

### Sale (SWIPE)

Swipe Card

Enter Last 4 #'s:

Enter

Enter Amount:

Enter

### Sale (MANUAL)

Press:

1

Enter Account #:

Enter

Exp Date  
(MM/YY):

Enter

Phone Order  
No = 0

Enter

Yes = 1

Enter

Street Address:

Enter

Zip Code:

Enter

Enter Amount:

Enter

### Debit

Press:

6

0 = Sale

Enter

1 = Return

Enter

Swipe Card

Enter Amount:

Enter

Cash Back Amount:

Enter

*Enter Cashback Amount  
or Press Enter to Bypass*

Enter Pin # on Pin Pad...

Press:

Enter

### Adjustment

Press:

Enter

Press:

2

Press:

1

Press:

Enter

Enter Reference#:

Enter

*Original Total of Sale Will Display*

Press:

Enter

Enter New Sale Total:

Enter

Press:

0

Press:

Enter

### Credit (RETURN)

Press:

Enter

Press:

1

Swipe Card or  
Enter Account #:

Enter

Exp Date  
(MM/YY):

Enter

Enter Amount:

Enter

### Authorization Only

Press:

2

Swipe Card or  
Enter Account #:

Enter

Enter Amount:

Enter

Exp Date  
(MM/YY):

Enter

Phone Order  
No = 0

Enter

Yes = 1

Enter

Zip Code:

Enter

Enter Amount:

Enter

### Prior Authorization Sale (Force)

Press:

4

Swipe Card or  
Enter Account #:

Enter

Exp Date  
(MM/YY):

Enter

Phone Order  
No = 0

Enter

Yes = 1

Enter

Enter Amount:

Enter

Enter Authorization #:

Enter

### Deposit/Settlement

Press:

9

Press:

0

Press:

Enter

When Batch  
Settles Press:

Clear

## Reprint

Press:

Press:

Press:

Press:

0 = Last Receipt

1 = Other Receipt

*If Other Receipt  
Enter Reference Number*

Enter Reference #:

## Batch Reports

Press:

Press:

*Current Batch # Displays*

Press:

0 = Display

1 = Print

0 = Batch Total

1 = Detail Report

*Report Will Print or Display  
on the Screen.*

## 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.