

SALE

1. Swipe card
2. Enter amount + **Enter**
3. Receipt will be printed
4. Merchant Copy comes out first, **YES (F1)** for Customer Copy

EMV SALE (IC CHIP CARD)

1. Press **F2(SALE)**
2. Enter amount + **Enter**
3. Insert Card into the terminal
4. Remove Card **ENTER**
5. Merchant Copy comes out first, **YES (F1)** for Customer Copy

SALE (MANUAL ENTRY)

1. Press **F2(SALE)**
2. Enter amount + **Enter**
3. Key in account # **ENTER**
4. Enter Expiration Date (MMYY) **ENTER**
5. Card present? **YES** or **NO**
6. Skip (Enter) V-Code **ENTER**
7. Skip (Enter) Address **ENTER**
8. Skip (Enter) **ZIP CODE ENTER**
9. Receipt will be printed
10. Merchant Copy comes out first, **YES (F1)** for Customer Copy

TIP ADJUSTMENT

1. Press **TIP** (Purple key)
2. Select **Invoice# (F4)**
3. Enter Invoice# and **ENTER**, Select **Adj (F1)**
4. Enter tip amount **ENTER**
5. Select **NEXT (F3)**

CREDIT · REFUND

1. Press **Refund (F4)**
5. Enter amount + Enter
2. Swipe card, insert card or Key in Account # **ENTER**
3. Enter Expiration Date (MMYY) **ENTER**
4. Receipt will be printed

VOID

1. Press **Void (F3)**
2. Last Receipt?
 - a. **YES**- Void last transaction
 - b. **NO** - Any Transaction

3. Enter **Invoice# + ENTER** check info **Enter**
2. Receipt will be printed

FORCE · OFFLINE

1. Press ↓ and select **Force (F1)**
6. Enter amount + **Enter**
2. Key in account# **Enter**
3. Enter Expiration Date (MMYY) **ENTER**
4. Key the 6 digits Authorization Code **ENTER**
5. Receipt will be printed

REPORT

1. Press **Report** (Right 1st purple button)
2. Choose the report type
 - a. **F2—Total** (Total transactions)
 - b. **F3—Detail** (individual transactions)

RE-PRINT

1. Press **Reprint** (Right 2nd purple button)
2. **Last Receipt ?**
 - a. **YES**
 - b. **NO - Any Transaction**
3. Enter **Invoice# + ENTER** check info **Enter**
4. Receipt will be printed

BALANCE · SETTLEMENT

1. Press ↓ (Left 1st purple button)
2. Select **Settlement (F4)**
3. **ENTER** to Confirm
4. Dialing, Processing, **GBxxxxxx Accepted** 『Settlement Successful』
5. Receipt will be printed

CHANGE TIME&TIME

1. Press **Enter** and select **Set UP**
2. Enter Password **Enter**
3. ↓ (Left 1st purple button) choose **Date/Time**
4. Enter **MM/DD/YYYY** Press **ENTER**
5. Enter **HH/MM/SS** Press **ENTER**

Paper feed= #3