



## 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 screen tap the Wifi symbol in the upper left hand corner
3. Select **ETH** for Ethernet
4. Press **OK** to connect
5. The screen should now display **LAN ACTIVE** with an IP address

## CREDIT SALE

1. Tap on the **CREDIT** icon on your terminal home screen
2. Tap on the **SALE** icon
3. Input the **SALE AMOUNT** and press **OK**
4. Tap the card(contactless only) or insert chip card
5. If prompted, confirm the sale amount by tapping **YES** or **NO**
6. Transaction processes, sales receipt prints with details of transaction

## TURN SERVER & CLERK PROMPT ON/OFF

1. Tap the **THREE LINES** icon
2. If prompted, input Manager Password (1234 default) to access the **Core** menu
3. Tap **APPLICATIONS**
4. Tap **DVCREDITAPP**
5. Tap **SETUP**
6. If prompted, input Manager Password (1234 default)
7. Tap **TRANS PROMPTS**
8. Tap **CLERKS**
9. Tap **PROMPT**
10. Tap to select desired option
11. To return to the home screen press the **RED** key 2 times

## CONNECT VIA WIFI

1. From the main screen tap the Wifi symbol in the upper left hand corner
2. Select **WIFI**
3. Select your Wifi network
4. Enter your Wifi network's password and press the **OK** button
5. The screen should now show **CONNECTED** with an IP address

## CREDIT/DEBIT SALE (CARD NOT PRESENT)

1. Tap on the **CREDIT/DEBIT** icon on your terminal home screen
2. Tap on the **SALE** icon
3. Input the **SALE AMOUNT** and press **OK**
4. Manually input card #
5. Follow the CNP prompts (input exp. date, ZIP code etc)
6. Transaction processes, sales receipt prints with details of transaction

## DEBIT SALE

1. Tap on the **DEBIT** icon on your terminal home screen
2. Tap on the **SALE** icon
3. Input the **SALE AMOUNT** and press **OK**
4. Tap the card (contactless only), swipe or insert chip card
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

## SETTLE DAILY BATCH

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

## RETURN

1. Tap on the **CREDIT** icon on your terminal home screen
2. Tap on the **RETURN** icon
3. Input the **RETURN AMOUNT** and press **OK**
4. Tap the card (contactless only), swipe, insert chip card or manually enter card #
5. If prompted, confirm the sale amount by tapping **YES** or **NO**
6. Transaction processes, sales receipt prints with details of transaction

## EDIT TIPS BY TRANSACTION #

1. Tap the **STAR** icon
2. If prompted, input Manager Password (1234 default)
3. Tap **TRANSACTION # (please see steps on resetting favorites menu if you do not see this selection)**
4. Transaction amount appears, input **TIP AMOUNT** and press **OK**
5. If prompted, confirm the tip amount by tapping **YES** or **NO**
6. Repeat steps 5 and 6 as needed
7. Press the **RED** key to exit to main menu after all desired tips have been adjusted

## VOID (CARD PRESENT)

1. Tap on the **CREDIT** icon on your terminal home screen
2. Tap on the **VOID** icon
3. Input the **VOID AMOUNT** and press **OK**
4. If prompted, confirm the void amount by tapping **OK** or **CANCEL**
5. If prompted, input Manager Password (1234 default)
6. Tap the card (contactless only) or insert chip card
7. Transaction processes, sales receipt prints with details of transaction

## CHANGE DATE & TIME

1. From the main screen tap the **THREE LINES** icon
2. If prompted, input Manager Password (1234 default)
3. Tap **UTILITY**
4. Tap **SETTINGS**
5. Tap **Date & Time**
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 until you reach home screen

## REPRINT RECEIPT

1. Tap the **STAR** icon
2. If prompted, input Manager Password (1234 default) to access the favorites menu then tap the **Green** button
3. Tap **REPRINT RECEIPT**
4. If prompted, input Manager Password (1234 default)
5. Tap desired option (**LAST, BY TRANSACTION # or BY CARD NUMBER**)
6. Follow prompts and transaction receipt prints

## RESET FAVORITES MENU

1. Tap the **THREE LINES** icon
2. If prompted, input Manager Password (1234 default)
3. Tap **UTILITIES**
4. Tap **FAVORITES**
5. Tap **RESET**
6. Tap **YES** when asked to **RESET TO DEFAULT**
7. Press **RED** key to exit to main menu

## VOID BY TRANSACTION# (CARD NOT PRESENT)

1. Tap the **STAR** icon
2. If prompted, input Manager Password (1234 default) to access the favorites menu and tap the green button
3. Tap **VOID TRANSACTION**
4. If prompted, input Manager Password (1234 default)
5. Tap **BY TRANSACTION #**
6. Input **TRANSACTION #** to be voided and press **OK**
7. Confirm the void transaction by tapping **SELECT**
8. If prompted, confirm the void amount by tapping **OK** or **CANCEL**
9. If prompted, input Manager Password (1234 default)
10. The void is processed. Void receipts will print with details of the transaction