

## Touch-tone ETC Quick Reference Guide

**Automated Response Unit (ARU)**  
**800-228-1111**



### Authorization Only:

Dial 1-800-228-1111.

You may elect to hear computer prompts prior to entering the information by pressing the # key. If the # key is not pressed, you respond to computer tones by entering the following information, concluding each entry by pressing the # key.

- Merchant account number #
- Cardholder account number #
- Expiration date #
- Amount #

You can enter multiple cardholder transactions in the same call.

### Authorization and Draft Capture (ETC only):

Dial 1-800-228-1111.

You must press 70 # after hearing the computer tone and then enter the following information, concluding each entry by pressing the # key.

- Merchant account number #
- Transaction code #
  1. Sale (authorization and ticket)
  2. Return
  3. Ticket Only
  4. Authorization Only
  5. Void Sale
  6. Void Return

7. Void Ticket Only
  9. Deposit amount from previous day
  0. Close Batch
- Cardholder account number #
  - Expiration date #
  - Amount #

You can enter multiple authorization requests on the same call.