



## Quick Reference Guide

### Sale:

1. Enter the transaction amount and press OK (Green Button)
2. Tap, Insert, Swipe or Enter the card number.
3. Terminal communicates with network.
4. Receipts get printed.

### Refund:

1. Press the Return key (Yellow Button)
2. Return will be displayed on the screen instead of Sale.
3. Enter the refund amount and press OK (Green Button).
4. Confirm the amount is correct and press OK (Green Button) again.
5. Enter 1 2 3 4 (default password) and press OK.
6. Tap, Insert, Swipe or Enter the card number.
7. Terminal communicates with network.
8. Receipts confirming the refund get printed.

### Void:

1. Press F1.
2. Press OK (Green Button) on Favorites
3. Scroll down to Void Transaction with the Arrow Keys and press OK.
4. When it prompts for password, enter 1 2 3 4 (default password) and press OK.
5. From the Void Transaction menu, you can select to void by View All, By Transaction #, Reference Number, Invoice #, Approval Code, and Last Transaction. (We recommend using the Transaction Number)

6. Type the transaction number (located on the top right of your receipt copy) and press OK.
7. Confirm this is the transaction you want to void and press OK.
8. Enter 1 2 3 4 (default password) and press OK.
9. Receipt will print a confirmation of the voided transaction.

### **Adjusting Tip (Restaurants):**

1. Press F1
2. Press OK (Green Button) on Favorites
3. Scroll down to Edit All Trans # with the Arrow Keys and press OK.
4. Enter the transaction number (located on the top right of your receipt copy) and press OK.
5. Enter the desired tip amount and press OK.
6. Confirm that the Base, Tip and Total amounts are correct and press OK.
7. You can either edit the next transaction number or press Cancel (Red Button) to return to the main menu.

### **Reprint a Receipt:**

1. Press F1
2. Press OK (Green Button) on Favorites
3. Scroll down to Reprint Receipt with the Arrow Keys and press OK.
4. Enter 1 2 3 4 (default password) and press OK.
5. You can select to reprint transactions by Last Transaction, By Transaction #, and by Card Number.
6. Select by Transaction # and press Enter (Green Button).
7. Enter the transaction # at the top of the receipt and press OK (Green Button).
8. Using the arrow keys, select whether to print the Merchant or Customer Copy and press OK (Green Button).
9. Receipt will print.

## **Printing Reports:**

1. Press F1
2. Press OK (Green Button) on Favorites
3. Scroll down to Report using the Arrow Keys and press OK (Green Button).
4. Enter 1 2 3 4 (Default Password) and press OK (Green Button).
5. From here, select the desired report using the Arrow Keys and press OK (Green Button).
  - a. Daily – All transactions and amounts
  - b. Summary – Totals Report
  - c. Detailed – Breakdown of each transaction (time, amount, card, auth)

## **Settling the Open Batch:**

1. Press F1
2. Press OK (Green Button) on Favorites
3. Press OK (Green Button) on Settle Daily Batch.
4. Enter 1 2 3 4 (Default Password) and press OK (Green Button).
5. Batch will get settled and report will print.

## **Wi-Fi Setup:**

1. Press F1
2. Scroll down to Comm. Status using the Arrow Keys and press OK (Green Button)
3. Using the Arrow Keys select Wi-Fi and press Enter.
4. Check if the switch on the top right of the screen is turned on (Green). If it is not green, press F1 to enable Wi-Fi.
5. From there, you will see a list of available Wi-Fi networks. Select your network name by using the Arrow Keys to scroll until you find it, then press OK (Green Button).
6. Enter your password and press OK (Green Button).

- a. For letters, press the number key that indicates the letter you need repeatedly to cycle through the different letters. To get lowercase letters, you need to keep pressing repeatedly until you see the lower case. For example, if you want to get lower case j, you will need to press the # 5 key about 5 times repeatedly.
7. After it has connected to your network successfully, you'll see an indication that it's connected, and you will be returned to the main menu.
8. From there you should see a symbol on the top left with the signal strength and no x in the middle which indicates it is connected as well.
9. To disconnect from Wi-Fi, you'll need to do the same steps up until step number 4, where you would once again press F1 to switch off the Wi-Fi.
10. To get back to the main menu from here, press the X button (red button) once.
11. The top left corner will show a Wi-Fi symbol with an X through it as an indication that the Wi-Fi is disconnected.

### **Update Date/Time:**

1. Press F1
2. Scroll down to Core Menu using the Arrow Keys and press OK (Green Button)
3. Scroll down to Utility using the Arrow Keys and press OK (Green Button)
4. Enter 1 2 3 4 (Default Password) and press OK (Green Button)
5. Press OK (Green Button) on Settings
6. Press OK (Green Button) on Date and Time
7. From here you can enter the correct current date in MM/DD/YY format and press OK (Green Button)
8. When it prompts for Local Time, you can update the time by entering the current time in HH:MM:SS format and press OK (Green Button)
9. To return to the main menu, press the X (Red Button) once and confirm that the Date/Time on the main menu are correct.