

HyperWare® Restaurant Software

Quick Reference Card

Optimum T4100 SPOS32

Note: Printing a second receipt, the customer receipt, is an option for all transactions.

Credit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Swipe credit card through card reader.
ENTER SERVER NUMBER	Enter Server number, press ENTER .
BASE AMOUNT \$0.00	Enter amount of sale, press ENTER .
TIP AMOUNT \$0.00	Enter Tip amount, press ENTER ; or just press ENTER and complete tip adjust later.
TOTAL CORRECT? \$0.00	Press YES to confirm, NO to change amount.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Debit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Debit button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
ENTER SERVER NUMBER	Enter Server number, press ENTER .
BASE AMOUNT \$0.00	Enter amount of sale, press ENTER .
TIP AMOUNT \$0.00	Enter Tip amount, press ENTER .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Credit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Refund button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
ENTER SERVER NUMBER	Enter server number, press ENTER .
AMOUNT \$0.00	Enter amount of refund, press ENTER .
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Debit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Debit and Refund buttons.
SWIPE CUSTOMER CARD	Swipe card through card reader.
ENTER SERVER NUMBER	Enter server number, press ENTER .
AMOUNT \$0.00	Enter amount of refund, press ENTER .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Server Sign-On

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 77 , then ENTER .
ENTER SERVER NUMBER	Enter Server ID, press ENTER .
SIGN-ON? Y or N	Touch YES to add this Server ID to terminal.
TRANSACTION ACCEPTED	Server Sign-On is complete.



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Open Tab

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 20 , then ENTER .
1-OPEN 2-CLOSE 3-PRINT	Press 1 , then ENTER to open a Tab.
SWIPE CUSTOMER CARD	Swipe credit card through card reader.
ENTER SERVER NUMBER	Enter Server number, press ENTER .
BASE AMOUNT \$0.00	Enter amount of sale, press ENTER .
TOTAL CORRECT? \$0.00	Touch YES to confirm adjusted total amount.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Close Tab

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 20 , then ENTER .
1-OPEN 2-CLOSE 3-PRINT	Press 2 , then ENTER to close a Tab.
PRESS HERE FOR MENU	Touch Menu Bar at top of screen.
ENTER INVOICE NUMBER	Enter invoice number of Open Tab, press ENTER .
CORRECT?	Touch YES if this is correct Invoice Number.
TOTAL CORRECT? \$0.00	Touch YES to confirm, NO to change amount.
TRANSACTION ACCEPTED	Close Tab is complete.

Tip Adjust

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Adjust button.
ENTER INVOICE NUMBER	Enter invoice number of original sale, press ENTER .
BASE AMOUNT \$0.00	Enter tip amount, press ENTER .
ENTER TIP \$0.00	
TOTAL CORRECT? \$0.00	Touch YES to confirm adjusted total amount.
TRANSACTION ACCEPTED	Tip Adjust is complete.

Void

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Void button.
ENTER INVOICE NUMBER	Enter invoice number, press ENTER .
XXXXXX \$00.00	Press YES to void this transaction. Touch NO if this is not correct invoice number.
CORRECT? YES or NO	
COMMS	Terminal dials host.
TRANSACTION ACCEPTED	Void is complete.

Reprint Last Receipt

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 72 , then ENTER .
1-MERCHANT RECPT	Press 1 to reprint MERCHANT RECEIPT or
2-CUSTOMER RECPT	press 2 to reprint CUSTOMER RECEIPT, then ENTER .
REPRINT COMPLETE	Receipt is printed.



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Credit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Refund button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
ENTER SERVER NUMBER	Enter server number, press ENTER .
AMOUNT \$0.00	Enter amount of refund, press ENTER .
COMMS	Terminal dials host.
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Debit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Debit and Refund buttons.
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Close Tab

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 20 , then ENTER .
1-OPEN 2-CLOSE 3-PRINT	Press 2 , then ENTER to close a Tab.
PRESS HERE FOR MENU	Touch Menu Bar at top of screen.
ENTER INVOICE NUMBER	Enter invoice number of Open Tab, press ENTER .
CORRECT?	Touch YES if this is correct Invoice Number.
TOTAL CORRECT? \$0.00	Touch YES to confirm, NO to change amount.
TRANSACTION ACCEPTED	Close Tab is complete.

Tip Adjust

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Adjust button.
ENTER INVOICE NUMBER	Enter invoice number of original sale, press ENTER .
BASE AMOUNT \$0.00	Enter tip amount, press ENTER .
ENTER TIP \$0.00	
TOTAL CORRECT? \$0.00	Touch YES to confirm adjusted total amount.
TRANSACTION ACCEPTED	Tip Adjust is complete.

Void

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Void button.
ENTER INVOICE NUMBER	Enter invoice number, press ENTER .
XXXXXX \$00.00	Press YES to void this transaction. Touch NO if this is not correct invoice number.
CORRECT? YES or NO	
COMMS	Terminal dials host.
TRANSACTION ACCEPTED	Void is complete.

Reprint Last Receipt

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 72 , then ENTER .
1-MERCHANT RECPT	Press 1 to reprint MERCHANT RECEIPT or
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