

MERIDIAN

Merchant Services

Quick Reference Guide Terminal Draft Capture

Purchase - Swiped

Swipe Card
Key Amount → Press Green
Enter key
Merchant Receipt Prints
Press any key for Customer
copy

Purchase - Keyed

Enter card # → Press Green
Enter Key
Card Present → Press Green
Enter Key
~OR~
Card Not Present → Press
Yellow Clear Key
Enter Exp Date → Press
Green Enter Key
Press White Key next to
appropriate option
Key CVV Code → Press Green
Enter key
Key Amount → Press Green
Enter key
Key Street Number → Press
Green Enter Key
Key Zip Code → Press Green
Enter Key
Key Zip Code → Press Green
Enter key
Merchant Receipt Prints
Press any key for Customer
copy

Return

Press Green Enter Key
Press White Key next to
Transaction
Press White Key next to
Refund
Swipe Card
Key Amount → Press Green
Enter key
Merchant Receipt Prints
Press any key for Customer
Copy

Reprint Last Receipt

Press Function key → 72
Enter
Select either Customer or
Merchant Copy

Reprint Any Receipt

Press Function key → 73 Enter
Key invoice # → Press Green
Enter key
Select either merchant or
customer copy

Reports

Press Reports Key
Select desired report

Batch

Press Settlement Key
Key Password → Press Green
Enter key
Confirm Sales Total
Confirm Refunds Total

AVS Codes

Code	Description	Action
A	Address	Address matches – zip does not. 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 match. No action required.
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.

Terminal Support Information

Meridian Help Desk (M-F 8am-5pm) 610.898.1435
After hour Help Desk 800.705.2559
Voice Authorization 800.944.1111
Merchant ID: 27400000 _____ TID: 27400000 _____
Bank ID: 067600