

## Store & Forward

This feature is used to store swiped transactions at the terminal level when there is no phone line available (Or no coverage for wireless devices) The transactions can then be uploaded for approval when a phone line becomes available.

Store & Forward (Offline Mode) will give the following six different options:

### Function Description

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Mode Select     | <input type="checkbox"/> Display Trans | <input type="checkbox"/> Reports       |
| <input type="checkbox"/> Upload Transact | <input type="checkbox"/> Resend Failed | <input type="checkbox"/> Delete Failed |

## Turning Store & Forward On/Off

STEP	ACTION	DISPLAY
1.	From the Main Menu <b>press [3]</b> to access Merchant Options	<b>MENU SCREEN: 3.Merch Option</b>
2.	Use the [ <b>▼</b> ] key to scroll to menu option <b>10. Store &amp; Forward</b> and then <b>press [ENTER]</b> .	<b>MERCH. OPTIONS: 10.Store&amp;Forward</b>
3.	<b>Input the Password</b> and <b>press [ENTER]</b>	<b>ENTER PASSWORD:</b>
4.	<b>Press [ENTER]</b>	<b>STORE&amp;FORWARD 1.S&amp;F On/Off</b>
5.	Use the [ <b>▲</b> ] and [ <b>▼</b> ] keys to find your selection and then <b>press [ENTER]</b> . <i>OR</i> Press the number corresponding with your selection	<b>Store &amp; Forward Switch OFF?</b>
6.	<b>Stop.</b>	

## Store & Forward Mode Select

STEP	ACTION	DISPLAY
1.	From the Main Menu <b>press [3]</b> to access Merchant Options	<b>MENU SCREEN: 3.Merch Option</b>
2.	Use the [ <b>▼</b> ] key to scroll to menu option <b>10. Store &amp; Forward</b> and then <b>press [ENTER]</b> .	<b>MERCH. OPTIONS: 10.Store&amp;Forward</b>
3.	<b>Input the Password</b> and <b>press [ENTER]</b>	<b>ENTER PASSWORD:</b>
4.	<b>Press [2]</b> for Mode Select	<b>STORE&amp;FORWAR D 2 Mode Select</b>
5.	Use the [ <b>▲</b> ] and [ <b>▼</b> ] keys to find your selection and then <b>press [ENTER]</b> . <u>OR</u> Press the number corresponding with your selection	<b>MODE SELECT: 1.Stay Online</b>
<b>* NOTE: SEE LIST OF DEFINITIONS BELOW</b>		
6.	<b>Stop.</b>	

OPTION	DEFINITION
<b>Stay Online</b>	The Terminal will process transactions only via radio/CDPD signal or phone line
<b>Stay Offline</b>	The Terminal will process transactions via Offline only, it will not look for signal or phone line.
<b>Off Until Batch</b>	The Terminal will process transactions via Offline only. When the [ <b>BATCH</b> ] key is pressed, the terminal will switch to Online and transmit all the transactions.
<b>Offline On Demand</b>	Terminal will process via Offline. If no radio/CDPD signal is obtained, and no phone line is connected, the terminal will prompt: <b>RETRY OR PROCESS OFFLINE?</b>

# Display Offline Transactions

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**Function Description** Allows you to view “STORED”, or “FAILED” transactions, by transaction# and server# (if option is being used)

STEP	ACTION	DISPLAY
1.	From the Main Menu <b>press [3]</b> to access Merchant Options	<b>MENU SCREEN: 3.Merch Option</b>
2.	Use the [ <b>▼</b> ] key to scroll to menu option <b>10. Store &amp; Forward</b> and then <b>press [ENTER]</b> .	<b>MERCH. OPTIONS: 10.Store&amp;Forward</b>
3.	<b>Input the Password</b> and <b>press [ENTER]</b>	<b>ENTER PASSWORD:</b>
4.	<b>Press [3]</b>	<b>STORE &amp; FORWARD 3 Display Trans</b>
5.	Use the [ <b>▲</b> ] and [ <b>▼</b> ] keys to find your selection and then <b>press [ENTER]</b> . <i>OR</i> Press the number corresponding with your selection	<b>Display Trans. 1. Scroll All</b>
6.	Use the [ <b>▲</b> ] and [ <b>▼</b> ] keys to find your selection and then <b>press [ENTER]</b> . <i>OR</i> Press the number corresponding with your selection	<b>CHOOSE DATABASE 1 STORED</b>
7.	<b>Stop.</b>	

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# Reports – Store & Forward

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**Function** There are three options for Store & Forward Reports:  
**Description**  1. Print Status  2. Print Offlines  3. Print Failed

STEP	ACTION	DISPLAY
1.	From the Main Menu <b>press [3]</b> to access Merchant Options	<b>MENU SCREEN: 3.Merch Option</b>
2.	Use the [ <b>▼</b> ] key to scroll to Menu Option <b>10. Store &amp; Forward</b> and then <b>press [ENTER]</b> .	<b>MERCH. OPTIONS: 10.Store&amp;Forward</b>
3.	<b>Input the Password</b> and <b>press [ENTER]</b>	<b>ENTER PASSWORD:</b>
4.	<b>Press [4]</b>	<b>STORE &amp; FORWARD 4 Reports</b>
5.	Use the [ <b>▲</b> ] and [ <b>▼</b> ] keys to find your selection and then <b>press [ENTER]</b> . <i>OR</i> Press the number corresponding with your selection	<b>REPORTS 1.Print Status</b>
<b>*NOTE: SEE OPTION DEFINITIONS BELOW</b>		
6.	<b>Stop.</b>	

OPTION	DEFINITION
<b>Print Status</b>	A print out of the terminal's status, i.e.: Offline Mode or Online Mode.
<b>Print Offlines</b>	A report of all transactions entered into the database in Offline Mode.
<b>Print Failed</b>	A report of all transactions that failed and stored.

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# Upload Transactions

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**Function Description** This function allows you to upload all Offline transactions one by one, or all at once. If any transactions have failed the terminal will prompt: **PRINT FAILED TRANS?**

STEP	ACTION	DISPLAY
1.	From the Main Menu <b>press [3]</b> to access Merchant Options	<b>MENU SCREEN: 3.Merch Option</b>
2.	Use the [ <b>▼</b> ] key to scroll to Menu Option <b>10. Store &amp; Forward</b> and then <b>press [ENTER]</b> .	<b>MERCH. OPTIONS: 10.Store&amp;Forward</b>
3.	<b>Input the Password</b> and <b>press [ENTER]</b>	<b>ENTER PASSWORD:</b>
4.	<b>Press [5]</b>	<b>STORE &amp; FORWARD 5 Upload Transct</b>
5.	<b>Press [MENU/ESC]</b> to upload individual transactions  <b>Or</b> <b>Press [ENTER]</b> to upload all offline transactions	<b>UPLOAD TRANSC ONE                  ALL</b>
6.	<b>Stop.</b>	

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# Resend Failed Transactions

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**Function Description**

This function allows you to resend any failed transactions.

STEP	ACTION	DISPLAY
1.	From the Main Menu <b>press [3]</b> to access Merchant Options	<b>MENU SCREEN: 3.Merch Option</b>
2.	Use the [ <b>▼</b> ] key to scroll to Menu Option <b>10. Store &amp; Forward</b> and then <b>press [ENTER]</b> .	<b>MERCH. OPTIONS: 10.Store&amp;Forward</b>
3.	<b>Input the Password</b> and <b>press [ENTER]</b>	<b>ENTER PASSWORD:</b>
4.	<b>Press [6]</b>	<b>STORE &amp; FORWARD 4. Resend Failed</b>
5.	<b>Stop.</b>	

# Delete Failed Transactions

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**Function Description**

This function allows you to Delete any failed transactions.

STEP	ACTION	DISPLAY
1.	From the Main Menu <b>press [3]</b> to access Merchant Options	<b>MENU SCREEN: 3.Merch Option</b>
2.	Use the [ <b>▼</b> ] key to scroll to Menu Option <b>10. Store &amp; Forward</b> and then <b>press [ENTER]</b> .	<b>MERCH. OPTIONS: 10.Store&amp;Forward</b>
3.	<b>Input the Password</b> and <b>press [ENTER]</b>	<b>ENTER PASSWORD:</b>
4.	<b>Press [7]</b>	<b>STORE &amp; FORWARD 7 Delete Failed</b>
5.	<b>Stop.</b>	