

**SALE (Swiped or Manually Keypad)** 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]**

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

VOID TRANS?
YES NO

VOID COMPLETE

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]**

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 trans 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:
TRANS OR CLERK#

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]**

Press **[More]**

Press **[Close]**

Terminal communicates with the host for approval

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

```

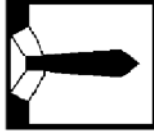
CHECK CREDIT DEBIT
SALE REFUND FORCE
BACK TIPS MORE

AUTH TABS CLOSE

DIALING....

BATCH CLOSE 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 \_\_\_\_\_