

Manual Card Entry - SPS 500 Series

Manual card entry is allowed on Credit, Gift and EBT transactions if the reader is unable to read the card or for card not present sales.

1. Register a normal transaction.
2. Press Credit Card. The message "WORKING" displays:
3. At the PIN-Pad the message displays:SALE \$2.00 - OK?
4. Press the **GREEN** button on the PIN-Pad keypad.
5. The "WORKING" will continue to display. Press the **RED** button on the PIN-pad, the "WORKING" message will begin a countdown until the message "TRANSACTION NOT COMPLETE" displays on the register and on the PIN-Pad.
6. Touch CLOSE on the message box on the touch screen. The message "TRY MANUAL ENTRY" now displays.
7. Touch YES on the message box on the touch screen. At the PIN-Pad, the SALE and transaction amount message displays again.
8. Press the **GREEN** button on the PIN-Pad keypad.
9. The message "ACCOUNT NUMBER" displays. Enter the card number and press the **GREEN** button on the PIN-Pad keypad.
10. The message "ENTER EXPIRY, DATE MM/YY" displays. Enter the 4-digit card expiration date in MMY format and press the **GREEN** button on the PIN-Pad keypad.
11. The message "ENTER CVV" displays. Enter the CVV / CID (card verification value as shown on the reverse of the card) and press the **GREEN** button on the PIN-Pad keypad.
12. The message "ZIP CODE" displays. Press the **GREEN** button to bypass.
13. The message "CHIP CARD YES=OK?" displays. If the card is a chip card, press the **GREEN** button on the PIN-Pad keypad; if the card is not a chip card, press the **RED** button.
14. When verification is complete, the PIN-Pad displays "APPROVED" and the draft is printed at the cash register