



CONNECT VIA ETHERNET

1. Plug in the **ETH** cable into the **LAN** port on the back of the terminal and the other end into your router
2. From the main credit sale screen select **F1**
3. Select **Comm Status**
4. Select **ETH**
5. If it shows not connected **HIT OK** to connect
6. IP address should show w/ no zero's and it will show connected

CONNECT VIA WIFI

1. From the main credit sale screen select **F1**
2. Select **Comm Status**
3. Select **Wifi by using the arrows**
4. Enter Wifi Password when prompted (Hit 0 on keypad for special characters if needed)
5. Green button to Connect
6. IP address should show w/ no zero's and it will show connected

CREDIT SALE (CARD PRESENT)

1. Input the **SALE AMOUNT** and press **OK**
2. Tap (contactless cards only) or insert chip card
3. If prompted, confirm the **SALE AMOUNT** by pressing **F2 (YES)** or **F4 (NO)**
4. Transaction processes, sales receipt prints with details of transaction

CREDIT/DEBIT SALE (CARD NOT PRESENT)

1. Input the **SALE AMOUNT** and press **OK**
2. Manually input card #
3. Follow the CNP prompts (input exp. date, ZIP code etc)
4. Transaction processes, sales receipt prints with details of transaction

DEBIT SALE (CARD PRESENT)

1. Use the Arrow keys to select **DEBIT** on your terminal home screen and press **OK**.
2. Input the **SALE AMOUNT** and press **OK**
3. Tap (contactless cards only), swipe or insert chip card
4. If prompted, confirm the **SALE AMOUNT** by pressing **F2 (YES)** or **F4 (NO)**
5. Cardholder inputs PIN on terminal Pin Pad or external pin pad and presses **OK**
6. Transaction processes, sales receipt prints with details of transaction

TURN SERVER & CLERK PROMPT ON/OFF

1. From the main credit sale screen select **F1**
2. Select **CORE MENU**
3. Use the up and down arrow keys to highlight **APPLICATIONS** and press **OK**
4. Use the up and down arrow keys to highlight **DvCreditpp** and press **OK**
5. Use the up and down arrow keys to highlight **SETUP** and press **OK**
6. If prompted, input manager password (1234 default)
7. Use the up and down arrow keys to highlight **TRANS PROMPTS** and press **OK**
8. Press **OK** to select **CLERKS**
9. Press **OK** to select **PROMPT**
10. Use the up and down arrows to highlight desired option (**Clerk or Server**) and press **OK**
11. Press **RED** key back to the main menu

CHANGE DATE/TIME

1. From the main credit sale screen select **F1**
2. Select **CORE MENU**
3. Use the up and down arrow keys to highlight **UTILITIES** and press **OK**
4. Use the up and down arrow keys to highlight **SETTINGS** and press **OK**
5. Use the up and down arrow keys to highlight **DATE AND TIME** and press **OK**
6. Ensure date is correct by entering it in this format **MM:DD:YYYY** and press **OK**
7. Ensure time is correct by entering it in this format **HH:MM:SS** in military time and press **OK**
8. Press **RED** key back to the main menu

SETTLE DAILY BATCH

1. From the main credit sale screen select **F1**
2. Select **CORE MENU**
3. Use the up and down arrow keys to highlight **SETTLEMENT** and press **OK**
4. Use the up and down arrow keys to highlight **SETTLE DAILY BATCH** and press **OK**
5. If prompted, input manager password (1234 default)
6. Terminal communicates with the host
7. Settlement report prints

RETURN

1. From the main credit sale screen press the **YELLOW** key until **RETURN** appears
2. Input the **RETURN AMOUNT** and press **OK**
3. Confirm the return amount by pressing **F2 (YES)** or **F4 (CANCEL)**
4. If prompted input manager password (1234 default)
5. Tap (contactless only), insert, swipe, or manually enter card #
6. Transaction processes, return receipt prints with details of the transaction

ADD TIPS

1. From the main credit sale screen select **F1**
2. Use the up and down arrows to highlight **FAVORITES** and press **OK**
3. Use the up and down arrows to highlight **Transaction # (please see steps on resetting favorites menu if you do not see this selection)** and press **OK**
4. Input **TRANSACTION #** and press **OK**
5. Transaction will display, enter **TIP AMOUNT** and press **OK**
6. Repeat as needed
7. Press **RED** key back to main screen after desired tips have been adjusted

VOID (CARD PRESENT)

1. Using the yellow back button, click until you see **VOID**
2. Enter the amount and select OK using green button
3. Tap (contactless card only), insert, swipe, or manually enter card #
4. Confirm void amount by pressing **F2 (YES)** or **F4 (NO)**
5. Transaction processes, void receipt prints with details of the transaction

PRINT REPORTS

1. From the main credit sale screen select **F1**
2. Select **CORE MENU**
3. Use the up and down arrows to highlight **REPORTS** and press **OK**
4. Use the up and down arrows to highlight desired report type (**DAILY REPORT** or **SUMMARY REPORT**) and press **OK**.
5. If prompted, input manager password (1234 default)
6. Report prints

REPRINT RECEIPT

1. From the main credit sale screen select **F1**
2. Select **CORE MENU**
3. Use the up and down arrow keys to highlight **FAVORITES** and press **OK**
4. Use the up and down arrow keys to highlight **REPRINT RECEIPT** and press **OK**
5. If prompted, input manager password (1234 default)
6. Use the up and down arrow keys to highlight desired option (**LAST, BY TRANSACTION #** or **BY CARD NUMBER**) and press **OK**.
7. Transaction receipt prints

RESET FAVORITES MENU

1. From the main credit sale screen select **F1**
2. Select **CORE MENU**
3. Use the up and down arrows to highlight **UTILITIES** and press **OK**
4. Use the up and down arrows to highlight **FAVORITES** and press **OK**
5. Use the up and down arrows to highlight **RESET** and press **OK**
6. Select **RESET TO DEFAULT** and press **OK**
7. Press **RED** key back to the main menu

**Resetting favorites will add the tip option to your short cut menu (favorites menu).*

VOID (CARD NOT PRESENT)

1. From the main credit sale screen, tap **F1** to access the favorites menu.
2. Tap **Favorites**
3. Tap **Void** Transaction
4. If prompted, input Manager Password (1234 default)
5. Tap (contactless only), insert, swipe or manually enter card #
6. Confirm void amount by pressing **F2 (YES)** or **F4 (NO)**
7. Transaction processes, void receipt prints with details of the transaction