



## Quick Reference Guide

### Open the Payment Application – Omaha, RapidConnect, Sierra

#### Sale:

1. Press SALE on the touch screen main menu.
2. Enter the amount of the transaction and then press OK (Green Button).
3. Insert/Tap/Swipe or enter the credit card.
4. Terminal communicates with the network.
5. Receipts get printed.

#### Refund:

1. Press RETURN on the touch screen main menu.
2. Enter the Operator Password (Today's Date in MM/DD/YYYY format) and press OK (Green Button).
3. Enter the refund amount and press OK (Green Button).
4. Insert/Tap/Swipe or enter the credit card.
5. When prompted for Refund Reason, please select either RETURN or ADJUSTMENT using the touchscreen and press the OK (Blue Button) on the screen.
6. When it prompts to enter the original transaction date, enter it in YYYY/MM/DD format and press OK (Green Button).
7. Terminal communicates with network.
8. Receipts confirming the refund get printed.

#### Void:

1. Press V/SALE or V/RETURN on the touchscreen main menu depending on the type of transaction you are trying to void.

2. Enter the Manager Password (Today's Date in MM/DD/YYYY format) and press OK (Green Button).
3. Enter the Transaction Number when prompted and press OK (Green Button).
4. Confirm that it is the correct transaction by pressing the blue Confirm button at the bottom or if it's not correct, press the blue Cancel button to not void.
5. Terminal communicates with the network.
6. Receipt will print a confirmation of the voided transaction.

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

1. Press FUNC on the touchscreen main menu.
2. Scroll down on the screen until you see Tip Menu and tap it.
3. From here you can select different options such as View Untipped Trans (scrolls through all untipped transactions), By Invoice No, By Card No, By Card Type, By Operator ID, By Trans No.
4. If you select by Trans No, enter the transaction number (located on the top right of your receipt copy) and press OK.
5. The transaction information will be shown. You can tap the transaction to see more info and scroll all the way down and press the blue ADJUST button.
6. You will be prompted to enter the tip amount. Enter the tip amount and press the OK button (green button).
7. When it asks to confirm if you would like to add the tip, tap OK.
8. It will confirm that the tip was adjusted, and the transaction will now show the total amount with the tip.
9. Press the X button (red button) until you get back to the Sale screen.

### **Reprint:**

1. Press FUNC on the touch screen main menu.
2. Press Reprint and enter the manager password (today's date in MM/DD/YYYY format).
3. You can select either Print Last, Print Detail or Print Any. For this example, we will use Print Any.

4. Enter the transaction number of the transaction you want to print using the keypad and press the blue PRINT button.
5. Receipt will print.
6. Press the X button (red button) twice to go back to the main menu.

### **Printing Reports:**

1. Press FUNC on the touch screen main menu.
2. Press Reports on the touch screen.
3. Enter the Operator Password (Today's Date in MM/DD/YYYY format) and press OK (Green Button).
4. You should see a few options at the top such as Default, Current, History etc. For our example, we will use default.
5. Press the Print button on the touchscreen and the default report type will print.
6. Press the X button (red button) to get back to the main menu.

### **Batch:**

1. Press FUNC on the touch screen main menu.
2. Press Batch
3. You will be prompted to Close Batch. Press Yes
4. (For Restaurant Merchants only) You will be prompted to Close Batch with Untipped Trans. Press Yes or cancel to go back to adjusting tips.
5. Report receipt will print, and the batch will be closed.

### **Wi-Fi Setup:**

1. Drag down from the top bezel of the screen.
2. Tap and hold the Wi-fi button.
3. It will search for Wi-Fi networks and give you a list of networks available. Select your network.
4. Enter the Wi-Fi Password when prompted and press Confirm.

5. If you entered the correct password, it would say Connected after the terminal attempts to connect with the network.
6. Press the X Button (red button) to get back to the main menu.
7. You should see a symbol with the signal strength if the Wi-Fi has connected and is available to use to process transactions.

# BAWWS