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 0s 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

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.

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.

REPRINT LAST RECEIPT
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.
Step 4: Select [F2] to Print Batch Transaction Detail Report.
Step 7: Select [Enter] to return to Main Menu.

REPORTS
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 2: Press [F2] and [F4] at the same time.
Step 3: Enter System Password [1-Alpha-Apha-6-6-6-6-6-1] Followed by the Green [Enter] Key.
Step 4: Press the Purple Tip button to advance to Sys Mode Menu 2.
Step 5: Select [F4] for Clock.
Step 6: Select Edit Date or Edit Time.
Step 7: Enter Month, Enter Day, Enter Year then Press the Green [Enter] Key.
Step 8: Press the Green Enter key to confirm Date and Time on screen.
Step 9: Press the Purple “More” button to advance back to Sys Mode Menu 1.

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Need Help?
Call Merchant Services 888.381.8054