# **QUICK REFERENCE GUIDE**

## **CREDIT SALE**

1.	From application idle screen, tap <b>SALE</b>
2.	Enter sale amount
3.	Tap <b>CONFIRM</b>
4.	Insert, swipe, tap card, or key-in card number
5.	Minimize keyboard*
6.	Tap CONFIRM*
7.	Enter expiration date*
8.	Tap CONFIRM*
9.	Select Card Present 1. Yes 2. No*
10.	Tap <b>OK</b> *
11.	Enter numeric portion of Street Address*
12.	Enter Zip Code*
13.	Tap CONFIRM*
14.	Enter CVC2 code*
15.	Tap <b>CONFIRM</b> *
16.	Terminal communicates with HOST

DEBIT SALE

## **CREDIT RETURN**

1.	From application idle screen, tap <b>RETURN</b>
2.	Enter password
3.	Tap ENTER
4.	Enter return amount
5.	Tap <b>CONFIRM</b>
6.	Swipe card or key-in card number
7.	Minimize keyboard*
8.	Tap CONFIRM*
9.	Enter expiration date*
10.	Tap CONFIRM*
11.	Select Card Present 1. Yes 2. No*
12.	Tap <b>OK</b> *
13.	Terminal communicates with HOST
14.	Tear slip and enter <b>OK</b>

#### **CREDIT VOID**

- 1. From application idle screen, tap V/SALE
- 2. Tap ENTER
- 3. Enter original transaction number
- 4. Tap **CONFIRM**
- 5. Review transaction information
- 6. Tap **CONFIRM**
- 7. Terminal communicates with HOST
- 8. Tear slip and enter **OK**

2. Tap **SALE** 

1. From application idle screen, tap DEBIT

- 3. Enter sale amount
- 4. Tap **CONFIRM**
- 5. Insert, swipe or tap card

17. Tear slip and enter **OK** 

- 6. Customer enters PIN
- 7. Terminal communicates with HOST
- 8. Tear slip and enter **OK**

#### **DEBIT VOID**

- 1. From application idle screen, tap **DEBIT**
- 2. Tap V/SALE
- 3. Enter password
- 4. Tap ENTER
- 5. Enter original transaction number
- 6. Tap **CONFIRM**
- 7. Review transaction information
- 8. Tap CONFIRM
- 9. Terminal communicates with HOST
- 10. Tear slip and enter  $\ensuremath{\textbf{OK}}$

#### **ENABLE DEBIT**

- 1. From application idle screen, tap **FUNC**
- 2. Tap Settings
- 3. Enter password
- 4. Tap ENTER
- 5. Tap Transaction Settings
- 6. Tap Debit
- 7. Tap toggle for EDC Support
- 8. Tap < icon in upper left corner 3x to return to idle screen

### ENABLE EXTERNAL PIN PAD

- 1. From application idle screen, tap FUNC
- 2. Tap Settings
- 3. Enter password
- 4. Tap ENTER
- 5. Tap System Settings
- 6. Tap External Card Reader
- 7. Select Auto
- 8. Tap pin pad settings
- 9. Select external pin pad
- 10. Tap < icon in upper left corner 3x to return to idle screen

## **TIP ADJUST (RESTAURANT ONLY)**

- 1. From application idle screen, tap FUNC
- 2. Tap TIP MENU
- 3. Tap **SCROLL UNTIPPED** (or other desired method, then follow appropriate prompts)
- 4. Tap transaction you wish to tip
- 5. Review transaction information
- 6. Tap ADJUST
- 7. Enter tip amount
- 8. Tap CONFIRM
- 9. Repeat as needed

#### PRINT REPORT

- 1. From application idle screen, tap FUNC
- 2. Tap REPORTS
- 3. Enter password
- 4. Tap ENTER
- 5. Tap on desired report and follow prompts (tapping 'Default' will immediately print report while using current settings)

#### SETTLEMENT

- 1. From application idle screen, tap FUNC
- 2. Tap BATCH
- 3. Tap BATCH CLOSE
- 4. Terminal will print report

## **POWER ON**

1. Press and hold red **POWER** button

### **POWER OFF**

- 1. Press and hold red POWER button
- 2. Follow on-screen prompts

## **ENABLE WI-FI**

- 1. Tap Settings in the bottom-right corner of Android home screen
- 2. Tap Wi-Fi
- 3. Tap on toggle in upper right corner to toggle Wi-Fi on/off
- 4. Select desired network
- 5. Enter network password (if prompted)
- 6. Tap Connect
- 7. Tap the circle button at the bottom to return to the Android home screen