



**Sale – Card Swiped**

<i>Terminal Display</i>	<i>Actions</i>
Credit . . . . . Sale Account →	Slide card through terminal
Credit Sale Amount \$0.00	Key in total transaction amount, including tax, and hit Enter
If prompts for tax amt	Key tax amount and hit Enter
Dialing, Processing, Receiving	Receipt prints
Tear Slip → Press any key	Press green Enter button for customer receipt
Credit . . . . . Sale Account →	Transaction complete

**Sale – Key Entered (card present)**

<i>Terminal Display</i>	<i>Actions</i>
Credit . . . . . Sale Account →	Key in 16 digit card number and press green Enter key
Exp. Date	Key in 4 digit expiration date (MMYY) and press green Enter key
Credit. . . . . Sale Amount 0.00	Enter transaction amount and hit green Enter key
Card Present? No Yes	Press button under Yes
Enter Zip Code	Key in zip code of card holder and press green Enter key
Dialing, Processing, Receiving	Receipt prints
Tear Slip → Press any key	Press green Enter button for customer receipt
Credit . . . . . Sale Account →	Transaction complete

**Sale – Key Entered (card not present)**

<i>Terminal Display</i>	<i>Actions</i>
Credit . . . . . Sale Account →	Key in 16 digit card number and press green Enter key
Exp. Date	Key in 4 digit expiration date (MMYY) and press green Enter key
Credit. . . . . Sale Amount 0.00	Key in total transaction amount, including tax, and hit Enter
If prompts for tax amt	Key tax amount and hit Enter
Card Present? No Yes	Press button under No
Street Address	Press green Enter key
Enter Zip Code:	Key in customer’s zip code and press green Enter key
Enter CVV2	Enter 3 digit code from back of card located in the signature line then press the green Enter key
Dialing, Processing, Receiving	Receipt prints
Tear Slip → Press any key	Press green Enter button for customer receipt
Credit . . . . . Sale Account →	Transaction complete

**Reprint Last Receipt**

<i>Terminal Display</i>	<i>Actions</i>
Credit . . . . . Sale Account →	Hit the Alpha/Copy key
Enter Password	Key in 11111111 and press Enter
Receipt Copy: 1. Last Cust. Rcpt	Hit the green Enter key – receipt will print
Credit . . . . . Sale Account →	Transaction complete



**Refund – Card Swiped**

<i>Terminal Display</i>	<i>Actions</i>
Credit . . . . . Sale Account →	Press Return key
Credit . . . . . Return Account →	Swipe card
Credit . . . . . Sale Amount →	Enter amount and press green Enter key
Enter Invoice #	Enter invoice number and press green Enter key
Dialing, Processing, Receiving	Receipt prints
Tear Slip → Press any key	Press green Enter button for customer receipt
Credit . . . . . Sale Account →	Transaction complete

**Void**

<i>Terminal Display</i>	<i>Actions</i>
Credit . . . . . Sale Account →	Press Void key located under the blue Feed key
Credit. Void/Sale Account →	Swipe card or enter card number
Credit. Void/Sale Amount 0.00	Enter amount of transaction and push green Enter key
Enter Invoice #	Enter invoice number from receipt and push green Enter key
Dialing, Processing, Receiving	Receipt prints
Tear Slip → Press any key	Press green Enter button for customer receipt
Credit . . . . . Sale Account →	Transaction complete

**Reports**

<i>Terminal Display</i>	<i>Actions</i>
Credit . . . . . Sale Account →	Press red Report key
Enter Password	Key in 11111111 and press green Enter key – Report will print
Credit . . . . . Sale Account →	Transaction complete

**Batch / Settlement**

<i>Terminal Display</i>	<i>Actions</i>
Credit . . . . . Sale Account →	Press Batch/Alt key
Choose Host: 2. NDCpsT CrDb	Press green Enter key
Choose Option: 1. Close Batch	Press green Enter key
Dialing	Batch prints



**AVS Response Codes**

<i>Code</i>	<i>Description</i>	<i>Action</i>
A	Address	Address matches, Zip does not match. Verify Zip code. Accept at your discretion.
E	Edit Error	Address information failed edit check. Accept at your discretion.
N	No	Address and Zip do not match – verify. Accept at your discretion.
R	Retry	System unavailable. Accept at your discretion.
S	Service not supported	Issuer does not support address verification at VISA, INAS or the issuer processing center. Accept at your discretion.
U	Unavailable	Address information is unavailable. Accept at your discretion.
W	Whole zip	9-digit zip matches, address does not – verify. Accept at your discretion.
X	Exact	Address and 9-digit zip match. No action required.
Y	Yes	Address and 5-digit zip match. No action required.
Z	Zip	5-digit zip matches, address does not – verify. Accept at your discretion.