT YES NO

VIEW PRINT REPRINT RPRT RPRT

**PRE-SALE** Use this procedure to print a generic offline non-sale receipt which will include a printed pre tip amount and a blank line for tips and totals.

Press **[Credit]**

Press **[MORE]**

Press **[MORE]**

Press **[PRE-SALE]**

Key amount and press **[Enter]**

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT

SALE REFUND FORCE BACK TIPS MORE

AUTH TABS CLOSE BACK MORE

BACK PRE-SALE MORE

PRE-SALE ENTER AMOUNT \$0.00

PRINTING PRE-SALE RECEIPT

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

Press **[Debit]**

Press **[Sale]**

Swipe card on terminal or pin pad  
**Debit card can't be manually keyed**

Key last 4 digits of account number and press **[Yes]**

Key amount and press **[Enter]**

Key cashback amount and press **[Enter]**

Key tip amount and press **[Enter]**

Instruct customer to enter PIN via PIN pad and press **[Enter]** **Do not ask customer for the PIN**

Terminal communicates with the host for approval

Press **[Yes]** to print customer receipt

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT

SALE REFUND

DEBIT SALE SWIPE CARD

ENTER LAST 4 DIGITS

DEBIT SALE ENTER AMOUNT \$0.00

CASH-BACK AMT? \$0.00

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00

TOTAL ENTER PIN \$0.00

DIALING.....

PRINT CUST RECEIPT? YES NO

DEBIT SALE APPROVED 000000

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

Press **[Credit]**

Press **[Force]**

Swipe card or manually key card number and press **[Enter]**

Key expiration date and press **[Enter]**

Key amount and press **[Enter]**

Key tip amount and press **[Enter]**

Key authorization number that was obtained by the voice authorization center and press **[Enter]**

Terminal communicates with the host for approval

Press **[Yes]** to print customer receipt

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT

SALE REFUND FORCE

CREDIT FORCE SWIPE CARD

EXPIRE DATE MMY Y

VISA FORCE SALE ENTER AMOUNT \$0.00

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00

ENTER AUTH CODE

DIALING.....

PRINT CUST RECEIPT YES NO

APPROVED #####

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

Press **[Credit]**

Press **[More]**

Press **[Tabs]**

Press desired option, follow terminal prompts to complete transaction. Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT

SALE REFUND FORCE BACK TIPS MORE

AUTH TABS CLOSE

OPEN CLOSE VOID

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

Press **[Credit]**

Press **[More]**

Press **[Auth]**

Swipe card or manually key card number and press **[Enter]**

Key expiration date and press **[Enter]**

Key authorization amount and press **[Enter]**

Terminal communicates with the host for approval

Press **[Yes]** to print customer receipt

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT

SALE REFUND FORCE BACK TIPS MORE

AUTH TABS CLOSE

AUTH ONLY SALE SWIPE CARD

EXPIRE DATE MMY Y

VISA AUTH ONLY ENTER AMOUNT \$0.00

DIALING.....

PRINT CUST RECEIPT YES NO

APPROVED #####

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

Press **[Credit]**

Press **[More]** 3 times

Press **[Void Trans]**

Key trans number and press **[Enter]**

Press **[Void]**

Press **[Yes]**

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT

SALE REFUND FORCE BACK TIPS MORE

VOID DELETE SETUP TRANS BATCH PARMS

ENTER TRANS # TO VOID

VS SALE 003 SRV 0000 OK 00000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <-PREV VOID NEXT>

VOID TRANS? YES NO

PRINTING RECEIPT

VS VOID SALE 00000 SRV 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <-PREV VOID NEXT>

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

Press **[Credit]**

Press **[Refund]**

Swipe card or manually key card number and press **[Enter]**

Key expiration date and press **[Enter]**

Key amount and press **[Enter]**

Press **[Yes]** to print customer receipt.

Press **[Clear]** to return to idle prompt.

CHECK CREDIT DEBIT
SALE REFUND FORCE
CREDIT REFUND SWIPE CARD
EXPIRE DATE MMY
<CARD TYPE> REFUND ENTER AMOUNT \$0.00
PRINT CUST RECEIPT YES NO
VISA REFUND APPROVED

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

Press **[Credit]**

Press **[Tips]**

Key trans number and press **[Enter]**

Press **[Edit]**

Key tip amount press **[Enter]**

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT
SALE REFUND FORCE BACK TIPS MORE
ENTER TRANS #
VS SALE 000 TIP \$0.00 AMOUNT \$1.00 XXXXXXXXXXXXXXXX <PREV EDIT NEXT>
NEW TIP \$0.00
VS SALE 00000 TIP \$0.10 AMOUNT \$1.10 XXXXXXXXXXXXXXXX <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).

Press **[Credit]**

Press **[More]** two times

Press **[Print Report]**

Press the desired report to print

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT
SALE REFUND FORCE BACK TIPS MORE
VIEW PRINT REPRINT RPRT RPRT
NET CARD CARD TOTAL TOTAL DETAIL
PRINTING REPORT....

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

Press **[Credit]**

Press **[More]** two times

Press **[View Report]**

Press the desired report to view

Key invoice or clerk number and press **[Enter]**

Press **[Clear]** to return to idle prompt or press **[Next]** to scroll through other transactions

CHECK CREDIT DEBIT
SALE REFUND FORCE BACK TIPS MORE
VIEW PRINT REPRINT RPRT RPRT
NET CARD CARD TOTAL TOTAL DETAIL
TERMINAL MAY PROMPT: INVOICE OR CLERK#
VS VOID SALE 000 SVR 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV EDIT NEXT>

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

Press **[Credit]**

Press **[More]** three times

Press **[Open Tips]**

Key server id Press **[Enter]** or Press **[Enter]** for all

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT
SALE REFUND FORCE BACK TIPS MORE
OPEN BATCH BATCH TIPS UNLOCK HISTORY
SERVER ID
PRINTING OPEN TIPS...

**BATCH TOTALS BY SERVER** Use this function to print tips, cash and grand totals for each server.

Press **[Credit]**

Press **[More]** two times

Press **[Print Report]**

Press **[Server Totals]**

Key server id Press **[Enter]** or Press **[Enter]** for all

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT
SALE REFUND FORCE BACK TIPS MORE
VIEW PRINT REPRINT RPRT RPRT
SERVER SERVER TABS TOTAL DETAIL
SERVER ID
PRINTING SERVER TOTALS...

**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.

Press **[Credit]**

Press **[More]**

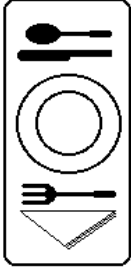
Press **[Close]**

Terminal communicates with the host for approval

Press **[Clear]** to return to idle prompt

CHECK CREDIT DEBIT
SALE REFUND FORCE BACK TIPS MORE
AUTH TABS CLOSE
DIALING....
BATCH/CLOSE COMPLETE

# FIRST DATA FD SERIES QUICK REFERENCE GUIDE



Restaurant  
{FDO1001}

## VOICE AUTHORIZATION NUMBERS

MC/VIS \_\_\_\_\_

AMEX \_\_\_\_\_

DISCOVER/NOVUS \_\_\_\_\_

OTHER \_\_\_\_\_

CUSTOMER SUPPORT \_\_\_\_\_

## PROGRAMMING INFORMATION

Merchant Number \_\_\_\_\_

Merchant ID (MID) \_\_\_\_\_

Terminal ID (TID) \_\_\_\_\_

Download Telephone Number \_\_\_\_\_

Touch Tone or Rotary Dial \_\_\_\_\_