

# HyperWare® Restaurant Software

## Quick Reference Card

T7Plus 19 Key with SPOS 09A

**Note:** Printing a second receipt, the customer receipt, is an option for all transactions.

### Credit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Swipe credit card through card reader.
ENTER SERVER NUMBER	Enter Server number, press <b>ENTER</b> .
BASE AMOUNT \$0.00	Enter amount of sale, press <b>ENTER</b> .
TIP AMOUNT \$0.00	Enter Tip amount then press <b>ENTER</b> or press <b>ENTER</b> and complete tip adjust later.
TOTAL CORRECT? \$0.00	Press <b>YES</b> to confirm, <b>NO</b> to change amount.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

### Debit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Activate scrolling menu, select <b>New Trans, Sale, and Debit Card</b> .
SWIPE CUSTOMER CARD	Swipe card through card reader.
ENTER SERVER NUMBER	Enter Server number, press <b>ENTER</b> .
BASE AMOUNT \$0.00	Enter amount of sale, press <b>ENTER</b> .
TIP AMOUNT \$0.00	Enter Tip amount, press <b>ENTER</b> .
CASHBACK AMOUNT \$0.00	Enter Cash amount if applicable, press <b>ENTER</b>
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

### Credit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Refund</b> button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
ENTER SERVER NUMBER	Enter server number, press <b>ENTER</b> .
AMOUNT \$0.00	Enter amount of refund, press <b>ENTER</b> .
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

### Debit Refund

Terminal Display	Action
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SWIPE CUSTOMER CARD	Swipe card through card reader.
ENTER SERVER NUMBER	Enter server number, press <b>ENTER</b> .
AMOUNT \$0.00	Enter amount of refund, press <b>ENTER</b> .
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COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
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## Server Sign-On

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Function + 77</b> , then <b>ENTER</b> .
ENTER SERVER NUMBER	Enter Server ID, press <b>ENTER</b> .
SIGN-ON? Y or N	Press <b>ENTER</b> to add this Server ID to terminal.
TRANSACTION ACCEPTED	Server Sign-On is complete.

## Open Tab

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Function + 20</b> , then <b>ENTER</b> .
1-OPEN 2-CLOSE 3-PRINT	Press <b>1</b> , then <b>ENTER</b> to open a Tab.
SWIPE CUSTOMER CARD	Swipe credit card through card reader.
ENTER SERVER NUMBER	Enter Server number, press <b>ENTER</b> .
BASE AMOUNT \$0.00	Enter amount of sale, press <b>ENTER</b> .
TOTAL CORRECT? \$0.00	Press <b>YES</b> to confirm adjusted total amount.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

## Close Tab

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Function + 20</b> , then <b>ENTER</b> .
1-OPEN 2-CLOSE 3-PRINT	Press <b>2</b> , then <b>ENTER</b> to close a Tab.
ENTER INVOICE NUMBER	Enter invoice number of Open Tab, press <b>ENTER</b> .
CORRECT?	Press <b>ENTER</b> if this is correct Invoice Number.
TOTAL CORRECT? \$0.00	Press <b>ENTER</b> to confirm, <b>CLEAR</b> to change amount.
TRANSACTION ACCEPTED	Close Tab is complete.

## Tip Adjust

Terminal Display	Action
SWIPE CUSTOMER CARD	Activate the scrolling menu, then select <b>Batch and Adjust</b> .
ENTER INVOICE NUMBER	Enter invoice number of original sale, press <b>ENTER</b> .
BASE AMOUNT \$0.00	Enter tip amount, press <b>ENTER</b> .
ENTER TIP \$0.00	
TOTAL CORRECT? \$0.00	Press <b>ENTER</b> to confirm adjusted total amount.
TRANSACTION ACCEPTED	Tip Adjust is complete.

## Void

Terminal Display	Action
SWIPE CUSTOMER CARD	Activate the scrolling menu, then select <b>Batch and Void</b> .
01-LAST 02-BY INVOICE	Press <b>2</b> , then <b>ENTER</b> to void by invoice number.
ENTER INVOICE NUMBER	Enter invoice number, press <b>ENTER</b> .
XXXXXX \$00.00	Press <b>YES</b> to void this transaction. Touch <b>NO</b> if this is not correct invoice number.
CORRECT? YES or NO	
COMMS	Terminal dials host.
TRANSACTION ACCEPTED	Void is complete.

## Reprint Last Receipt

Terminal Display	Action
SWIPE CUSTOMER CARD	Press <b>Function + 72</b> , then <b>ENTER</b> .
1-MERCHANT RECPT	Press <b>1</b> to reprint MERCHANT RECEIPT or
2-CUSTOMER RECPT	press <b>2</b> to reprint CUSTOMER RECEIPT, then <b>ENTER</b> .
REPRINT COMPLETE	Receipt is printed.



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