

# MERIDIAN

## Merchant Services

## Quick Reference Guide Terminal Draft Capture

### Purchase - Swiped

Swipe Card  
Key sale amount → Enter  
Terminal dials out for approval → Receipt prints  
Press Enter for second receipt

### Purchase - Keyed

Enter card # → Enter  
Key exp date → Enter  
Card Present → Press Yes or No  
Key sale amount → Enter  
Key street number → Enter  
Key zip code → Enter  
Terminal dials out → Enter for Capture  
Receipt prints → Press Enter for second receipt

### Return

Press Orange Refund key → swipe or enter card number  
Key refund amount → Enter  
Receipt prints → Press Enter for second receipt

### Reprint Last Receipt

Press Blue Function key  
Press 72 Enter  
Enter number of receipt you want to print

### Reports

Press Gray Reports key  
Enter number of report to be printed → Enter

### Batch

Press Gray Settlement key  
Press 0000 Enter  
Enter to confirm totals

### 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