

**SALE (Swiped or Manually Keyed)** Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE	Press <b>Sale</b>
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and press <b>Enter</b>
EXPIRE DATE MMY	Key expiration date and press <b>Enter</b>
VISA SALE ENTER AMOUNT \$0.00	Key amount and press <b>Enter</b>
TERMINAL MAY PROMPT: TIP AMOUNT \$0.00	Key tip amount and press <b>Enter</b>
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press <b>Yes</b> to print customer receipt
APPROVED OK 0000-00 AVS = XXX	Press <b>Clear</b> to return to idle prompt

**REPRINT** Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>More</b> two times
VIEW PRINT REPRINT RPRT RPRT	Press <b>Reprint</b>
ENTER TRANS # #	Key trans number and press <b>Enter</b> or press <b>Enter</b> to reprint last receipt
PRINT CUST RECEIPT YES NO	Press <b>Yes</b> to print customer receipt.
VIEW PRINT REPRINT RPRT RPRT	Press <b>Clear</b> to return to idle prompt

**PRE-SALE** Use this procedure to print a generic offline non-sale receipt which will include a printed pre tip amount and a blank line for tips and totals.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>MORE</b>
AUTH TABS CLOSE BACK MORE	Press <b>MORE</b>
BACK PRESALE MORE	Press <b>PRESALE</b>
PRE SALE ENTER AMOUNT \$0.00	Key amount and press <b>Enter</b>
PRINTING PRE SALE RECEIPT	Press <b>Clear</b> to return to idle prompt

**DEBIT SALE (with Cash Back)** Use this function to authorize and capture transactions for settlement.

CHECK CREDIT DEBIT	Press <b>Debit</b>
SALE REFUND	Press <b>Sale</b>
DEBIT SALE SWIPE CARD	Swipe card on terminal or pin pad <b>Debit card can't be manually keyed</b>
ENTER LAST 4 DIGITS	Key last 4 digits of account number and Press <b>Yes</b>
DEBIT SALE ENTER AMOUNT \$0.00	Key amount and press <b>Enter</b>
CASHBACK AMT? \$0.00	Key cashback amount and press <b>Enter</b>
TERMINAL MAY PROMPT: TIP AMOUNT \$0.00	Key tip amount and press <b>Enter</b>
TOTAL \$0.00 ENTER PIN	Instruct customer to enter PIN via PIN pad and press <b>Enter</b> . <b>Do not ask customer for the PIN</b>
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT? YES NO	Press <b>Yes</b> to print customer receipt
DEBIT SALE APPROVED 000000	Press <b>Clear</b> to return to idle prompt

**FORCE SALE** Use this function to capture transactions when voice approval has been obtained.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE	Press <b>Force</b>
CREDIT FORCE SWIPE CARD	Swipe card or manually key card number and press <b>Enter</b>
EXPIRE DATE MMY	Key expiration date and press <b>Enter</b>
VISA FORCE SALE ENTER AMOUNT \$0.00	Key amount and press <b>Enter</b>
TERMINAL MAY PROMPT: TIP AMOUNT \$0.00	Key tip amount and press <b>Enter</b>
ENTER AUTH CODE	Key authorization number that was obtained by the voice authorization center and press <b>Enter</b>
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press <b>Yes</b> to print customer receipt.
APPROVED #####	Press <b>Clear</b> to return to idle prompt

**TAB PROCESSING** Use this function to open, close or void tab transactions.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>More</b>
AUTH TABS CLOSE	Press <b>Tab</b>
OPEN CLOSE VOID	Press desired option, follow terminal prompts to complete transaction. Press <b>Clear</b> to return to idle prompt

**AUTHORIZATION ONLY** This procedure is to authorize a credit card transaction. This will not capture in the terminal.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>More</b>
AUTH TABS CLOSE	Press <b>Auth</b>
AUTH ONLY SALE SWIPE CARD	Swipe card or manually key card number and press <b>Enter</b>
EXPIRE DATE MMY	Key expiration date and press <b>Enter</b>
VISA AUTH ONLY ENTER AMOUNT \$0.00	Key authorization amount and press <b>Enter</b>
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press <b>Yes</b> to print customer receipt.
APPROVED #####	Press <b>Clear</b> to return to idle prompt

**VOID** Use this function to delete a transaction that is in the current batch.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>More</b> 3 times
VOID DELETE SETUP TRANS BATCH PARMS	Press <b>Void Trans</b>
ENTER TRANS # # TO VOID	Key trans number and press <b>Enter</b>
VS SALE 003 SRV 0000 OK 00000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXX <PREV VOID NEXT>	Press <b>Void</b>
VOID TRANS? YES NO	Press <b>Yes</b>
PRINTING RECEIPT	
VS VOID SALE 00000 SRV 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXX <PREV VOID NEXT>	Press <b>Clear</b> to return to idle prompt

**REFUND** Use this function to issue a credit to the cardholder's account for goods or services.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE	Press <b>Refund</b>
CREDIT REFUND SWIPE CARD	Swipe card or manually key card number and press <b>Enter</b>
EXPIRE DATE MMY	Key expiration date and press <b>Enter</b>
<CARD TYPE> REFUND ENTER AMOUNT \$0.00	Key amount and press <b>Enter</b>
PRINT CUST RECEIPT YES NO	Press <b>Yes</b> to print customer receipt.
VISA REFUND APPROVED	Press <b>Clear</b> to return to idle prompt

**TIP ADJUSTMENT** Use this function to add the tip amount to a transaction that is in the current batch.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>Tips</b>
ENTER TRANS # #	Key trans number and press <b>Enter</b>
VS SALE 000 TIP \$0.00 AMOUNT \$1.00 XXXXXXXXXXXXXX <PREV EDIT NEXT>	Press <b>Edit</b>
NEW TIP \$0.00	Key tip amount press <b>Enter</b>
VS SALE 00000 TIP \$0.10 AMOUNT \$1.10 XXXXXXXXXXXXXX <PREV EDIT NEXT>	Press <b>Clear</b> to return to idle prompt

**REPORTS** Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>More</b> two times
VIEW PRINT REPRINT RPRT RPRT	Press <b>Print Report</b>
NET CARD CARD TOTAL TOTAL DETAIL	Press the desired report to print
PRINTING REPORT....	Press <b>Clear</b> to return to idle prompt

**REVIEWS** Various types of detail and totals reviews can be generated for transactions in the current batch (transactions that have not yet been settled).

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>More</b> two times
VIEW PRINT REPRINT RPRT RPRT	Press <b>View Report</b>
NET CARD CARD TOTAL TOTAL DETAIL	Press the desired report to view
TERMINAL MAY PROMPT: INVOICE OR CLERK#	Key invoice or clerk number and press <b>Enter</b>
VS VOID SALE 000 SVR 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXX <PREV EDIT NEXT>	Press <b>Clear</b> to return to idle prompt or press <b>Next</b> to scroll through other transactions

**OPEN TIP REPORT** Use this function to print a report showing all transactions with open tips.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>More</b> three times
OPEN BATCH BATCH TIPS UNLOCK HISTORY	Press <b>Open Tips</b>
SERVER ID	Key server id Press <b>Enter</b> or Press <b>Enter</b> for all
PRINTING OPEN TIPS...	Press <b>Clear</b> to return to idle prompt

**BATCH TOTALS BY SERVER** Use this function to print tips, cash and grand totals for each server.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>More</b> two times
VIEW PRINT REPRINT RPRT RPRT	Press <b>Print Report</b>
SERVER SERVER TABS TOTAL DETAIL	Press <b>Server Totals</b>
SERVER ID	Key server id Press <b>Enter</b> or Press <b>Enter</b> for all
PRINTING SERVER TOTALS...	Press <b>Clear</b> to return to idle prompt

**SETTLE** Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

CHECK CREDIT DEBIT	Press <b>Credit</b>
SALE REFUND FORCE BACK TIPS MORE	Press <b>More</b>
AUTH TABS CLOSE	Press <b>Close</b>
DIALING....	Terminal communicates with the host for approval
BATCH CLOSE COMPLETE	Press <b>Clear</b> to return to idle prompt

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### VOICE AUTHORIZATION NUMBERS

MC/VS \_\_\_\_\_  
 AMEX \_\_\_\_\_  
 DISCOVER/NOVUS \_\_\_\_\_  
 OTHER \_\_\_\_\_  
 CUSTOMER SUPPORT \_\_\_\_\_

### PROGRAMMING INFORMATION

Merchant Number \_\_\_\_\_  
 Merchant ID (MID) \_\_\_\_\_  
 Terminal ID (TID) \_\_\_\_\_  
 Download Telephone Number \_\_\_\_\_  
 Touch Tone or Rotary Dial \_\_\_\_\_