



# MTT 1556

## QUICK REFERENCE GUIDE



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## 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

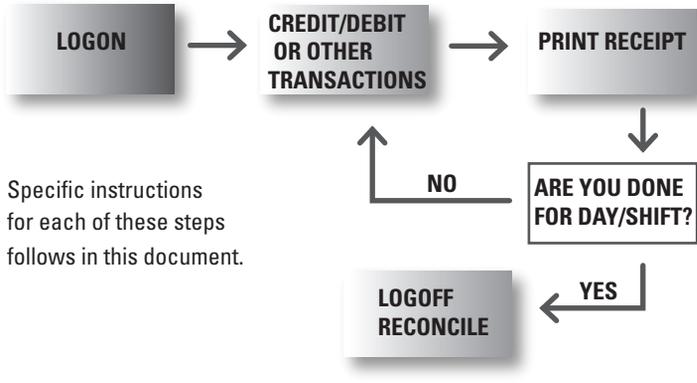
GPRS is a packet-switched technology used by the WAY2Pay system that enables high-speed wireless data communications. To see the

**GPRS coverage map**, go to [www.waysystems.com](http://www.waysystems.com)

## TRANSACTION FLOW

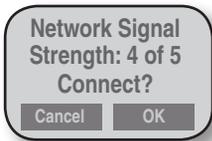
In order to use the MTT effectively, there is a series of steps that must be taken. The flow chart below illustrates these steps. First, the MTT must “logon” to establish communication. The MTT is then ready to run transactions until the end of the day or shift.

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.



## 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**.



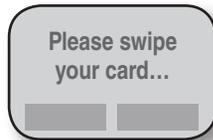
4. The **WAY2Pay menu** redisplay briefly. Do not select **Logon** again but wait a few seconds for verification of Logon. When Logon is completed, **Logged On** displays briefly then the **Transactions menu** appears.

## 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](http://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.



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



5. To confirm the amount press the **Right Control Key** to select **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.



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**.



## DEBIT SETUP OPTIONS:

There are 2 new options. From the **POS Setup** menu, scroll down to **App Settings** and choose **Select**. Scroll down to **App Settings(2)** and choose **Select**.

1. To enable/disable **Debit\***:

The current setting is displayed. Choose Select to Enable or Disable this option. (This is a toggle option. It alternates between Enable and Disable).

2. To enable/disable **Cash Back**:

The current setting is displayed. Choose Select to Enable or Disable this option. (This is a toggle option. It alternates between Enable and Disable).

\*In order for Debit to work, you must also be set up for debit acceptance with your processor and your MTT must be properly configured.

## DEBIT SALE TRANSACTION

1. From the Transactions menu, press the **Right Function Key** to select **Sale**.



2. From the Transactions menu, scroll down to Debit and press the **Right Function Key** to select **Debit**.



3. Swipe the customer's card.
4. Enter the dollar amount in dollars and cents with no decimal point (example: for \$20.00, enter 2000).
5. To confirm the amount, press the **Right Function Key** to select **OK**.
6. Enter a Cash Back Amount in dollars and cents (with no decimal point) and press the **Right Function Key** or just press the **Right Function Key** to select no cash back. (This feature is optional so this step may be skipped or not present.)
7. To confirm the new amount, press the **Right Function Key** to select **OK**.
8. Turn to the back of the MTT and hand it to the customer for PIN entry. After customer enters PIN, they must press the green ENT key to enter.



9. If the transaction was completed and approved by the transaction processor, to confirm the amount, press the **Right Function Key** to select OK to print the merchant copy of the receipt. (With PIN Debit, no signature is required so no signature line appears.)
10. From the print menu, select **Customer Copy** to print the customer copy of the receipt. If no customer receipt is required, scroll down to **Main Menu** and choose Select.

## OTHER TRANSACTIONS:

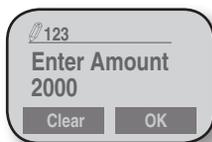
### SETUP CASH RECEIPT

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).



4. Confirm the amount and select **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.



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



5. Confirm the amount and select **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.



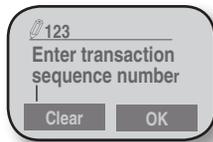
## VOID TRANSACTION

Removes a specific transaction from the current batch of transactions.

1. From the **Transactions menu**, select **Other Transactions**.
2. From the next **Transactions menu**, select **Void**.
3. At the **Enter AdminCode prompt**, enter your 3 digit admin code (or 123 is the default) and select **OK**.



4. At the **Enter AdminPwd prompt**, enter your 4 digit admin password (or 1234 is the default) and select **OK**.
5. At the **Enter transaction sequence number** prompt, **enter the Seq No from the receipt** and select **OK**.



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

### THESE OTHER TRANSACTIONS CAN ALSO BE SELECTED FROM THE TRANSACTIONS MENU

**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)

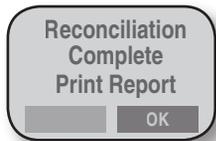
**RECONCILE** closes out the current batch of transactions

**8 UPLOAD** uploads offline transactions without reconciling

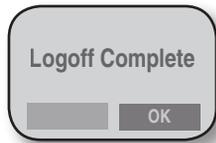
## STEP 3: LOGOFF

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**.
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.



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

## 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 if 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](mailto: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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