TRANZ 460 QUICK REFERENCE GUIDE

FRST46A RESTAURANT ETC TYPE 7 APPLICATION

Pre Sale

Press ONE key on the terminal.

NOTE: Pre Sale is not eligible for debit transactions – choose debit sale. A Pre Sale transaction allows you to add the tip amount after the customer has completed and totaled the sales slip.

2 Swipe card through vertical slot as shown on terminal*

* If the magnetic stripe cannot be read by the terminal, a sales slip must be imprinted with the credit card information to verify that the card was present at the time of the transaction. Failure to imprint the card may result in a chargeback.

For manual entry:

- •Key in card number and press ENTER.
- ·Key in card expiration date press ENTER.
- (Example: for December 2005, enter 1205.)

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 none.)

3 Key in dollar amount of transaction*

NOTE: Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Tax Amount? Key the appropriate information, press ENTER.
- Invoice #? Key the appropriate information, press ENTER.

Transaction complete - Pre Sale captured.

• Receipt prints if transaction is approved. Wail till finished.

- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press CLEAR.

Credit Sale

Press THREE key on the terminal.

A Sale may be performed when the final transaction amount including a Tip (if any) is already known. • If debit is activated, choose CREDIT when prompted to select sale type.

2 Swipe card through vertical slot as shown on terminal*

* If the magnetic stripe cannot be read by the terminal, a sales slip must be imprinted with the credit card information to verify that the card was present at the time of the transaction. Failure to imprint the card may result in a chargeback.

For manual entry:

•Key in card number and press ENTER.

- Key in card expiration date press ENTER.
- (Example: for December 2005, enter 1205.)

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 none.)

3 Key in dollar amount of transaction, then press ENTER.

NOTE: Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Tax Amount? Key the appropriate information, press ENTER.
- Tip Amount? Key the appropriate information, press ENTER.
- Invoice # ? Key the appropriate information, press ENTER.

Transaction complete - Sale Captured.

- Receipt prints if transaction is approved. Wail till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press CLEAR.

Credit Return

Press TWO key on the terminal.

If debit is activated, choose **CREDIT** when prompted to select refund type.

2 Swipe card through vertical slot as shown on terminal*.

* If the magnetic stripe cannot be read by the terminal, a sales slip must be imprinted with the credit card information to verify that the card was present at the time of the transaction. Failure to imprint the card may result in a chargeback.

For manual entry:

- Key in card number and press ENTER.
- Key in card expiration date press ENTER.
- (Example: for December 2005, enter 1205.)

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 none.)

3 Key in dollar amount of transaction, then press ENTER.

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NOTE: Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Tax Amount? Key the appropriate information, press ENTER.
- Enter Auth Code. Key the appropriate information, press ENTER.
- Invoice # ? Key the appropriate information, press ENTER.

Transaction complete - Ticket Only captured.

- Receipt prints if transaction is approved. Wail till finished.
 Have customer sign receipt and place in cash register drawer.
 Tarminal disclose transaction processing of FAR.
- Terminal displays transaction response. Press CLEAR.

Debit Sale

Press THREE key on the terminal.

If debit is activated, choose **DEBIT** when prompted to select sale type.

Swipe card through vertical slot as shown on pinpad.

NOTE: All debit card transactions must be swiped; debit card numbers may not be entered manually. Prompting messages vary based on card type and setup. Terminal may display the following prompts:

• Server ID? (Enter the Server ID or press ENTER for none.)

Key in dollar amount of transaction, then press ENTER.

NOTE: Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Tax Amount? Key the appropriate information, press ENTER.
- Tip Amount? Key the appropriate information, press ENTER.
- · Cash Back? Key the appropriate information, press ENTER.
- Invoice # ? Key the appropriate information, press ENTER.

Transaction complete - Sale captured.

- Receipt prints if transaction is approved. Wail till finished.
 Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press CLEAR.

Additional Terminal Functions

• Enter item # or press ENTER for the last transaction.

• Screen will display Void-Press ENTER, press the ENTER key.

If correct item is displayed, then press ENTER.

· Hit ENTER one more time to void transaction.

NOTE: Debit transactions cannot be edited or voided.

. Terminal will display ENTER to confirm.

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.

Total

Terminal Displays:

Item# Trans Type

Amount 001

- 1 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

- 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:

View A Credit Transaction.

Void A Credit Transaction.

• Press FOUR key on the terminal.

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 Operation 	rator ID Totals was	chosen the following
prompt displays	:	
Terminal Displa	ays:	
Count	Operator	Operator Amount
Ν	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.

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