

### Sale (SWIPED)

Swipe Card

Choose Card Type:  
Credit:

F1

Debit:

F2

Enter Amount:

Enter

### Sale (MANUAL)

Press:

F2

Enter Account #:

Enter

Choose Card Type:  
Credit:

F1

Debit:

F2

Enter Amount:

Enter

Exp Date  
(MM/YY):

Enter

Card Present:  
Yes:

F1

No:

F2

Address:

Enter

Zip Code:

Enter

V-Code:

Enter

Enter Amount:

Enter

### Debit

Swipe Card

Press:

F2

Enter Amount:

Enter

Enter Pin #:

Enter

Enter Pin # on Pin Pad  
Press Enter Key on Pin Pad

### Authorization Only

Press:

↓

Press:

F4

Swipe or Enter  
Account #:

Enter

Exp. Date:  
(MM/YY)

Enter

Choose Card Type:  
Credit:

F1

Debit:

F2

Enter Amount:

Enter

### Refund

Press:

↓

Press:

F3

Password:

Enter

Press:

Enter

### Reprint

Press

Reprint

For Last Receipt  
Press:

F1

For Any Receipt  
Press:

F2

Enter Invoice #:

Enter

### Force/Offline

Press:

↓

Press:

F2

Swipe or Enter  
Account #:

Enter

Choose Card Type:  
Credit:

F1

Debit:

F2

Exp. Date:  
(MM/YY)

Enter

Enter Amount:

Enter

Enter 6 Digit  
Approval Code:

Enter

### Void

Press

↓

Press:

F1

VOID LAST TRANSACTION

No:

F1

Yes:

F2

*If No Retrieve by Account # or  
Invoice #.*

For Account # Press:

F2

For Invoice # Press:

F1

*Amount of Sale will Display, press F1  
To Cancel or F2 to Confirm Void.*

## Settlement

Press: **F4**

To Confirm  
BatchPress: **Enter**

*Report Will Print*

## Detail Report

Press: **Report**

Press: **F2**

*Report Will Print*

## Totals Report

Press: **Report**

Press: **F1**

*Report Will Print*

## AVS Response Codes

### VISA Description

Y	Yes - Exact Match on Address and Zip.
A	Address Matches, Zip Code Does Not.
Z	Zip Code Matches, Address Does Not.
N	Neither Address nor Zip Code Match.
U	Address Information Unavailable, or Issuer Does Not Support AVS.
R	Retry - Issuer's System Unavailable or Timed Out.
E	Error - Transaction Ineligible for AVS or Edit Error Found.
S	AVS Not Supported by Issuer.

## Error Messages

<b>BAD CARD NUMBER 503 :</b>	Account number length is invalid, contains non-numeric characters.
<b>BAD CARD TYPE 504 :</b>	Card type is invalid, check the account number and retry transaction.
<b>INVALID AMOUNT 507 :</b>	Invalid transaction amount, verify the amount of sale and retry transaction.
<b>CALL HELP CENTER 539 :</b>	Error occurred on the Host System please contact Help Desk. (1-800-865-1164).
<b>RETRY-COMM ERROR 544 :</b>	Error occurred when uploading Batch, retry batch upload.
<b>AUTH-DECLINED 200 :</b>	Request another form of payment,
<b>AUTH-DECLINED 222 :</b>	Request another form of payment,
<b>LOST OR STOLEN CARD 215 :</b>	The card was reported lost or stolen by the Cardholder.
<b>NO ANSWER :</b>	The terminal does not detect a carrier tone from the Host.
<b>NO CARRIER :</b>	The terminal does not detect a carrier tone from the Host.
<b>CALL VOICE OPERATOR :</b>	Contact Visa/Master Card voice authorization.

## Instructions of Using MC/VISA Voice Authorization Line

<b>DIAL</b>	1-800-897-7530
<b>ENTER MERCHANT ID #</b>	Enter your merchant ID number (exp.8990000) followed by the pound sign to confirm.
<b>ENTER ACCOUNT #</b>	Enter credit card number followed by the pound sign to confirm.
<b>ENTER EXPIRATION DATE</b>	Enter EXP DATE (MM/YY) followed by the pound sign to confirm.
<b>ENTER TRANSACTION AMOUNT</b>	Enter amount of sale.
<b>PROCESSING.....</b>	Six digit authorization number is issued.

## WARNING

Please note that when obtaining an authorization number using the voice authorization line the sale is not automatically deposited to your account. The sale must be manually entered (FORCE/OFFLINE) to your terminal for the sale to be batched/deposited to your account.