

SALE (売上)

1. Swipe Credit Card
2. Enter sale amount, press **ENTER**
3. Receipt will be printed
4. First the **Merchant Copy** will be printed,
5. Immediately press **ENTER** for the **Customer Copy**

SALE (売上、Manual Card Entry)

1. **Press Enter**
2. **Press 1 for Sale**
3. **Then press 1 for Credit**
4. Enter sale amount, press **ENTER**, input card number then press **ENTER**
5. Enter Expiration Date (example 09/2018 is 0918) and press **ENTER**
6. **Enter CVV2** (Security 3 digit code, press **ENTER**)
7. **Enter customer's Street Address**, press **ENTER**
8. **Enter customer's ZIP CODE**, press **ENTER**
9. First the **Merchant Copy** will be printed
10. Immediately press **ENTER** for the **Customer Copy**

EMV SALE (売上、Manual Card Entry)

1. **Press ENTER**
2. **Press 1 for Sale then 1 again for Credit**
3. Enter sale amount and press **ENTER**, confirm sale
4. If you require tip then press **YES** for "Tip Required?"
5. Insert your IC Chip Card, and Customer Copy will also be printed.

FORCE · OFFLINE (アプルーブ # がすでにある場合)

1. Press **ENTER**
2. Press **4**, and choose **Force**
3. (Press **1** and choose **Credit**)
4. Enter amount, press **ENTER**
5. Enter **Full Card Number**, and press **ENTER**
6. Enter **Expiration Date** and press **ENTER**
7. Enter the 6-digit **AUTH Code** and press **ENTER**

VOID (取り消し)

1. Press **ENTER**
2. Press **3** for **Void**
3. At **Void Pre-Auth** choose **NO**
4. Choose option **2**, and enter **Reference#**
5. **Reference# is your transaction #**
6. Press **F4**
7. Press **ENTER**
8. If you need **Customer Copy** press **ENTER**

BALANCE · SETTLEMENT (決算 · 清算)

1. **ENTER**を押す
2. **8**を押し、**Settlement**を選ぶ
3. **1**を押し、**All Trans**を選ぶ
4. **ENTER**を押し、**YES**を選ぶ
5. レポートが印刷される

TIP ADJUSTMENT

1. Press **ENTER**
2. Choose option **6** for **Tip Adjustment**
3. Choose option **1** for **ALL**
4. Find the transaction you would like to adjust tip to and choose **Select**
5. Enter **Tip amount**
6. Press **Accept**

Re-PRINT (再印刷)

1. Press **ENTER**
2. Choose option **9** for **Other**
3. Choose option **3** for **Reprint**
4. Choose **Last Receipt**
5. Or **Search**
6. For **Reprint Pre-Auth** choose the **NO** option
7. Choose option **2** for **Reference#**
8. Enter **Reference#**
9. Press **F4** and choose one of the following

- 1-Merchant Copy
- 2-Customer Copy
- 3-Both

REPORT (レポート)

1. Press the **#** symbol
2. Choose option **0** for **Report Menu**
3. Choose one of the following
 - a. **Detail**
 - b. **Summary**
 - c. **Clerk**
4. Choose option **All Trans**
5. Press **1** for print

CREDIT · RETURN (返金)

1. Press **ENTER**
2. Press **2** and choose **Return**, then press **1** for **Credit**
3. Enter refund amount and press **ENTER**
4. Swipe or insert card.(Or enter card number)、Press **ENTER**
5. Enter Expiration Date、press **ENTER**