SALE
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 2: Select [F1] for Sale
Step 3: Swipe Card or Enter Card Number Followed by the Green [Enter] Key.
Step 4: If Prompted, Select the corresponding [F] key for desired tender.
Step 5: Enter Sale Amount Followed by the Green [Enter] Key.
Step 6: If Prompted, Enter the Tip Amount followed by the Green [Enter] Key.
Step 7: If Prompted, Enter the Clerk Number Followed by the Green [Enter] Key.
Step 8: Transaction Processes.
Step 9: Merchant Copy of Receipt Prints.
Step 10: Press [Enter] for Customer Copy of Receipt Prints if desired.

TIP AFTER SALE *
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID
Step 2: Press [F3] for Tip
Step 3: Enter the reference Number including leading Os from the Receipt followed by the Green [Enter] Key
Step 4: Enter Tip Amount followed by the Green [Enter] Key
Step 5: Transaction Processes
Step 6: Merchant Copy of Receipt Prints
Step 7: Press [Enter] for Customer Copy of Receipt if Desired
* If your terminal doesn’t have this functionality and you would like to add it, please call Merchant Services 800.576.9279

SETTLE BATCH
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID
Step 2: Select [F3] for Batch.
Step 3: Select [F2] to Close Batch.
Step 4: Batch Receipt Prints.

REVIEW BATCH TOTALS
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID
Step 2: Select [F3] for Batch.
Step 3: Select [F1] to Review Batch
Step 4: Use Purple Keys Below to Display Screen to Scroll Through Transactions.
Step 5: Select [Done] When Finished.

REPRINT LAST RECEIPT
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID
Step 2: Select [More] Using the Left Most Purple Key Below Display Screen
Step 3: Select [F2] for Re-Print Last.
Step 4: Merchant and Customer Copies of Receipt Print.

REPORTS
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 2: Select [F4] for Reports
Step 3: Select [F1] to Print Batch Totals Report
Select [F2] to Print Batch Transaction Detail Report
Select [F3] to Print Server Report
Select [F4] to Print a Configuration Report
(Manager Password [111111] is Required)
Step 4: Selected Report Prints.

CHANGE DATE AND TIME
Step 1: Press F2 and F4 Simultaneously.
Step 2: Enter System Password [1-Alpha-Alpha-6-6-8-3-1] Followed by the Green Enter key.
Step 3: Press the Far left purple key.
Step 4: Press Number 3 on the keypad for clock.
Step 5A: To Change Time Press 2 on the keypad. Enter the Hour and Minutes then press Green enter key.
Step 5B: To Change Date Press 3 on the keypad. Enter the Month Enter Day, Enter year then press Green enter key.
Step 6: Select the Red X key until you see the Option to Restart. Press the number 3 to restart and return to Main menu.

CampusCash powered by TRANSACT

For your convenience, you can set up an account on our online reporting portal (https://www.bbone.com), where you can track your transactions, deposits, monthly statements, etc. at any time. If you need help signing up, please call Merchant Support at 888.381.8054.

Receipt Paper - 2.25 x 50 ft [max] thermal paper. We do not fulfill orders for more receipt paper. Additional receipt paper for your terminal can be purchased at office supply stores or online. Remember to save your receipts for up to 180 days to avoid risk of loss.

Need Help?
Call Merchant Support 888.381.8054