

CHIP CREDIT SALE

1. Tap the **CREDIT** icon on your terminal home screen
2. Tap the **SALE** icon
3. Input **CLERK ID#** and press **OK** (Conditional on the terminal's configuration)
4. Input the **SALE AMOUNT** and press **OK**
5. Tap (contactless only) or insert chip card
6. If prompted, confirm the sale amount by tapping **OK** or **NO** (Conditional on the terminal's configuration)
7. The transaction is processed - Sales receipts will print with details of the transaction

DEBIT SALE

1. Tap the **DEBIT** icon on your terminal home screen
2. Tap the **SALE** icon
3. Input **CLERK ID#** and press **OK** (Conditional on the terminal's configuration)
4. Input the **SALE AMOUNT** and press **OK**
5. Tap (contactless only) or insert chip card
6. If prompted, confirm the sale amount by tapping **OK** or **NO** (Conditional on the terminal's configuration)
7. Customer enters PIN on encrypted terminal PIN Pad or encrypted external PIN Pad and presses **OK**
8. The transaction is processed - Sales receipts will print with details of the transaction

MANUALLY ENTERED SALE

1. Tap the **CREDIT** icon on your terminal home screen
2. Tap the **SALE** icon
3. Input **CLERK ID#** and press **OK** (Conditional on the terminal's configuration)
4. Input the **SALE AMOUNT** and press **OK**
5. Manually input **CARD #**
6. Follow the CNP prompts (input exp. date, ZIP code etc) Conditional on the terminal's configuration
7. The transaction is processed - Sales receipts will print with details of the transaction

CREDIT CARD RETURN

1. Tap the **CREDIT** icon on your terminal home screen
2. Tap the **RETURN** icon
3. Input the **RETURN AMOUNT** and press **OK**
4. If prompted, confirm the return amount by tapping **OK** or **NO** (Conditional on the terminal's configuration)
5. If prompted, input **MANAGER PASSWORD** (default password is 1234)
6. Tap (contactless only) or insert chip card
7. The transaction is processed - Return receipts will print with details of the transaction

VOID CREDIT TRANSACTION (Card Present)

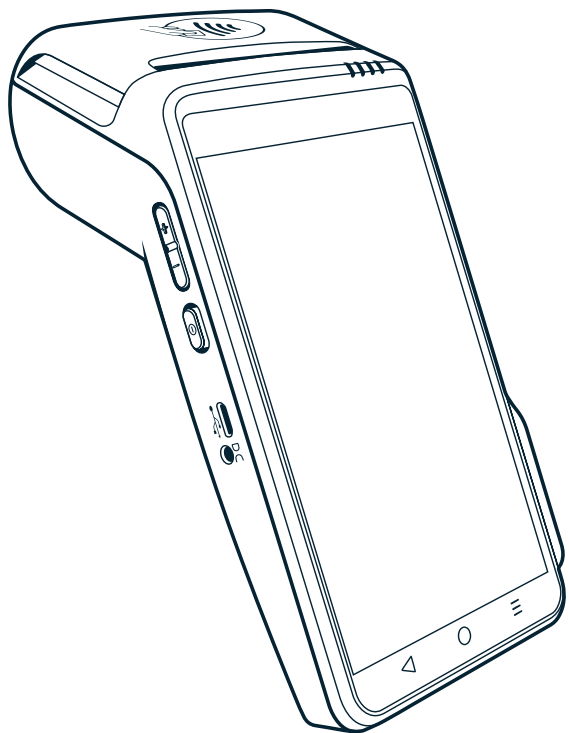
1. Tap the **CREDIT** icon on your terminal home screen
2. Tap the **VOID** icon
3. Input the **VOID AMOUNT** and press **OK**
4. If prompted, confirm the void amount by tapping **OK** or **NO** (Conditional on the terminal's configuration)
5. If prompted, input **MANAGER PASSWORD** (default password is 1234)
6. Tap (contactless only) or insert chip card
7. Enter the void transaction # and press **OK**
8. The transaction is processed - Void receipts will print with details of the transaction

VOID BY TRANSACTION # (Card NOT Present)

1. From the idle prompt, tap the ★ icon to access the **FAVORITES** menu
2. Tap **VOID TRANSACTION**
3. If prompted, input Manager Password (1234 default)
4. Tap **BY TRANSACTION #**
5. Input **TRANSACTION #** to be voided and press **OK**
6. Confirm the void transaction by tapping **SELECT**
7. If prompted, confirm the void amount by tapping **OK** or **CANCEL** (Conditional on the terminal's configuration)
8. If prompted, input Manager Password (1234 default)
9. The void is processed - Void receipts will print with details of the transaction

EDIT TIPS BY TRANSACTION

1. From the idle prompt, tap the ★ icon to access the **FAVORITES** menu
2. Tap **EDIT TIP**
3. If prompted, input Manager Password (1234 default)
4. Tap **ALL**
5. Tap **TRANSACTION #**
6. Input **TRANSACTION #** and press **OK**
7. Transaction amount appears, input **TIP AMOUNT** and press **OK**
8. If prompted, confirm the tip amount by tapping **YES** or **NO** (Conditional on the terminal's configuration)
9. Repeat steps 5 and 6 as needed
10. After all desired tips have been adjusted, press the <key continually to return to the homescreen



REPRINT RECEIPT

1. From the idle prompt, tap the ★ icon to access the **FAVORITES** menu
2. Tap **REPRINT RECEIPT**
3. If prompted, input Manager Password (1234 default)
4. Tap desired option (**LAST, BY TRANSACTION #** or **BY CARD NUMBER**)
5. Follow prompts and transaction receipt prints

SETTLE DAILY BATCH

1. From the idle prompt, tap the ★ icon to access the **FAVORITES** menu
2. Tap **SETTLE DAILY BATCH**
3. If prompted, input Manager Password (1234 default)
4. Terminal communicates with the host
5. Settlement Report prints

PRINTING REPORTS

1. From the idle prompt, tap the ★ icon to access the **FAVORITES** menu
2. Tap desired report type (**DAILY REPORT** or **SUMMARY REPORT**)
3. If prompted, input Manager Password (1234 default)
4. Report prints

WIRELESS ICONS

- 📶 Wi-Fi icon will blink when not connected
It will remain static when connected successfully
- 🔋 Battery charge indicator

TERMINAL POWER OFF/REBOOT

1. Press the button on the side of the terminal and hold until a menu appears on the screen, with the following options: **Power off, Reboot, Airplane mode** and **Silent mode**
2. Select the option you desire by tapping on the screen

CALL ME FEATURE (Must Be Enabled)

1. From the terminal main screen tap the icon
2. If prompted, input Manager Password (1234 default)
3. Tap **CALL ME**, under the Support Menu
4. The terminal sends notification to the help desk and you will receive a call back from a representative with assistance

TURN SERVER PROMPT ON/OFF

1. From the idle prompt, tap the icon to access the **CORE** menu
2. Tap **APPLICATIONS**
3. Tap **CREDIT/DEBIT/EBT**
4. Tap **SETUP**
5. If prompted, input Manager Password (1234 default)
6. Tap **TRANS PROMPTS**
7. Tap **CLERKS**
8. Tap **PROMPT**
9. Tap to select desired option
10. Press the key continually to return to the homescreen