

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)**

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

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

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

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

ADDRESS Key the first 5 digits of the customer's address and press **Enter**

ZIP CODE Key customer's zip code 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)**

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)**

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 account number and press **Enter**

EXPIRE DATE MMY 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

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

IDLE PROMPT Press **1 (Credit)**

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

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

VS SALE 0000
TIP \$0.00
AMOUNT \$1.00
XXXXXXXXXXXXXXXXXX
<PREV EDIT NEXT> Press **5 (Edit)**

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

VS SALE 0000
TIP \$0.10
AMOUNT \$1.10
XXXXXXXXXXXXXXXXXX
<PREV EDIT NEXT> 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)**

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

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

FORCE SWIPE CARD Insert, Tap, Swipe or manually key account number and press **Enter**

EXPIRE DATE MMY 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

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

IDLE PROMPT Press **1 (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 or 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 \$0.00
ENTER PIN 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

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

IDLE PROMPT Press **1 (Credit)**

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
CLK 0000
AMOUNT \$0.00
XXXXXXXXXXXXXXXXXX
<PREV VOID NEXT> Press **5 (Void)**

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

VOID COMPLETE

VS VOID SALE 0000
CLK 0000 OK000
AMOUNT \$0.00
XXXXXXXXXXXXXXXXXX
<PREV VOID NEXT> Press **Clear** to return to idle prompt

AUTHORIZATION ONLY This procedure is to authorize a credit card transaction. This will not capture in the terminal.

IDLE PROMPT Press **1 (Credit)**

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

AUTH TABS CLOSE Press **1 (Auth)**

AUTH ONLY
ENTER AMOUNT \$0.00 Key authorization amount and press **Enter**

AUTH ONLY SALE
SWIPE CARD Insert, Tap, Swipe or manually key account number and press **Enter**

TERMINAL MAY PROMPT:
WAITING FOR PIN ENTRY
SELECT CARD TYPE Instruct customer to enter PIN via PIN pad and press **Enter**
Do not ask customer for the PIN
Press desired option

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

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

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

APPROVED ##### 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 Report)**

NET CARD CARD
TOTAL TOTAL DETAIL Press the desired report to print

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

BALANCE INQUIRY Use this function to perform a Balance Inquiry.

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

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

BACK INQUIRY MORE Press **5 (Inquiry)**

CREDIT SALE
SWIPE CARD Insert, Tap, Swipe or key account number and press **Enter**

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

DIALING... Terminal communicates with the host

APPROVED OK 0000 Press **Clear** to return to idle prompt

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 Report)**

NET CARD CARD
TOTAL TOTAL DETAIL Press the desired report to view

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

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

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

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RETAIL

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