

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 Credit
SALE REFUND FORCE	Press Sale
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMY	Key expiration date and press Enter
CARD PRESENT? YES NO	Press Yes if the card is present or Press No if the card is not present
VISA SALE ENTER AMOUNT \$0.00	Key amount and press Enter
ADDRESS	Key the first 5 digits of the customer's address and press Enter
ZIP CODE	Key customer's zip code and press Enter
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Press Yes to print customer receipt
VISA SALE AUTH/TKT 0000-00 AVS = XXX	Press Clear to return to idle prompt

PRESALE 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 Credit
SALE REFUND FORCE BACK TIPS MORE	Press More
AUTH TABS CLOSE BACK MORE	Press More
BACK PRESALE MORE	Press Presale
PRE SALE ENTER AMOUNT \$0.00	Key amount and press Enter
PRINTING PRE SALE RECEIPT	Press Clear 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 Credit
SALE REFUND FORCE BACK TIPS MORE	Press More two times
VIEW PRINT REPRINT RPRT RPRT	Press Reprint
ENTER TRANS # #	Key trans number and press Enter or press Enter to reprint last receipt
PRINT CUST RECEIPT YES NO	Press Yes to print customer receipt.
VIEW PRINT REPRINT RPRT RPRT	Press Clear to return to idle prompt

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

CHECK CREDIT DEBIT	Press Debit
SALE REFUND	Press Sale
DEBIT SALE SWIPE CARD	Swipe card on terminal or pin pad Debit card can't be manually keyed
DEBIT SALE ENTER AMOUNT \$0.00	Key amount and press Enter
TERMINAL MAY PROMPT: WAITING FOR TIP ENTRY ON PIN PAD WAITING FOR CASHBACK ENTRY ON PIN PAD	Key requested information on pin pad and press Enter
TOTAL ENTER PIN \$0.00	Instruct customer to enter PIN via PIN pad and press Enter . Do not ask customer for the PIN
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT? YES NO	Press Yes to print customer receipt
DEBIT SALE APPROVED 000000	Press Clear to return to idle prompt

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

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

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

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE Press **More** 3 times
BACK TIPS MORE

VOID DELETE SETUP Press **Void Trans**
TRANS BATCH PARMS

ENTER TRANS # # TO VOID Key trans number and press **Enter**

VS SALE 001 Press **Void**
CLK 0000 AVS = Y
AMOUNT \$0.00
XXXXXXXXXXXXXXXXX
<PREV VOID NEXT>

VOID TRANS? Press **Yes**
YES NO

VOID COMPLETE

VS VOID SALE 00000 Press **Clear** to return to idle prompt
CLK 0000 OK0000
AMOUNT \$0.00
XXXXXXXXXXXXXXXXX
<PREV VOID NEXT>

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 **Credit**

SALE REFUND FORCE Press **More** two times
BACK TIPS MORE

VIEW PRINT REPRINT Press **Print Report**
RPRT RPRT

NET CARD CARD Press the desired report to print
TOTAL TOTAL DETAIL

PRINTING REPORT.... Press **Clear** 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 **Credit**

SALE REFUND FORCE Press **More** two times
BACK TIPS MORE

VIEW PRINT REPRINT Press **View Report**
RPRT RPRT

NET CARD CARD Press the desired report to view
TOTAL TOTAL DETAIL

TERMINAL MAY PROMPT: Key trans or clerk number and press **Enter**
TRANS OR CLERK#

VS VOID SALE 00000 Press **Clear** to return to idle prompt or press **Next** to
CLK 0000 OK0000 scroll through other transactions
AMOUNT \$0.00
XXXXXXXXXXXXXXXXX
<PREV EDIT NEXT>

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 **Credit**

SALE REFUND FORCE Press **More**
BACK TIPS MORE

AUTH TABS CLOSE Press **Close**

DIALING..... Terminal communicates with the host for approval

BATCH CLOSE OKAY Press **Clear** to return to idle prompt

FIRST DATA FD SERIES QUICK REFERENCE GUIDE



Retail
{FDO1001}

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 _____