

Sale (SWIPE)

Swipe Card

Enter Last 4 Digits
of Card #:

Choose Card Type
Credit:

Debit:

Amount of Sale:

Sale (MANUAL)

Press:

Enter Account #:

Choose Card Type:
Credit:

Debit:

Enter Exp Date
(MM/YY):

Card Present:
Yes:

No:

Enter Amount:

V-Code:

Zip Code:

Detail Report

Press:

Press:

Password:

Detail Report:

Refund

Press 1 Time:

Press:

Swipe or Enter
Account #:

Choose Card Type:
Credit:

Debit:

Exp Date:
(MM/YY)

Enter Amount:

Print Customer Copy?
Yes:

No:

Void

Press:

Void Last Trans?
Yes:

No:

*If no Retrieve by Account #
or Invoice #*

Invoice # or
Last 4 Digits:

Press:

Print Customer Copy?
Yes:

No:

Force

Press 1 Time:

Press:

Swipe or Enter
Account #:

Enter Exp Date
(MM/YY):

Enter Amount:

Approval Code:

Print Customer Copy:
Yes:

No:

Debit

Swipe Card:

Enter Last 4
Digits of Card #:

Choose Card Type
Debit:

Amount of Sale:

Enter Pin #:

*If using an External Pin Pad Enter Pin#
on External Pin Pad Press Enter on
Pin Pad*

Reprint

Press 1 Time:



Press:

F3

Last Receipt:

F2

Any Receipt:

F3

If any receipt Enter Invoice #

Enter Invoice #:

Enter

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.

Settlement

Press:

F3

Password:

Enter

Press Enter to Confirm

Sales Amounts:

Enter

Error Messages

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

Instructions of Using MC/VISA Voice Authorization Line

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