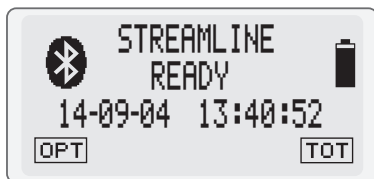


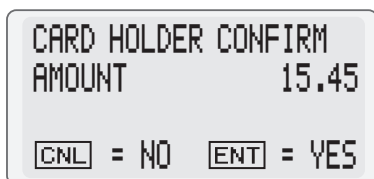



Chip Card Sale with PIN +





- 1 Insert the customer's Chip card.
- 2 Key in the sale amount, press .
- 3 Press  again to confirm the amount.

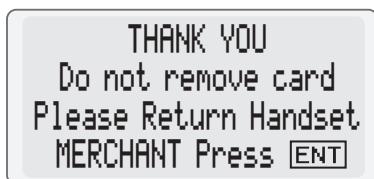


- 4 Customer to confirm the amount by pressing .





- 5 Customer to enter their PIN, press .


 **Note:** If the customer makes mistake entering their PIN, pressing  will delete any incorrectly entered numbers.




Customer to return terminal.

 **Note:** If Customer forgets PIN, use *Chip Card Bypass Pin Facility*. Refer to User Guide.



- 6 Press . **MERCHANT COPY** receipt will print.
- 7 Remove Customer's card.
- 8 Tear off the **MERCHANT COPY** receipt.

 **Note:** Check transaction has not been **DECLINED** or **CANCELLED**.


- 9 Press . **CUSTOMER COPY** receipt will print.
- 10 Tear off the **CUSTOMER COPY** receipt.
- 11 Return card, give **CUSTOMER COPY** receipt to Customer.

Banking - End of Day



X Totals

- 1 Press right  then . **TOTALS** menu will display.
- 2 Select **X Totals** from the menu.
- 3 Swipe Supervisor card. **X Totals REPORT** will print
- 4 Tear off **X Totals REPORT** and keep for records.


END OF SHIFT




- 1 Press right  then . **TOTALS** menu will display.
- 2 Select **END OF SHIFT** from the menu.
- 3 Swipe Supervisor card. **END OF SHIFT REPORT** will print
- 4 Tear off **END OF SHIFT REPORT** and keep for records.

Z Totals

- 1 Press right  then . **TOTALS** menu will display.
- 2 Select **Z Totals** from the menu.
- 3 Swipe Supervisor card. **Z Totals REPORT** will print
- 4 Tear off **Z Totals REPORT** and keep for records.

Banking – Polled Mode


 **Note:** DO NOT perform a **BANKING** report if paper roll is about to run out or you will NOT be able to print a copy.





- 1 Press right  then . **TOTALS** menu will display.
- 2 Select **BANKING** from the menu.
- 3 Swipe Supervisor card.
- 4 Press  to confirm the **RECONCILIATION**.

The terminal will go online and after a few minutes will print the **RECONCILIATION REPORT**.

- 5 Tear off **RECONCILIATION REPORT** and keep for records.

Banking – Online Mode






 **Note:** **RECONCILIATION** should only be undertaken within the Merchant's previously defined 'banking window'.

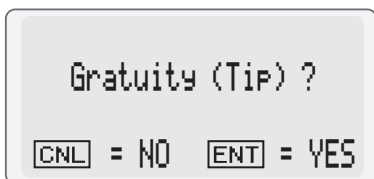
- 1 Press right  then . **TOTALS** menu will appear.
- 2 Press left  until it displays **RECONCILIATION**.
- 3 Select **RECONCILIATION**.
- 4 Swipe Supervisor card.
- 5 Press  to confirm **RECONCILIATION**.

Terminal will start printing **RECONCILIATION REPORT** then dial out to Acquirers.

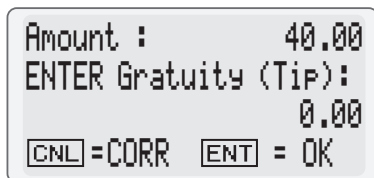
- 6 Tear off **RECONCILIATION REPORT** and keep for records.



Swipe or Chip Card with Signature

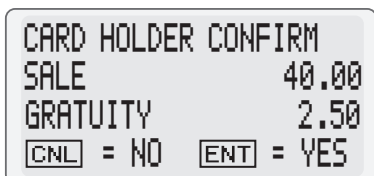
- 1 At the **READY** display, insert or swipe Customer's card, or press left , select **KEY CARD NUMBER**, press  and key in the card number.
- 2 Key in amount, press .
- 3 Press  again to confirm the amount.
- 4 Customer to confirm amount by pressing .




- 5 Customer should press  to add a gratuity,  if not.






- 6 Customer should key in amount and press . If an error is made, Customer can press  to correct it.






- 7 Customer should press  again to confirm amounts and return terminal.
- 8 Terminal may dial out for authorisation. If authorisation was required, terminal will display Authorisation Code. **MERCHANT COPY** receipt will print.

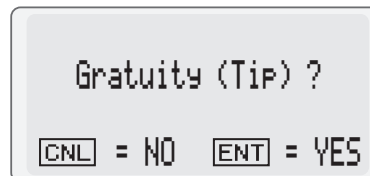


Note: Look at receipt to make sure that the transaction has not been **DECLINED** or **CANCELLED**.

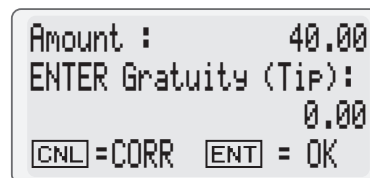
- 9 Tear off **MERCHANT COPY** receipt. Ask Customer to sign.
- 10 If inserted, remove the Customer's card.
- 12 Press , **CUSTOMER COPY** receipt will print.
- 13 Tear off the **CUSTOMER COPY** receipt.
- 14 Check signature and card number, if correct press , if not press  and refer to the User Guide *Help* section.
- 15 Give the card back with the **CUSTOMER COPY** receipt.




Gratuity Mode - Chip Card with PIN

- 1 At the **READY** prompt, insert the Customer's card.
- 2 Key in amount, press .
- 3 Press  again to confirm the amount.
- 4 Customer to confirm amount by pressing .





- 5 Customer should press  to add a gratuity,  if not.




- 6 Customer should key in the amount and press . If an error is made, Customer can press  to correct it.
- 7 Customer should press  again to confirm amounts



- 8 Customer to enter PIN, press  and return the terminal. If PIN is entered three times incorrectly or customer forgets PIN, see *Chip Card Bypass PIN Facility* in User Guide.
- 8 Press , Terminal may dial out for authorisation. If authorisation was required, terminal will display Authorisation Code. **MERCHANT COPY** receipt will print.









Note: Look at receipt to make sure that the transaction has not been **DECLINED** or **CANCELLED**.

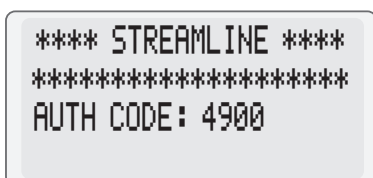
- 9 Remove Customer's card.
- 10 Tear off the **MERCHANT COPY** receipt.
- 11 Press . **CUSTOMER COPY** receipt will print.
- 12 Tear off the **CUSTOMER COPY** receipt.
- 13 Give the card back with the **CUSTOMER COPY** receipt.

Pre-Authorisation / Top Up Authorisation



Note: Customer does not need to be present.

- 1 Press right .
 - 2 Press  to select **HOTEL MODE**.
 - 3 Press  to select **PRE AUTH** or  to select **TOP UP**.
 - 4 Key in Customer's card number, expiry date and issue number (if required).
 - 5 Key the amount, press .
 - 6 Press  again to confirm amount.
- Terminal will dial out for authorisation.
- Terminal will display Authorisation code



and print the **MERCHANT COPY** receipt.



Note: If transaction is NOT authorised, refer to *Help* section in User Guide.

- 7 Tear off the **MERCHANT COPY** receipt.
- 8 Keep **MERCHANT COPY** receipt to refer to for the Completion transaction.






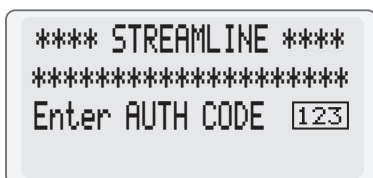
Note: Transaction will not be charged to customer's card.




Completion with Signature



Note: Customer MUST be present.

- 1 Press left , select **AUTHORISATION**.
- 2 Select **COMPLETION** by pressing the number alongside.
- 3 Swipe or insert Customer's card.
- 5 Key in total amount, press .
- 6 Press  again to confirm the amount.



- 7 Key in **AUTH CODE** from latest Pre-Authorisation or Top-up Authorisation Receipt, press .
- The complete sale **MERCHANT COPY** receipt will print.
- 8 Tear off **MERCHANT COPY** receipt, ask Customer to sign.
 - 9 If inserted, remove Customer's card.
 - 10 Press , the **CUSTOMER COPY** receipt will print.
 - 11 Tear off **CUSTOMER COPY** receipt.
 - 12 Check the signature with the card and press .










Note: If the terminal does not ask you to check the signature, look at the receipt to make sure that the transaction has not been **DECLINED** or **CANCELLED**.

- 13 Give **CUSTOMER COPY** receipt and return the card.

Completion with PIN




Note: Customer MUST be present.

- 1 Press left  and then select **AUTHORISATION**.
- 2 Select **COMPLETION** by pressing the number alongside.
- 3 Insert the customer's Chip card.
- 4 Key in the total amount, press .
- 5 Press  again to confirm amount.
- 6 Customer to confirm amount by pressing .
- 7 Customer to key in their PIN, press  and return terminal.
- 8 Press , the **MERCHANT COPY** receipt will print.
- 9 Key in **AUTH CODE** from the latest Pre-Authorisation or Top-up Authorisation Receipt, press .



Note: Look at receipt to make sure that transaction has not been **DECLINED** or **CANCELLED**.

Terminal will dial out for authorisation and display a new authorisation code.

- 10 Remove Customer's card.
- 11 Press , the **CUSTOMER COPY** receipt will print.
- 12 Tear off **CUSTOMER COPY** receipt.
- 13 Give **CUSTOMER COPY** receipt and return the card.

For Completion - Customer Not Present, refer to the User Guide.