

# MERIDIAN

## Merchant Services

## Quick Reference Guide Terminal Draft Capture

### Purchase - Swiped

Press F2 → Swipe Card  
Key Amount → Press Green  
Enter key  
Merchant Copy Prints  
Print Customer Copy → F1  
Customer Copy Prints

### Purchase - Keyed

Press F2 → Enter card #  
Press Green Enter Key  
Key exp date → Press Green  
Enter key  
Card Present → F1  
~OR~  
Card Not Present → F2  
If Card Present:  
Imprint Card → Press Green  
Enter key  
Key Amount → Press Green  
Enter key  
Key CVV Code → Press Green  
Enter key  
Key Zip Code → Press Green  
Enter key  
Merchant Copy Prints  
Print Customer Copy → F1  
Customer Copy Prints

### Return

Press More key once (first purple button from the left)  
Press F3 for Return  
Swipe or key card number  
Key amount → Press Green  
Enter key  
Merchant Copy Prints  
Print Customer Copy → F1  
Customer Copy Prints

### Reprint Last Receipt

Press Reprint (second purple button from the right) →  
Press F2

### Reprint Any Receipt

MUST BE IN CURRENT BATCH  
Press Reprint (second purple button from the right) →  
Press F3  
Enter invoice # from original receipt  
Press Green Enter key

### Reports

Press Report (first purple button from the right)  
Press F2 for Totals  
Totals report provides you with the total amount per card type (Visa/MC/Disc) currently in the terminal  
~OR~  
Press F3 for Detail  
Detail report provides you with a complete listing of each transaction currently in the terminal

### Batch

Press F3 → Settlement  
Enter to Confirm → Press Green Enter key  
Be sure you receive Settlement Successful response

### 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: 2740000XXXX      TID: 27400000XXXXXX  
Bank ID: 067600