MTT 1510
QUICK REFERENCE GUIDE

Optional Way Printer

IR

COVER RELEASE TAB

CUTTER EDGE

UP CONTROL KEY

LEFT CONTROL KEY

RIGHT CONTROL KEY

DOWN CONTROL KEY

CANCEL/POWER KEY

POWER BUTTON

FEED BUTTON

POWER LIGHT

IR Infrared Printer Interface
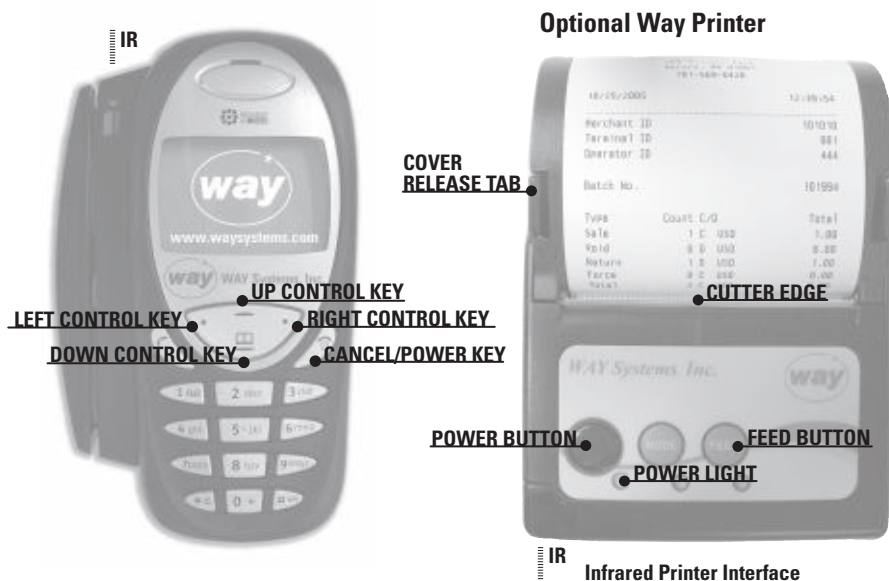
GENERAL INFORMATION

TO POWER THE MTT ON/OFF
Press and hold down the **Cancel/Power** key for at least 1 second.

MTT NAVIGATION
Press the **up** and **down control keys** to highlight the desired menu item.

Press the **left** or **right control keys** to operate the corresponding function.

CANCEL AN OPERATION OR EXIT TO THE PREVIOUS SCREEN
Select the **Cancel** function or press the **Cancel/Power** key.
(The exceptions are exiting from the **Transactions** and **Print menus**).

PRINTER SLEEP MODE
To conserve battery power, the printer powers down when idle for more than several minutes. Printing from the MTT automatically switches the printer back on.

GPRS COVERAGE MAP
GPRS is a packet-switched technology used by the WAY2Pay system that enables high-speed wireless data communications. To see the **GPRS coverage map**, go to **www.waysystems.com**
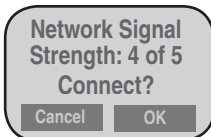
TRANSACTION FLOW

In order to use the MTT effectively, there is a series of steps that must be taken. The flow chart below illustrates these steps. First, the MTT must "logon" to establish communication. The MTT is then ready to run transactions until the end of the day or shift.

At the end of the day or shift, the MTT must "Logoff" in order to reconcile, upload any offline transactions and clear transactions from the MTT to get ready for the next day or shift.

Specific instructions for each of these steps follows in this document.
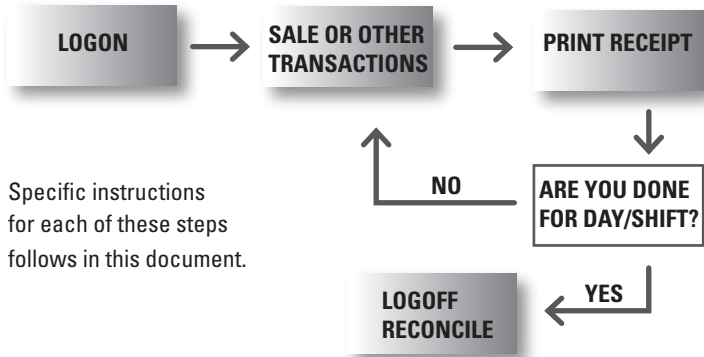
STEP 1: LOGON

1. From the main phone menu, press the **Left Control Key** to select **WAY2Pay**. Press the **Left Control Key** again to select **OK**.

2. From the **WAY2Pay menu**, press the **Right Control Key** to select **Logon** and wait for initialization.

3. To connect to the **GPRS network**, press the **Right Control Key** select **OK**.


4. The **WAY2Pay menu** redisplays briefly. Do not select **Logon** again but wait a few seconds for verification of Logon. When Logon is completed, **Logged On** displays briefly then the **Transactions menu** appears.

STEP 2: TRANSACTIONS

CREDIT SALE TRANSACTION
Note: This procedure assumes that **Tips**, **Tolls** and **Invoice number functions** are disabled. For more information on these functions, refer to the WAY Systems web site at **www.waysystems.com**.
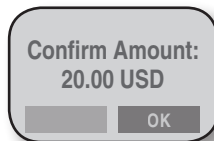
1. From the **Transactions menu**, press the **Right Control Key** to select **Sale**.

2. From the **Select Payment Type menu**, press the **Right Control Key** to select **Credit**. *(this step appears only if cash receipt is enabled)*

3. Swipe the customer's card.
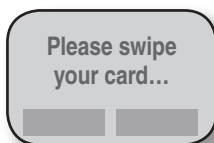
> **Please swipe your card…**

4. Enter amount in dollars and cents with no decimal point (example: for $ 20.00, enter 2000).

> ✎ **123**
> **Enter Amount**
> **2000**
> **Clear**   **OK**
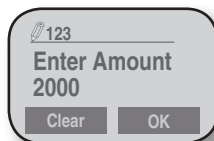
5. To confirm the amount press the **Right Control Key** to select **OK**.

> **Confirm Amount: 20.00 USD**
> **OK**

6. If the transaction was completed and approved by the payment processor, press the **Right Control Key** to select **OK** to print the **merchant copy** of the receipt. If printer unavailable or no receipt required, press the **Cancel/ Power** key.

> **Sale#3 Approved**
> **Auth# 16525**
> **Print receipt?**
> **OK**

7. From the **Print Receipt menu**, select **Customer Copy** to print the customer copy of the receipt. If no customer receipt required, scroll down to **Main Menu** and choose **Select**.
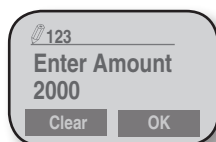
OTHER TRANSACTIONS:

SETUP CASH RECEIPT
First you must **Enable Cash Receipts** through the MTT Setup menu.

1. From the **Way2Pay/Logon menu**, press the **Right Control Key** to select **Setup**.

2. From the **Setup menu**, select **POS Setup**.

3. Enter the **Admin password** (**default password** is **1234**) and select **OK**.

4. Scroll down to **App Settings** and select.

5. Press the **Right Control Key** to select **App Settings(1)**.

6. Scroll down to **Enable Cash Receipts** and select.

7. When **Complete** is displayed, press the **Right Control Key** to select **OK**.
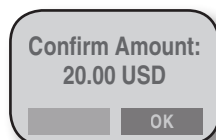

CASH RECEIPT TRANSACTION
1. After **enabling cash receipts** (above): From the **Transactions menu**, select **Sale**. Note: You must be Logged On to access this transaction.

2. From the **Select Payment Type menu**, select **Cash**.

3. Enter amount in dollars and cents with no decimal point (example: for $ 20.00, enter 2000).

```
⌀ 123
Enter Amount
2000
  Clear      OK
```

4. Confirm the amount and select **OK**.

```
Confirm Amount:
   20.00 USD
             OK
```

5. Point the MTT at the printer. It will print a **cash receipt**.
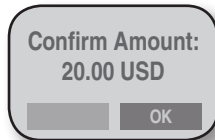
RETURN (REFUND) TRANSACTION

1. From the **Transactions menu**, select **Other Transactions**.

2. From the next **Transactions menu**, select **Return**.

3. Swipe the customer's card.

```
Please swipe
 your card…
```

4. Enter amount of return in dollars and cents with no decimal point
    (example: for $20.00, enter 2000).

```
📝 123
Enter Amount
2000
  Clear      OK
```

5. Confirm the amount and select **OK**.
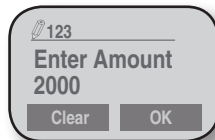
```
Confirm Amount:
  20.00 USD
            OK
```

6. Once the transaction is completed, select **OK** to print the **merchant
    copy** of the return receipt. If printer unavailable or no receipt required,
    press the **Cancel/Power** key.

```
Sale#3 Approved
  Auth#16525
Print receipt?
            OK
```
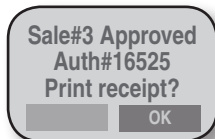
STEP 3: LOGOFF

Because logging off the MTT includes reconciliation, you should
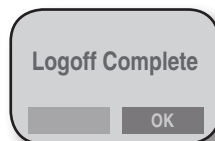only log off at the end of the business day.

1. From the Transactions menu, select **Logoff**.

STEP 3: LOGOFF continued

2. If any offline transactions are stored in the MTT, you are prompted to upload
    and print receipts for them (select **Done** when finished). The Reconcile function
    then starts automatically and the batch of all offline and online transactions is
    closed. Select **OK** to print the Reconciliation Report and select **Done**
    when finished.

> **Reconciliation**
> **Complete**
> **Print Report**
> `            OK `

3. To complete **Logoff**, select **OK**.

> **Logoff Complete**
>
> `            OK `

OFFLINE MODE
If the MTT is temporarily out of the GPRS coverage area and cannot
communicate, offline mode allows you to enter new transactions and
store them on the MTT. When communication is restored, you can
continue processing transactions, upload the offline transactions
for authorization or complete the day or shift by performing the
"Logoff" function.

NOTE: Offline transactions are run at merchant's risk. Final authorization does
not occur until transactions are uploaded or reconciled.

From the Transactions menu, select **Go Offline Mode**. This is useful if you know
you are entering a poor coverage area and simply want to start offline mode
manually. To reenter online mode, select **Go Online Mode**. If you are in offline
mode, you must first Go to Online Mode then **Logoff** & reconcile.

OTHER TRANSACTIONS
From the transactions menu, you can also **Select Other Transactions**.

VOID removes a specific transaction from the current batch of transactions

RETURN credits a transaction that has already reconciled to a customer's account

AUTHORIZE ONLY verifies funds are available and may hold them for 7-10 days depending on
your processor

FORCE adds a transaction to the current batch after you have received a phone
authorization or from an authorize transaction (above)

OTHER TRANSACTIONS continued

RECONCILE   closes out the current batch of transactions

UPLOAD   uploads offline transactions without reconciling

INQUIRY
From the **Inquiry menu**, the following functions are available:

TRANSACTION LIST   a list of all transactions in the current batch

LAST TRANS#N   displays information on the last transaction and prompts an option to reprint the receipt

PRINT   searches for a specific transaction in order to reprint the receipt

TOTAL INFO   displays the total # of transactions and how many were approved and declined

CLEAR TRANSACTIONS   this is a password protected function that clears the entire batch of transactions without reconciling (Do this only of instructed by Helpdesk personnel.)

NOTES
To use normal phone functions without logging off, select **Exit** from the **Transactions menu**. To resume MTT operation, select **Logon** from the **WAY2Pay menu**.

For more detailed instructions on using the printer, charging the battery, and loading paper, see the *MTT 1560 User Guide-Credit Version*, available for download at **http://www.waysystems.com/support**

For a further description of **Return**, **Void**, **Authorize Only**, and **Force transactions**, see the user guide (above).

For **Voids** and **Forces**, default MTT **administrator logon ID** is **123**, **password** is **1234**.

For information on **cash receipts**, see the user guide (above).

Support
Contact your **ISO** or **payment processor** for **reconciliation-related** questions.

For questions regarding the operation of the MTT or transactions, support is available online at **http://www.waysystems.com/support** and via e-mail at **support@waysystems.com**

Technical support from **WAY Support Center** is available 7 days a week, 24 hours a day at **1-866-WAY-MTT3 (1-866-929-6883)**.

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