



NOVA RETAIL APPLICATION

MENU NAVIGATION

To select a menu item

- Use <up arrow/F2> key and <down arrow/F3> key to highlight a menu item. Press <ENTER> to select the currently highlighted menu item
- Alternatively, press the # key corresponding to the menu item
- To exit out of a sub-menu, press <CANCEL>
- All instructions start from Main menu

NOTE: Press <ENTER> after keying each field

CREDIT TRANSACTIONS: CREDIT CARDS AND DEBIT CARDS WITH VISA/MASTERCARD LOGO

Sale

- Swipe credit card from Main Menu (press enter to manually enter CC #)
- Follow prompts (see Definition of Prompts section)

Manual Sale – Used for cards that can not be swiped

- Select Credit
- Select Sale
- Follow prompts (see Definition of Prompts section)

Void – Used to reverse a transaction in the CURRENT batch

- Select Credit
- Select Void
- Follow prompts (see Definition of Prompts section)

Return – If returning a sale from the same batch, use Void instead

- Select Credit
- Select Return
- Follow prompts (see Definition of Prompts section)

Pre Auth – Used to authorize transactions to ensure funds are available

- Select Credit
- Select Pre Auth
- Follow prompts (see Definition of Prompts section)

Voice/ Post Auth– Used for transactions already having a valid auth #

- Select Credit
- Select Voice/Post Auth
- Follow prompts (see Definition of Prompts section)

DEBIT TRANSACTIONS (ONLY WITH INTERNAL/EXTERNAL PINPAD ENABLED)

Debit Sale

- Select Debit
- Select Debit Sale
- Follow prompts (see Definition of Prompts section)

Debit Return

- Select Debit
- Select Debit Return
- Follow prompts (see Definition of Prompts section)

REPORTS AND SETTLEMENT

Reprint last receipt

- Select Last Receipt

Print current reports – Does not affect transactions in any way

- Select Admin
- Select Reports (Can View transactions or Print Reports from this menu)
- Password: ####<ENTER> (Default password <4><3><2><1>)
- Select Print Report
- Select Current Batch
- Press <CANCEL> 3 times to return to Main Menu

Settlement (sends current transactions for processing)

- Select Settlement
- Password: ####<ENTER> (Default password <4><3><2><1>)
- Press <ENTER> to confirm
- **CONFIRM SETTLEMENT ATTEMPT IS SUCCESSFUL**

SET UP MENU

To change the Time and Date

- Select Admin
- Select Setup
- Password: ####<ENTER> (Default password <1><2><3><4>)
- Select System
- Select Date & Time
- Enter Date and Time (YYMMDDHHMM) enter time in military format

Store & Forward: NOTE: must make changes to all 3 options.

To change the Store & Forward settings

- Select Admin
- Select Setup
- Password: ####<ENTER> (Default password <1><2><3><4>)
- Select System
- Select Store & Forward
- Select Store & Forward (Yes to enable, No to Disable)

To change the Receipt Quantity

- Select Admin
- Select Setup
- Password: ####<ENTER> (Default password <1><2><3><4>)
- Select Receipt
- Select Receipt Qty

To change the setting to Ask for Receipt

- Select Admin
- Select Setup
- Password: ####<ENTER> (Default password <1><2><3><4>)
- Select Receipt
- Select Ask Receipt

DEFINITION OF PROMPTS

NOTE: Press <ENTER> after keying each field

CARDNUMBER: Swipe card **OR** key credit card number as shown on the front omitting spaces.

AVS: Street address and zip code of *billing address*.

Example:

Joe Cardholder
321 Main St
Anytown, USA 12345

Street Address is **321**, zip code is **12345**

CVV: Typically a 3 digit number found on the back of the credit card

BATCH ID: Found on each receipt or on report

TRANS ID: Found on each receipt or on report

EXPIRATION: Month and Year the card expires. Omit day of month, if present. Use MMY format. Example: DEC/2006 would be keyed as **1206**

AMOUNT: Dollar amount of transaction. Key in the dollar and cents without regard for the decimal point. Example: \$12.56 would be keyed as **1256**

PIN: Customer's **P**ersonal **I**dentification **N**umber, required for each Debit transaction

APPROVAL CODE: Authorization code for a specific amount. Typically, 6 digits, but can contain letters.

To form letters, press the number with the corresponding letter. Then press the blue <Func/Alpha> key until that number changes to the correct letter.

Example:

To form J, press <5> followed by <Func/Alpha> 1 time (1st letter on <5> key)

To form K, press <5> followed by <Func/Alpha> 2 times (2nd letter on <5> key)

To form L, press <5> followed by <Func/Alpha> 3 times (3rd letter on <5> key)

EXADIGM CUSTOMER SUPPORT
8 6 6 . 3 9 2 . 8 3 2 6