

## SALE/PURCHASE

1. Enter amount of sale **ENTER**
2. Swipe Card/Insert Card
3. Merchant receipt will print
4. Tear slip and press **ENTER** to print customer copy

## SALE

1. Enter amount of sale **ENTER**
2. Key credit card# **ENTER**
3. Enter expiration date [MMYY] **ENTER**
4. a: If card is present **YES**  
b: If card is NOT present **NO**
5. Enter **CVV2** (The 3 digit# on the backside of card **ENTER**
7. Enter street address **ENTER**
8. Enter zip code **ENTER**
5. **Merchant Receipt** will print
8. **ENTER** for **Customer Copy**

## RE-PRINT

1. Press **FUNC**
2. Select **Reprint**
3. For last transaction, press **1**
4. To select another transaction, press **2** for **Any Receipt**, enter **Trans#**, **ENTER**
5. Select Merchant Copy or Customer Copy

## CREDIT · RETURN

1. Press **F4** to change the transaction type to **RETURN**
2. Enter return amount **ENTER**  
Swipe Card/Insert Card  
(Or manually enter account#) **ENTER**
3. Enter expiration date [MMYY] **ENTER**
4. Merchant receipt will print
5. Tear slip and press **ENTER** to print Customer Copy

## VOID

1. Press **FUNC**
2. Select **Void**
3. **PMT Type** choose (**1. Credit**)
4. Press Transaction # **ENTER**
5. Check the amount **ENTER X 2**
6. Receipt will print

## FORCE · OFFLINE

1. Press **F4** to change the transaction type to **FORCED**
2. Press Card# **ENTER**
3. Enter expiration date [MMYY] **ENTER**
4. 売上額を入力、**ENTER**を押す
5. Enter Auth code **ENTER**
6. Receipt will print

## TIP ADJUSTMENT

1. Press **FUNC**
2. Select **TIP MENU** and press **ENTER**
3. Select **Scroll Untipped** and press **ENTER**
4. Press **ENTER** then put the amount of **Tip** and **ENTER**

## CORRECT TIP AMOUNT

1. Press **FUNC**
2. Select **TIP MENU** and press **ENTER**
3. Select **By Trans#** and press **ENTER**
4. Put **Transaction #** and press **ENTER**
5. Put the amount of **Tip** and press **ENTER**

## REPORT

1. Press **FUNC**
2. Press **Report**
3. Report will print.

## ※Individual Details Report (Before Settlement)

1. Press **Menu**
2. Press **Report**
3. Input **Password**
4. Select ②**Current Report**
5. Select ③**Journal Report**
6. Select **ALL**, Select **ALL** again。
7. Select **By Trans#**
8. Select **ALL** and press **ENTER**

## BALANCE · SETTLEMENT

1. Press **FUNC**
2. Press **Batch**
3. Select **Batch Close**
4. Batch Report will print