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.

IDLE PROMPT	Touch Credit
SALE REFUND FORCE	Touch Sale
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
CARD PRESENT? YES NO	Touch Yes if the card is present or Touch 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	Touch Yes to print customer receipt
APPROVED OK 0000-00 AVS = XXX	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.

IDLE PROMPT	Touch Credit
TIPS PENDING MORE SALES	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch Reprint
ENTER INVOICE #	Key invoice number and press Enter or press Enter to reprint last receipt
PRINT CUST RECEIPT YES NO	Touch Yes to print customer receipt.
REPRINT VIEW PRINT RPRT RPRT	Press Clear to return to idle prompt

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

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

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

IDLE PROMPT	Touch Debit
SALE REFUND	Touch Sale
DEBIT SALE SWIPE CARD	Swipe card on terminal or pin pad **Debit card can't be manually keyed**
LAST FOUR ACCOUNT NUMBERS MATCH? #### YES NO	Verify last 4 digits of account number and Touch Yes
EDS DEBIT SALE ENTER AMOUNT $0.00	Key amount and press Enter
SALE AMT:$0.00 CASH BACK AMT $0.00	Key cash back amount and press Enter
PLEASE ENTER PIN	Instruct customer to enter PIN and press Enter. **Do not ask customer for the PIN**
DIALING…..	Terminal communicates with the host for approval
PRINT CUST RECEIPT? YES NO	Touch Yes to print customer receipt
DEBIT SALE APPROVED 000000	Press Clear to return to idle prompt

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

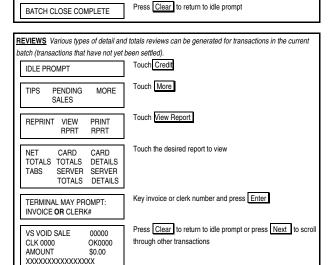|	
IDLE PROMPT	Touch Credit
TIPS PENDING MORE SALES	Touch Tips
ENTER INVOICE #	Key invoice number and press Enter
VS SALE 00000 TIP $0.00 AMOUNT $1.00 XXXXXXXXXXXXXXX <PREV EDIT NEXT>	Touch Edit
NEW TIP $0.00	Key tip amount press Enter
VS SALE 00000 TIP $0.10 AMOUNT $1.10 XXXXXXXXXXXXXXX <PREV EDIT NEXT>	Press Clear to return to idle prompt

BALANCE INQUIRY
Use this function to perform a Balance Inquiry.

IDLE PROMPT	Touch Credit
AUTH CLOSE INQUIRY	Touch Inquiry
CREDIT INQUIRY SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
DIALING…	Terminal communicates with the host
APPROVED OK 0000	Press Clear to return to idle prompt

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

IDLE PROMPT	Touch Credit
TIPS PENDING MORE SALES	Touch More
VOID OPEN TRANS TIPS	Touch Void Trans
ENTER INVOICE # TO VOID	Key invoice number and press Enter
VS SALE 00000 CLERK 00000 AMOUNT $1.00 XXXXXXXXXXXXXX <PREV VOID NEXT>	Touch Void
VOID TRANS? YES NO	Touch Yes
VOID COMPLETE	
VS VOID SALE 00000 CLK 0000 AMOUNT $0.00 XXXXXXXXXXXXXX <PREV VOID NEXT>	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.

IDLE PROMPT	Touch Credit
AUTH CLOSE INQUIRY	Touch Auth
AUTH ONLY SALE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
VISA AUTH ONLY ENTER AMOUNT $0.00	Key authorization amount and press Enter
DIALING…..	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Touch Yes to print customer receipt.
APPROVED ######	Press Clear to return to idle prompt

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

Screen	Action
IDLE PROMPT	Touch Credit
SALE REFUND FORCE	Touch Force
CREDIT FORCE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
VISA FORCE SALE ENTER AMOUNT $0.00	Key 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	Touch Yes to print customer receipt.
APPROVED ######	Press Clear 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.*

Screen	Action
IDLE PROMPT	Touch Credit
AUTH CLOSE INQUIRY	Touch Close
TOTALS CORRECT ? $0.00 YES NO	Touch Yes to confirm close
DIALING…..	Terminal communicates with the host for approval
BATCH CLOSE COMPLETE	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).*

Screen	Action
IDLE PROMPT	Touch Credit
TIPS PENDING MORE SALES	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch View Report
NET CARD CARD TOTALS TOTALS DETAILS TABS SERVER SERVER TOTALS DETAILS	Touch the desired report to view
TERMINAL MAY PROMPT: INVOICE **OR** CLERK#	Key invoice or clerk number and press Enter
VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT $0.00 XXXXXXXXXXXXXXX <PREV EDIT NEXT>	Press Clear to return to idle prompt or press Next to scroll through other transactions

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

Screen	Action
IDLE PROMPT	Touch Credit
TIPS PENDING MORE SALES	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch Print Report
NET CARD CARD TOTALS TOTALS DETAILS TABS SERVER SERVER TOTALS DETAILS	Touch the desired report to view
PRINTING REPORT….	Press Clear to return to idle prompt

PARTIAL APPROVAL *Use this function to process a partial approval transaction.*

Screen	Action
IDLE PROMPT	Touch Credit
SALE REFUND FORCE	Touch Sale
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMYY	Key expiration date and press Enter
CARD PRESENT? YES NO	Touch Yes if the card is present or Touch 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
COLLECT $0.00 ACCEPT PARTIAL AMOUNT YES/NO	Touch the desired option
PRINT CUST RECEIPT YES NO	Touch Yes to print customer receipt
APPROVED OK 0000-00 AVS = XXX	Press Clear to return to idle prompt

FIRST DATA
FD 400
QUICK REFERENCE GUIDE

Retail
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