

Additional Terminal Functions

Void A Credit Transaction.

- Press **FOUR** key on the terminal.
- Enter item # or press **ENTER** for the last transaction.
- If correct item is displayed, then press **ENTER**.
- Screen will display Void-Press **ENTER**, press the **ENTER** key.
- Terminal will display **ENTER** to confirm.
- Hit **ENTER** one more time to void transaction.

NOTE: Debit transactions cannot be edited or voided.

View A Credit Transaction.

- Press **BLUE** function key, then the **ONE** key.
- Enter card type, press the **ENTER** key.
- Enter item # or press **ENTER** for the first transaction.
- Hit the **ENTER** key to scroll till desired item is displayed.
- Use the * or # keys to scroll through the detail of the transaction.

Terminal Displays:

| Item# | Trans Type | Total |
|--------|------------|-------|
| Amount | | |

View Terminal Totals.

- Press **BLUE** function key, then the **TWO** key.
- Select 1 for Card Totals, or 2 for Operator ID totals.
- If Option 1 Card Totals was chosen the following prompt displays:
 - Enter Card Type. Key in card type or press **ENTER**.

Terminal Displays:

| Trans Type | Count | Total Amount |
|------------|-------|--------------|
| TT | S | \$\$\$\$.cc |

- If Option 2 Operator ID Totals was chosen the following prompt displays:

Terminal Displays:

| Count | Operator | Operator Amount |
|-------|----------|-----------------|
| N | NN | \$\$\$\$.cc |

Close Batch.

- Press **NINE** key on the terminal.
- Enter **AMOUNT**. Key the appropriate information, press **ENTER**.
- Reporting Y/N? (Press **9** for yes, **6** for no).
- If yes was chosen the terminal will prompt for Print Option.
 - Option 1 = Detail Report
 - Option 2 = Totals

NOTE: All reports must be printed prior to settlement. If your terminal is set for **AUTO CLOSE**, it will automatically close and print a closing report at the preset time each day.

Reprint a Receipt.

- Press **BLUE** Function key, then the **FIVE** key .
- Terminal will display Print Option?
- Press the **THREE** key for reprint.
- Terminal will display Enter Item #.
- Key the appropriate information, then press the **ENTER** key.

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Quick Tip - Tip Adjustment.

- Press **BLUE** Function key, then the **THREE** key .
- NOTE:** Prompting messages vary based on the card type and setup. Terminal may display the following prompts:
- Server ID? Enter the Server ID # or press **ENTER** for the first server.
- Enter Item #. Enter the transaction item number to be adjusted or press **ENTER** for the first item.

Terminal Displays:

| Item# | Trans Type | Total |
|--------|------------|-------------|
| Amount | | |
| 001 | S | \$\$\$\$.cc |

- Press the **ENTER** key to scroll until desired item is displayed.
- Use the * or # keys to scroll through the detail of the transaction.
- When TIP *.* is displayed press **BACKSPACE** to edit the tip

| Card Name | Merchant Number | Phone Number |
|-------------------|-----------------|--------------|
| Amex: | | |
| Diners: | | |
| Discover: | | |
| VISA/MC: | | |
| Customer Support: | | |