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.

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.

REFUND
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 2: Select [F2] for Refund.
Step 3: Enter Manager Password [111111].
Step 4: Swipe Card or Enter Card Number Followed by the Green [Enter] Key.
Step 5: Enter the Refund Amount.
Step 6: Enter the Clerk Number is Prompted Followed by the Green [Enter] Key.
Step 7: Transaction Processes.

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 Totala Report.
Step 4: Select [F2] to Print Batch Transaction Detail Report.
* (Manager Password is Required).
Step 7: Select Report Prints.

CHANGE DATE AND TIME
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 2: Enter System Password [1-Alpna-Alphain6-8-3-1] Followed by the Green [Enter] Key.
Step 4: Enter Year, Enter Month, Enter Day, then Press the Green [Enter] Key.
Step 5: Enter Hour and Minutes, then Press the Green [Enter] Key.

Need Help?
Call Merchant Services 888.381.8054