

SALE (Swiped or Manually Keved) 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]**

Press **[Yes]** if the card is present or Press **[No]** if the card is not present

Key amount and press **[Enter]**

Key the first 5 digits of the customer's address and press **[Enter]**

Key customer's zip code 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 SALE SWIPE CARD
EXPIRE DATE MMY
CARD PRESENT? YES NO
VISA SALE ENTER AMOUNT \$0.00
ADDRESS
ZIP CODE
DIALING....
PRINT CUST RECEIPT YES NO
VISA SALE AUTH/TKT 0000-00 AVS = XXX

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 amount and press **[Enter]**

Key requested information on pin pad 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
DEBIT SALE ENTER AMOUNT \$0.00
TERMINAL MAY PROMPT: WAITING FOR TIP ENTRY ON PIN PAD WAITING FOR CASHBACK ENTRY ON PIN PAD
TOTAL ENTER PIN \$0.00
DIALING....
PRINT CUST RECEIPT? YES NO
DEBIT SALE APPROVED 000000

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

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 amount and press **[Enter]**

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
AUTH ONLY SALE SWIPE CARD
EXPIRE DATE MMY
VISA AUTH ONLY ENTER AMOUNT \$0.00
DIALING....
APPROVED #####

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
VISA FORCE SALE ENTER AMOUNT \$0.00
TERMINAL MAY PROMPT: TIP AMOUNT
ENTER AUTH CODE
DIALING....
PRINT CUST RECEIPT YES NO
APPROVED #####

PRESALE 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 **[Presale]**

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 PRESALE MORE
PRE SALE ENTER AMOUNT \$0.00
PRINTING PRE SALE RECEIPT

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

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

Press **[Credit]**

CHECK CREDIT DEBIT

Press **[More]** 3 times

SALE REFUND FORCE
BACK TIPS MORE

Press **[Void Trans]**

VOID DELETE SETUP
TRANS BATCH PARMS

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

ENTER TRANS # TO VOID

VS SALE 001
CLK 000 AVS = Y
AMOUNT \$0.00
XXXXXXXXXXXXXXXXXX
<PREV VOID NEXT>

Press **[Yes]**

VOID TRANS?
YES NO

VOID COMPLETE

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

VS VOID SALE 00000
CLK 000 OK0000
AMOUNT \$0.00
XXXXXXXXXXXXXXXXXX
<PREV VOID 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]**

CHECK CREDIT DEBIT

Press **[More]** two times

SALE REFUND FORCE
BACK TIPS MORE

Press **[Print Report]**

VIEW PRINT REPRINT
RPRT RPRT

Press the desired report to print

NET CARD CARD
TOTAL TOTAL
TOTAL DETAIL

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

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]**

CHECK CREDIT DEBIT

Press **[More]** two times

SALE REFUND FORCE
BACK TIPS MORE

Press **[View Report]**

VIEW PRINT REPRINT
RPRT RPRT

Press the desired report to view

NET CARD CARD
TOTAL TOTAL
TOTAL DETAIL

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

TERMINAL MAY PROMPT:
TRANS OR CLERK#

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

VS VOID SALE 00000
CLK 0000 OK0000
AMOUNT \$0.00
XXXXXXXXXXXXXXXXXX
<PREV EDIT NEXT>

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]**

CHECK CREDIT DEBIT

Press **[More]**

SALE REFUND FORCE
BACK TIPS MORE

Press **[Close]**

AUTH TABS CLOSE

Terminal communicates with the host for approval

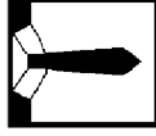
DIALING....

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

BATCH CLOSE OKAY

FIRST DATA FD SERIES

QUICK REFERENCE GUIDE



Retail
{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 _____