

# HyperWare® Retail Software

## Quick Reference Card

Optimum T4100 SPOS32

**Note:** Printing a second receipt, the customer receipt, is an option for all transactions.

### Credit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Swipe credit card through card reader.
AMOUNT \$0.00	Enter amount of sale, press <b>ENTER</b> .
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

### Debit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Debit</b> button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
AMOUNT \$0.00	Enter amount of sale, press <b>ENTER</b> .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

### EBT Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>EBT</b> button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
1-FOOD STAMP 2-CASH BENEFIT	Press <b>1</b> for FOOD STAMP or <b>2</b> for CASH BENEFIT, press <b>ENTER</b> .
SALE AMOUNT \$0.00	Enter amount of sale, press <b>ENTER</b> .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

### Credit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Refund</b> button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
AMOUNT \$0.00	Enter amount of refund, press <b>ENTER</b> .
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

### Debit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Debit</b> and <b>Refund</b> buttons.
SWIPE CUSTOMER CARD	Swipe card through card reader.
AMOUNT \$0.00	Enter amount of refund, press <b>ENTER</b> .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	



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## Reprint Last Receipt

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Function, 72</b> , then <b>ENTER</b> .
1-MERCHANT RECPT 2-CUSTOMER RECPT	Press <b>1</b> for MERCHANT RECEIPT or press <b>2</b> for CUSTOMER RECEIPT, then <b>ENTER</b> .
REPRINT COMPLETE	Receipt is printed.

## Offline/Force

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Offline</b> button.
**OFFLINE MODE** ENTER ACCOUNT NUMBER	Enter card number, press <b>ENTER</b> .
EXPIRATION DATE MMY	Enter expiration date, press <b>ENTER</b> .
AMOUNT \$0.00	Enter amount of sale, press <b>ENTER</b> .
ENTER APPROVAL CODE	Enter approval code from voice authorization.
TRANSACTION ACCEPTED	Offline/Force is complete.

## Batch Report (Summary)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Reports</b> button.
3-AUDIT 4-SUMMARY	Press menu key corresponding to <b>Summary</b> .
SCANNING BATCH	Terminal scans for Batch Totals and prints Summary Report.

## Batch Report (Audit)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Reports</b> button.
3-AUDIT 4-SUMMARY	Press menu key corresponding to <b>Audit</b> .
HOST NUMBER	Enter Host Number or '0' for all hosts.
PRINTING	Audit report is printed.

## Batch Settle

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Settle</b> button.
ENTER PASSWORD	Enter password, press <b>ENTER</b> .
HOST NUMBER	Press <b>0</b> for all hosts or enter Host Number, then <b>ENTER</b> .
SCANNING BATCH	Terminal scans for Batch Totals.
SALES TOTAL CORRECT?	Press <b>YES</b> to confirm sale.
REFUND TOTAL CORRECT?	Press <b>YES</b> to confirm refund total.
SCANNING BATCH	Terminal scans for Batch Totals.
COMMS	Terminal dials host.
RESPONSE	Settlement is complete.
Approval 123456	
SCANNING BATCH	Settlement report is printed.



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Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
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AMOUNT \$0.00	Enter amount of refund, press <b>ENTER</b> .
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
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### Debit Refund

Terminal Display	Action
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Terminal Display	Action
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3-AUDIT 4-SUMMARY	Press menu key corresponding to <b>Audit</b> .
HOST NUMBER	Enter Host Number or '0' for all hosts.
PRINTING	Audit report is printed.

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Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Settle</b> button.
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HOST NUMBER	Press <b>0</b> for all hosts or enter Host Number, then <b>ENTER</b> .
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