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.

Display	Action
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 MMYY	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

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

Display	Action
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
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 $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

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

Display	Action
IDLE PROMPT	Press 1 (Credit)
BACK TIPS MORE	Press 6 (More) two times
REPRINT VIEW PRINT RPTS RPTS	Press 1 (Reprint)
ENTER TRANS #	Key trans number and press Enter or press Enter to reprint last receipt
PRINT CUST RECEIPT YES NO	Press 4 (Yes) to print customer receipt.
REPRINT VIEW PRINT RPTS RPTS	Press Clear to return to idle prompt

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

Display	Action
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 MMYY	Key expiration date and press Enter
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 4 (Yes) to print customer receipt.
TKT CODE ######	Press Clear to return to idle prompt

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

Display	Action
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 MMYY	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.
REFUND RETURN ######	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.

Display	Action
IDLE PROMPT	Press 1 (Credit)
BACK TIPS MORE	Press 6 (More)
AUTH TABS CLOSE	Press 1 (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
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.

Display	Action
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 001 CLK 0000 AVS = Y AMOUNT $0.00 XXXXXXXXXXXXXXX <PREV VOID NEXT>	Press 5 (Void)
VOID TRANS? YES NO	Press 4 (Yes)
VOID COMPLETE	
VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT $0.00 XXXXXXXXXXXXXXX <PREV VOID NEXT>	Press Clear 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).*

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 TOTALS TOTALS DETAILS	Press the desired report to print
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 TOTALS TOTALS DETAILS	Press the desired report to view
TERMINAL MAY PROMPT: TRANS **OR** CLERK#	Key trans 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 6 (Next) to scroll through other transactions

---

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? $$.$$ YES NO	Press 4 (Yes)
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**

Retail