

3 Key in dollar amount of transaction, then press ENTER.

NOTE: Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Folio Number. Enter the 8-character folio number, then press **ENTER**.
- Extra Charges. Enter the correct code for any extra charges, then press **ENTER**.
- Duration of Stay. Enter the duration of stay, then press **ENTER**.
- Arrival 99/99/99. Enter the arrival date, or press **ENTER** for the current date.
- Depart 99/99/99. Enter the departure date, or press **ENTER** for the current date.

4 Transaction complete - Sale Captured.

- Receipt prints if transaction is approved. Wait till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press **CLEAR**.

4 Transaction complete - Return Captured.

- Receipt prints if transaction is approved. Wait till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press **CLEAR**.

Credit Ticket Only

When given an approval code by an operator, you must complete a Credit Ticket Only transaction to enter item into terminal and print receipt for customer to sign.

1 Press FIVE key on the terminal.

2 Swipe card through vertical slot as shown on terminal*

* If the magnetic stripe cannot be read by the terminal, a sales slip must be imprinted with the credit card information to verify that the card was present at the time of the transaction. Failure to imprint the card may result in a chargeback.

For manual entry:

- Key in card number and press **ENTER**.
- Key in card expiration date press **ENTER**.
(Example: for December 2001, enter 1201.)

NOTE: Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Operator ID: Key the appropriate information, press **ENTER**.

3 Key in dollar amount of transaction, then press ENTER.

NOTE: Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Enter Auth Code. Enter the authorization code if required, then press **ENTER**.
- Folio Number. Enter the 8-character folio number, then press **ENTER**.
- Arrive 99/99/99. Enter the arrival date, or press **ENTER** for the current date.
- Depart 99/99/99. Enter the departure date, or press **ENTER** for the current date.
- Special Program? Enter the special program code, or press **ENTER** for a default code "1".
- Enter Invoice #. Enter the invoice number up to 8 characters, then press **ENTER**.

4 Transaction complete - Ticket Only Captured.

- Receipt prints if transaction is approved. Wait till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press **CLEAR**.

Credit Return

1 Press TWO key on the terminal.

If debit is activated, choose **CREDIT** when prompted to select return type.

2 Swipe card through vertical slot as shown on terminal*

* If the magnetic stripe cannot be read by the terminal, a sales slip must be imprinted with the credit card information to verify that the card was present at the time of the transaction. Failure to imprint the card may result in a chargeback.

For manual entry:

- Key in card number and press **ENTER**.
- Key in card expiration date press **ENTER**.
(Example: for December 2001, enter 1201.)

NOTE: Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Prefer Cust? Y/N (Press **9** for yes, **6** for no.)
- No Show? Y/N (Press **9** for yes, **6** for no.)
- Operator ID: Key the appropriate information, press **ENTER**.

3 Key in dollar amount of transaction, then press ENTER.

NOTE: Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Folio Number. Enter the 8-character folio number, then press **ENTER**.
- Arrive 99/99/99. Enter the arrival date, or press **ENTER** for the current date.
- Depart 99/99/99. Enter the departure date, or press **ENTER** for the current date.
- Special Program? Enter the special program code, or press **ENTER** for a default code "1".
- Enter Invoice #. Enter the invoice number up to 8 characters, then press **ENTER**.

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Debit Sale

1 Press ONE key on the terminal.

If debit is activated, choose **DEBIT** when prompted to select sale type.

2 Swipe card through vertical slot as shown on terminal*

NOTE: All debit card transactions must be swiped; debit card numbers may not be entered manually. Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Server ID? (Enter the Server ID or press **ENTER** for none.)
- Prefer Cust? Y/N (Press **9** for yes, **6** for no.)
- No Show? Y/N (Press **9** for yes, **6** for no.)
- Operator ID: Key the appropriate information, press **ENTER**.

3 Key in dollar amount of transaction, then press ENTER.

NOTE: Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Folio Number. Enter the 8-character folio number, then press **ENTER**.
- Extra Charges. Enter the correct code for any extra charges, then press **ENTER**.
- Duration of Stay. Enter the duration of stay, then press **ENTER**.
- Arrive 99/99/99. Enter the arrival date, or press **ENTER** for the current date.
- Depart 99/99/99. Enter the departure date, or press **ENTER** for the current date.

4 Transaction complete - Debit Sale Captured.

- Receipt prints if transaction is approved. Wait till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press **CLEAR**.

Card Name	Merchant Number	Phone Number
Amex:		
Diners:		
Discover® Network:		
VISA/MC:		
Customer Support:		