

SALE (Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

IDLE PROMPT Press **1 (Credit Debit)**

SALE REFUND FORCE Press **1 (Sale)**

ENTER AMOUNT \$0.00 Key amount and press **Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

SALE SWIPE CARD Insert. Tap, Swipe, or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

DIALING..... Terminal communicates with the host for approval

TERMINAL MAY PROMPT: COLLECT \$\$,\$\$ ACCEPT PARTIAL AMOUNT YES NO Press the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.

PRINT CUST RECEIPT YES NO Press **4 (Yes)** to print customer receipt

APPROVED OK 0000-00 AVS = XXX Press **Clear** to return to idle prompt

REPRINT Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

IDLE PROMPT Press **1 (Credit Debit)**

SALE REFUND FORCE BACK TIPS MORE Press **6 (More)** two times

REPRINT VIEW PRINT RPTS RPTS Press **1 (Reprint)**

ENTER INVOICE # Key invoice number and press **Enter** or press **Enter** to reprint last receipt

PRINT CUST RECEIPT YES NO Press **4 (Yes)** to print customer receipt

REPRINT VIEW PRINT RPTS RPTS Press **Clear** to return to idle prompt

REFUND Use this function to issue a credit to the cardholder's account for goods or services.

IDLE PROMPT Press **1 (Credit Debit)**

SALE REFUND FORCE Press **2 (Refund)**

REFUND ENTER AMOUNT \$0.00 Key amount and press **Enter**

REFUND SWIPE CARD Insert. Tap, Swipe, or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

PRINT CUST RECEIPT YES NO Press **4 (Yes)** to print customer receipt

VISA REFUND APPROVED Press **Clear** to return to idle prompt

DEBIT SALE (with Cash Back) Use this function to authorize and capture transactions for settlement.

IDLE PROMPT Press **1 (Credit Debit)**

SALE REFUND FORCE Press **1 (Sale)**

ENTER AMOUNT \$0.00 Key amount and press **Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

SALE SWIPE CARD Insert. Tap, Swipe card on terminal or pin pad **Debit card can't be manually keyed**

SELECT CARD TYPE CREDIT DEBIT Press **Debit**

LAST FOUR ACCOUNT NUMBERS MATCH? #### YES NO Verify last 4 digits of account number and Press **4 (Yes)**

CASH BACK AMT \$0.00 Key cash back amount and press **Enter**

TOTAL ENTER PIN \$0.00 Instruct customer to enter PIN via PIN pad and press **Enter** **Do not ask customer for the PIN**

DIALING..... Terminal communicates with the host for approval

TERMINAL MAY PROMPT: COLLECT \$\$,\$\$ ACCEPT PARTIAL AMOUNT YES NO Press the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.

PRINT CUST RECEIPT? YES NO Press **4 (Yes)** to print customer receipt

DEBIT SALE APPROVED 000000 Press **Clear** to return to idle prompt

FORCE SALE Use this function to capture transactions when voice approval has been obtained.

IDLE PROMPT Press **1 (Credit Debit)**

SALE REFUND FORCE Press **3 (Force)**

ENTER AMOUNT \$0.00 Key amount and press **Enter**

CREDIT FORCE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

ENTER AUTH CODE Key authorization number that was obtained by the voice authorization center and press **Enter**

PRINT CUST RECEIPT YES NO Press **4 (Yes)** to print customer receipt

APPROVED ##### Press **Clear** to return to idle prompt

VOID Use this function to delete a transaction that is in the current batch.

IDLE PROMPT Press **1 (Credit Debit)**

SALE REFUND FORCE BACK TIPS MORE Press **6 (More)** 2 times

BACK VOID MORE Press **5 (Void)**

ENTER INVOICE # TO VOID Key invoice number and press **Enter**

VS SALE 0000 SVR 0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT> Press **5 (Void)**

VOID TRANS? YES NO Press **4 (Yes)**

VOID COMPLETE Press **Clear** to return to idle prompt

VS VOID SALE 0000 SVR 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT>

TIP ADJUSTMENT Use this function to add the tip amount to a transaction that is in the current batch.

IDLE PROMPT Press **1 (Credit Debit)**

SALE REFUND FORCE BACK TIPS MORE Press **5 (Tips)**

ENTER INVOICE # Key invoice number and press **Enter**

VS SALE 00000 TIP \$0.00 AMOUNT \$1.00 XXXXXXXXXXXXXXXX <PREV EDIT NEXT> Press **5 (Edit)**

NEW TIP \$0.00 Key tip amount press **Enter**

VS SALE 00000 TIP \$0.10 AMOUNT \$1.10 XXXXXXXXXXXXXXXX <PREV EDIT NEXT> Press **Clear** to return to idle prompt

REPORTS Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

IDLE PROMPT Press **1 (Credit Debit)**

BACK TIPS MORE Press **6 (More)** 2 times

REPRINT VIEW PRINT RPTS RPTS Press **3 (Print Reports)**

NET CARD TOTALS TOTALS CARD DETAILS Press the desired report to print

PRINTING REPORT..... Press **Clear** to return to idle prompt

FIRST DATA FD SERIES QUICK REFERENCE GUIDE

RESTAURANT

(750FD100)

REVIEWS Various types of detail and totals reviews can be generated for transactions in the current batch (transactions that have not yet been settled).

IDLE PROMPT Press **1 (Credit Debit)**

BACK TIPS MORE Press **6 (More)** 2 times

REPRINT VIEW PRINT RPTS RPTS Press **2 (View Reports)**

NET CARD CARD TOTALS TOTALS DETAILS Press the desired report to view

TERMINAL MAY PROMPT: INVOICE OR CLERK# Key invoice or clerk number and press **Enter**

VS VOID SALE 00000
CLK 0000 OK0000
AMOUNT \$0.00
XXXXXXXXXXXXXXXXXX
<PREV VOID NEXT> Press **Clear** to return to idle prompt or press **6 (Next)** to scroll through other transactions

OPEN TIP REPORT Use this function to print a report showing all transactions with open tips.

IDLE PROMPT Press **1 (Credit Debit)**

BACK TIPS MORE Press **6 (More)** 3 times

BACK OPEN TIPS EMV Press **5 (Open Tips)**

SERVER ID Key server id Press **Enter** or Press **Enter** for all

PRINTING OPEN TIPS... Press **Clear** to return to idle prompt

BATCH TOTALS BY SERVER Use this function to print tips, cash and grand totals for each server.

IDLE PROMPT Press **1 (Credit Debit)**

BACK TIPS MORE Press **6 (More)** 2 times

REPRINT VIEW PRINT RPTS RPTS Press **3 (Print Reports)**

TABS SERVER SERVER TOTALS DETAILS Press **5 (Server Totals)**

SERVER ID Key server id Press **Enter** or Press **Enter** for all

PRINTING SERVER TOTALS... Press **Clear** to return to idle prompt

OPEN TAB REPORT Use this function to print a report showing all transactions with open tabs.

IDLE PROMPT Press **1 (Credit Debit)**

BACK TIPS MORE Press **6 (More)** 2 times

REPRINT VIEW PRINT RPTS RPTS Press **3 (Print Reports)**

TABS SERVER SERVER TOTALS DETAILS Press **4 (Tabs)**

PRINTING OPEN TABS... Press **Clear** to return to idle prompt

TAB PROCESSING Use this function to open, close or void tab transactions.

IDLE PROMPT Press **1 (Credit Debit)**

BACK TIPS MORE Press **6 (More)**

AUTH TABS CLOSE Press **2 (Tabs)**

OPEN CLOSE VOID Press the desired option. Follow terminal prompts to complete transaction. Press **Clear** to return to idle prompt

SETTLE Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

IDLE PROMPT Press **1 (Credit Debit)**

BACK TIPS MORE Press **6 (More)**

AUTH TABS CLOSE Press **3 (Close)**

TOTALS CORRECT? \$0.00
YES NO Press **4 (Yes)** to confirm close

DIALING.... Terminal communicates with the host for approval

BATCH CLOSE COMPLETE Press **Clear** to return to idle prompt

