

Manual Credit Card Sale	Credit Card Refund	Voids
<ul style="list-style-type: none"> › Enter Acct Number + › Exp. Date + › Amount + Card Present? › Press for Yes › Or for No › Enter Zip Code + › Street Address* + › Enter CVV2, CVC2, or CID Code* + <p><small>If code is not known or not present, press and choose the appropriate numeric response.</small></p> <p><small>**These items above prompt if the card is not present. Discover cards will prompt when the card is present as well. The AVS and CVV2 or CID response will print on the receipt.</small></p>	<ul style="list-style-type: none"> › Press Enter Acct Number + › Exp. Date + › Amount + 	<ul style="list-style-type: none"> › Press <p><small>Press once to VOID a Sale, twice to VOID a Return, or three times to VOID a Forced Sale.</small></p> <ul style="list-style-type: none"> › Enter Acct Number + › Exp. Date + › Amount + <p><small>The terminal will look for a transaction that matches the data entered to VOID or it will say "transaction not found" if no match.</small></p>
Credit Card Sale	Debit Sale	Forced Sale
<ul style="list-style-type: none"> › Swipe Card or See Manual Credit Card Sale Above Amount + 	<ul style="list-style-type: none"> › Press Until DEBIT Appears on the Screen › Swipe Card › Amount + › Cash Back + › Press if No Cashback › PIN Number + Terminal Will Print a Receipt › Press › Then For Additional Receipt 	<ul style="list-style-type: none"> › Press › Swipe Card Or Enter Acct Number + › Exp. Date + › Amount + › Enter Auth Number + <p><small>Use the six digit authorization number previously obtained for this transaction. The receipt will say "Ticket Only."</small></p>

NOTE:

- * CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last three digits on the right of the signature panel, directly below the mag stripe.
- * Use numbers only for street address.



Duplicate

- Press **Alpha Copy**
- Select 1, 2 or 3 {See Below}
- To Print last Transaction
- Press **1**
- To Print Any Transaction in Batch
- Press **2**
- Then Choose the Card Type 2, 3 or 4, and Enter the Transaction Number + **Enter Payment**
- To Print Last Transaction with Signature,
- Press **3**

Card Verify

- Press **Verify**
- Swipe Card
Or Enter Acct Number + **Enter Payment**
- Exp. Date + **Enter Payment**
- Amount + **Enter Payment**
- Card Present?
- Press **Enter Payment** for Yes
- Or **Menu ESC** for No
- Enter Zip Code + **Enter Payment**
- Street Address* + **Enter Payment**
Will prompt only if card is not present
- Enter CVV2, CVC2, or CID* Code + **Enter Payment**
*Will prompt if card is not present. If code is not known or not present, press **Enter Payment** and choose the appropriate numeric response

History Report

- Press **Menu ESC**
- Press **1**
- For Reports
- Press **3**
- For History Report
- Enter the six digit date needed for Beginning of Report or press **Enter Payment** for date on screen
- Enter the six digit date needed for End of Report or press **Enter Payment** for date on screen
- Select 1 for Total5
Or 2 Per Batch
- For low display prompts to select EDC, card and transaction types needed on report or press **Enter Payment** three times for ALL

Batch Review

- Press **Review**
- Use the **Forced** Key to Select Credit, Debit, Cash or Total.
- Then Press **Enter Payment** Twice
- Review the transactions in order of transaction # — **Enter Payment** Key to go to the next transaction and the **Enter Payment** Key to go to the previous

Current Report

- Press **Report**
- Nurit Will Print a Detailed Report of All Transactions

Settle Batch

- Press **Batch**
- Press **Enter Payment** for All Hosts -Or-
- for NPC, Then
- Press **Enter Payment** to Close Batch

NOTE:

- * CVV2 (also CVC2 and CID) codes are often requested for manually entered transactions. These codes normally appear on the back of the card as the last three digits on the right of the signature panel directly below the mag stripe
- Use numbers only for street address
- Terminal will prompt for Clerk ID and invoice number if those options are activated