

Batch Authorization (Store and forward)

Batch Authorization (Store and forward) allows transactions to be processed offline when the terminal is unable to connect to the wireless network. When in Batch Auth mode, the terminal will print an offline receipt with a terminal generated offline approval number.

To enable Batch Authorization Mode:

1. Press the “2” KEY
2. Input password (1 - Alpha, Alpha - 66831) and press “Enter”
3. Select “On”

To disable Batch Authorization Mode:

1. Press the “2” KEY
2. Input password (1 - Alpha, Alpha - 66831) and press “Enter”
3. Select “Off”

If unauthorized batch auth transactions are present in the terminal, the following prompt will display:

“Run Batch Auth (Yes/No)”
Select “Yes”

Terminal will print a Batch Auth report, dial out, approved the transactions online and print a receipt.

If the transactions cannot be authorized online, the terminal will print a failed receipt and a Failed Auth Report by pressing the “X” Cancel key. The following prompt will display

“Delete Batch Auth (Yes/No)”

Select “No” to retain the unauthorized transaction in the terminal for reattempting online batch authorization.

Note: Selecting “Yes” will permanently delete the unauthorized transaction(s) from the terminal without online approval.

Online Batch Authorization

To scroll menu, press the down arrow key until desired option appears.

Note: this function should be performed prior to settlement.

1. Press “Batch Auth”
2. Choose “Auto Batch”

Terminal will print a Batch Auth Report, dial out, approve the transactions online and print a receipt. If you receive a failed receipt and Failed Auth Report, follow instructions above.