

IDLE PROMPT	Press 1 (Credit)
SALE REFUND FORCE	Press 1 (Sale)
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMY	Key expiration date and press Enter
VISA SALE ENTER AMOUNT \$0.00	Key amount and press Enter
TERMINAL MAY PROMPT: TIP AMOUNT \$0.00	Key tip amount and press Enter
DIALING.....	Terminal communicates with the host for approval
TERMINAL MAY PROMPT: COLLECT \$\$\$ ACCEPT PARTIAL AMOUNT YES NO	Press the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
PRINT CUST RECEIPT YES NO	Press 4 (Yes) to print customer receipt
VISA SALE AUTH/TKT 0000-00 AVS = XXX	Press Clear to return to idle prompt

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graph TD
    A["IDLE PROMPT  
SALE REFUND FORCE  
REPRINT VIEW PRINT  
RPTS RPTS"] -- "Press 1 (Credit)" --> B["Press 6 (More) two times"]
    B -- "Press 1 (Reprint)" --> C["Key trans number and press Enter or press Enter to reprint last receipt"]
    C -- "Press 4 (Yes)" --> D["Press 4 (Yes) to print customer receipt"]
    C -- "Press Clear" --> E["Press Clear to return to idle prompt"]
  
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The diagram illustrates the terminal interface for the first transaction. It shows a sequence of prompts and user inputs:

- Prompt 1:** "IDLE PROMPT" (shown in a box). **Action:** Press **1 (Credit)**.
- Prompt 2:** "BACK TIPS MORE" (shown in a box). **Action:** Press **6 (More)**.
- Prompt 3:** "AUTH TABS CLOSE" (shown in a box). **Action:** Press **2 (Tabs)**.
- Prompt 4:** "OPEN CLOSE VOID" (shown in a box). **Action:** Press desired option, follow terminal prompts to complete transaction. Press **Clear** to return to idle prompt.

IDLE PROMPT	Press 2 (Debit)
SALE INQUIRY	Press 1 (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
CASHBACK AMT? \$0.00	Key cashback amount and press Enter
TERMINAL MAY PROMPT: TIP AMOUNT \$0.00	Key tip amount and press Enter
TOTAL \$0.00 ENTER PIN	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
TERMINAL MAY PROMPT: COLLECT \$\$\$ ACCEPT PARTIAL AMOUNT YES NO	Press the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
DEBIT SALE AUTH/TKT 0000-00	
PRINT CUST RECEIPT? YES NO	Press 4 (Yes) to print customer receipt .Press Clear to return to idle prompt

IDLE PROMPT	Press 1 (Credit)
SALE REFUND FORCE	Press 3 (Force)
CREDIT FORCE SWIPE CARD	Swipe card or manually key card number and press Enter
EXPIRE DATE MMY	Key expiration date and press Enter
FORCE SALE ENTER AMOUNT \$0.00	Key amount and press Enter
TERMINAL MAY PROMPT: TIP AMOUNT \$0.00	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 4 (Yes) to print customer receipt.
TKT CODE #####	Press Clear to return to idle prompt

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sequenceDiagram
    participant User
    participant Terminal

    Note over Terminal: IDLE PROMPT
    User->>Terminal: Press 1 (Credit)
    Note over Terminal: Press 6 (More)
    Note over Terminal: BACK TIPS MORE
    User->>Terminal: Press 1 (Auth)
    Note over Terminal: Swipe card or manually key card number and press Enter
    Note over Terminal: AUTH ONLY SALE SWIPE CARD
    User->>Terminal: Key expiration date and press Enter
    Note over Terminal: Key authorization amount and press Enter
    Note over Terminal: AUTH ONLY ENTER AMOUNT $0.00
    Note over Terminal: Terminal communicates with the host for approval
    Note over Terminal: PRINT CUST RECEIPT YES NO
    User->>Terminal: Press 4 (Yes)
    Note over Terminal: Press Clear to return to idle prompt
    
```

IDLE PROMPT	Press 1 (Credit)
BACK TIPS MORE	Press 6 (More) two times
BACK VOID MORE	Press 5 (Void)
ENTER TRANS #	Key trans number and press Enter
VS SALE 0003 SRV 0000 OK 00000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	Press 5 (Void)
VOID TRANS? YES NO	Press 4 (Yes)
PRINT CUST RECEIPT YES NO	Press 4 (Yes) to print customer receipt.
VS VOID SALE 00000 SRV 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	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 Press **1 (Credit)**

SALE REFUND FORCE Press **2 (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 **4 (Yes)** to print customer receipt.

<CARD TYPE> REFUND RETURN ##### 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 Press **1 (Credit)**

BACK TIPS MORE Press **5 (Tips)**

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

VS SALE 000 Press **5 (Edit)**
TIP \$0.00
AMOUNT \$1.00
XXXXXXXXXXXXXX
<PREV EDIT NEXT>

NEW TIP Key tip amount press **Enter**
\$0.00

VS SALE 00000 Press **Clear** to return to idle prompt
TIP \$0.10
AMOUNT \$1.10
XXXXXXXXXXXXXX
<PREV EDIT 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).

IDLE PROMPT Press **1 (Credit)**

BACK TIPS MORE Press **6 (More)** two times

REPRINT VIEW PRINT RPTS RPTS Press **3 (Print Reports)**

NET CARD CARD Press the desired report to print
TOTALS TOTALS DETAILS
SERVER SERVER
TABS TOTALS DETAILS

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).

IDLE PROMPT Press **1 (Credit)**

BACK TIPS MORE Press **6 (More)** two times

REPRINT VIEW PRINT RPTS RPTS Press **2 (View Reports)**

NET CARD CARD Press the desired report to view
TOTALS TOTALS DETAILS
SERVER SERVER
TABS TOTALS DETAILS

TERMINAL MAY PROMPT: TRANS OR SERVER # Key transaction or server number and press **Enter**

VS VOID SALE 000 Press **Clear** to return to idle prompt or press **6 (Next)**
SVR 0000 OK0000 to scroll through other transactions
AMOUNT \$0.00
XXXXXXXXXXXXXX
<PREV EDIT NEXT>

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

IDLE PROMPT Press **1 (Credit)**

BACK TIPS MORE Press **6 (More)** three times

BACK OPEN TIPS Press **5 (Open Tips)**

SERVER ID Key server id Press **Enter** or Press **Enter** for all

PRINTING OPEN TIPS... 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.

IDLE PROMPT Press **1 (Credit)**

BACK TIPS MORE Press **6 (More)**

AUTH TABS CLOSE Press **3 (Close)**

TOTALS CORRECT? Press **4 (Yes)**
\$\$.\$\$
YES NO

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

BATCH CLOSE COMPLETE Press **Clear** to return to idle prompt
#####

FIRST DATA FD SERIES QUICK REFERENCE GUIDE

Restaurant