

Press **CREDIT/DEBIT(F3)**

SALE/PURCHASE

- ① Insert Chip Card or Swipe Magnetic Stripe
- ② Enter amount **ENTER**
- ③ Press **RED X** to skip tip
- ④ Receipt will print
- ⑤ Select **YES** for customer copy

SALE/PURCHASE (MANUAL ENTRY)

- ① Press **SALE**
- ② **ENTER** amount then **ENTER**
- ③ Key in account # then **ENTER**
- ④ Enter Expiration date (MMYY) **ENTER**
- ⑤ Receipt will print
- ⑥ Select **YES** for customer copy

VOID ~BEFORE SETTLEMENT~

- ① Press **OTHER**
- ② Select **VOID**
- ③ Enter SEQ # from the receipt **ENTER**
- ④ Confirm the transaction by selecting **OK**
- ⑤ Void receipt will print

REFUND ~AFTER SETTLEMENT~

- ① Press **OTHER**
- ② Select **REFUND**
- ③ Enter amount **ENTER**
- ④ Insert Chip Card or Swipe Magnetic Stripe or Key in account#
- ⑤ Receipt will print

OFFLINE SALE ~FORCED SALE~

If you have Approve Code...

- ① Press **OTHER**
- ② Press **MORE**(Orange)
- ③ Select **FORCE**
- ④ Enter amount then **ENTER**
- ⑤ Insert Chip Card or Swipe Magnetic Stripe or Key in account#
- ⑥ Enter approve code (Auth#) **ENTER**
- ⑦ Receipt will print

REPRINT

- ① Press **OTHER**
- ② Select **REPRINT**
- ③ Enter SEQ # from the receipt **ENTER**
- ④ Receipt will print

TIP ADJUSTMENT

- ① Press **OTHER**
- ② Select **ENTER TIPS**
- ③ Enter SEQ #from the receipt **ENTER**
- ④ Select **EDIT TIP**
- ⑤ Enter Tip amount **ENTER**
- ⑥ Press **NEXT** to adjust next transaction and continue

REPORT

- ① Press **OTHER**
- ② Select **REPORT**
- ③ Select **PRINT REPORTS**
- ④ Select the desired report type to print

SETTLEMENT (END OF THE DAY)

- ① Press **OTHER**
- ② Select **CLOSE BATCH**
- ③ Select **OK** to confirm totals

※ “SETTLEMENT SUCCESSFUL” on receipt down below.