

The TeleCheck Electronic Check Acceptance® (ECA®) Service

SALE

1. Insert check face up as shown on the Eclipse® terminal.
2. If prompted to REINSERT, attempt to read check again, making sure right edge is properly aligned.
3. If prompted to Manually Enter, see "Manual MICR Entry" procedures.
4. Key the check number (if prompted) and press [ENTER].
5. Key in dollar amount of check transaction, then press [ENTER].
6. Enter driver's license / ID information.
7. Swipe driver's license or ID through vertical slot as shown on terminal.
8. For manual entry:
 - Key in driver's license or other approved ID number and press [ENTER].
 - To select ID type, touch state name or press [ENTER] if state name at top of screen matches ID.
9. Or, touch one of the three alternatives at bottom of screen and press [ENTER].
10. Or, use arrow keys to locate ID type, then touch state name or press [ENTER].
11. Terminal may ask for additional check writer information.
12. A merchant receipt will print if transaction is approved for ECA.
13. If no receipt prints: An approval code or a response code will be displayed. If approved, write four-digit approval code and TeleCheck subscriber number on check and keep for deposit (be sure to follow all "Warranty Requirements" on back). For non-approved transactions, see "Response Codes" section.
14. Have check writer sign receipt.
15. If check writer signs receipt: Touch YES on display when prompted.
16. If check writer refuses to sign receipt: Touch NO on display. Completing the transaction.
17. If check writer signed receipt: The Eclipse terminal will "VOID" front of check. Reinsert face down to print customer receipt on back of check.
18. Return check to customer and keep signed receipt for your records.
19. If check writer refused to sign receipt: Insert check face down (endorsement end first) to print endorsement information on back of check. Review check for warranty requirements and keep check for deposit.

VIEW/PRINT TRANSACTION DETAILS AND BATCH TOTALS

View / Print Transaction Details and Batch Totals

Touch CHECK, then touch REPORT, then select one of the following options:

- View Details - Key in transaction number or press [ENTER] to view details of last transaction. Use arrows to scroll.
- Print Details - Print details of all transactions in current batch, including transaction number and type; check number and amount; clerk ID; and approval code.
- View Totals - Display totals for current batch, including electronic check, paper check and approved non-ECA transactions and amounts.
- Print Totals - Print totals of check transactions in current batch.

CLOSE THE BATCH*

1. Touch CHECK, touch CLOSE, then touch YES when prompted.
2. Key in total dollar amount of electronic checks (ECA) in current batch, then press [ENTER].
3. If close is successful, a detailed report will print.
4. If dollar amount is incorrect, terminal will prompt you to reconcile batch.
5. If terminal is set for AUTO CLOSE, it will automatically close and print reports at a set time each day.

*A merchant can only be funded when a batch has been closed. Batches not closed/processed within a week of the transaction date will not be honored.

CORRECT TRANSACTION IN CURRENT BATCH

1. Press EDIT then touch CHECK, to view last transaction. Use arrows to view other transactions.
2. Press EDIT to alter displayed transaction in one of the following ways:
 - 2a. To change the amount of an electronic check transaction:
 - Touch CHGAMT, then key in correct dollar amount and press [ENTER].
 - Attach receipt with "NEW SALE AMOUNT" to original, signed ECA receipt.
 - 2b. To convert an electronic transaction to a paper check:
 - Touch CONVERT, then touch YES when prompted.
 - Keep check for deposit.
 - 2c. To convert a paper check to an electronic transaction:
 - Touch CONVERT, if you have a signed receipt, touch YES when prompted.
 - You cannot convert a paper check without a signed receipt.
 - Attach "ELECTRONIC * CHECK" receipt to original, signed ECA receipt.
 - 2d. To void a transaction (electronic or paper):
 - Touch VOID, then touch YES when prompted. Voiding effectively deletes transaction from batch. Keep "VOID" receipt for your records.

FORCE POST TRANSACTION FROM PREVIOUS BATCH

1. To change a paper check from the previous batch to an electronic transaction in the current batch:
 2. Touch CHECK, touch FORCE. If you have a signed receipt, touch YES when prompted.
 3. You cannot force without a signed receipt.
 4. If you do not have the paper check, touch NO when prompted.
 5. If you have the paper check, keep it for deposit.
 6. You cannot force a transaction if you have the paper check.
 7. Key in batch number from signed receipt and press [ENTER].
 8. Key in transaction number from receipt and press [ENTER].
 9. Touch FORCE to move selected transaction into current batch, then touch YES when prompted.
 10. Attach "ADJUSTMENT" receipt to signed TeleCheck ECA receipt from previous batch.

ECLIPSE® PAYMENT TERMINAL QUICK REFERENCE GUIDE

THE TELECHECK ELECTRONIC CHECK ACCEPTANCE® (ECA®) SERVICE



Getting Started With TeleCheck

To begin processing transactions with TeleCheck, you will first need to ensure that your POS terminal is programmed to communicate with TeleCheck. If you purchased a terminal at the time you purchased your service, your terminal should arrive pre-programmed.

To program an existing terminal you will need the following information before contacting TeleCheck at 800-927-0655.

Your TeleCheck Merchant ID (This number can be found on the inside front pocket of this booklet, preceded by the letters "MID.")

Your Terminal Identification Number (TID)

Your Terminal Type

