



Credit/Debit

*Canadian T42xx Application
(for the EVERLINK Host)*

User Interface Specification

September 15, 2009

Document Version 1.0 for Software Release 6.01

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REVISION STATUS

Revision	Status	Date	Description
1.0	Draft	Sept 10, 2009	Initial version

1 INTRODUCTION

1.1 Purpose

This document describes the user interface functionality for the MSC T42xx Point of Sale Application (from now on referred to as the application or app).

1.2 Aim

A primary aim of this document has been to design the UI for generic Credit/Debit POS application running on T42xx hardware.

1.3 Scope

The scope of this document is limited to a description of UI within the T42xx POS Application. UIs associated with any other co-resident software modules are excluded and outside the scope of this document. Refer to section 10.6 for information on accessing/launching co-resident software modules through the T42xx Application Manager Desktop.

1.4 Definitions, Acronyms and Abbreviations

ABBREV	Description
POS	Point Of Sale
MCR	Magnetic Card Reader
Off-line	A transaction that does not require communication with the Host.
On-line	A transaction that does require communication with the Host.
PIN	Personal Identification Number for a banking card. This is a 4- to 12-digit secret code.
Host	Remote transaction processing back end which the T42xx communicates with
App	The T42xx POS software
UI	User Interface
Txn	Transaction
IP	Internet Protocol
LAN	Local Area Network
Ether / Ethernet	Ethernet LAN protocol, used to access the Internet from a T42xx
DHCP	Dynamic Host Configuration Protocol (used in Ethernet mode)
NIC	Network Interface Controller
GPRS	General Packet Radio Service is a packet oriented mobile (wireless) data service.

2 Overview

2.1 Product Overview

The T42xx* terminal is a cost effective, flexible solution ideal for use in financial, retail and service environments. Credit and Debit transactions, are supported within the applications. The T42xx allows transaction receipts to be produced. The saved transactions within the current unsettled\open batch are reviewable via the T42XX display and several different types of printed reports are available.

***Hypercom Optimum T42xx platform consists of 3 model types:**

1. T4210 – Dial only terminal
2. T4220 – IP terminal with dial backup
3. T4230 – Wireless GPRS terminal with dial backup

2.2 Transaction Support

Several transactions from the major categories, Credit and Debit, are supported by the T42xx.

2.2.1 Credit Transactions

Txn Name	Comments	Account # Input Type	Online	Monetary*
Credit Sale	Credit purchase transaction.	Swiped & Keyed	Yes	Yes
Credit Return	Reimburse the account holder for the amount of a previously performed credit sale transaction.	Swiped & Keyed	Yes	Yes
Credit Void	Nullifies a credit sale/return transaction contained in the current batch.	Swiped & Keyed	Yes	Yes
Pre-Auth	Pre-authorization of amount and reduces the cardholders option-to-buy. A corresponding completion has to be performed for a monetary transaction to take effect.	Swiped & Keyed	Yes	No
Pre-Auth Completion	Must be performed to complete the pre-auth once the total amount has been ascertained.	Swiped & keyed	Yes	Yes
Force Post	Credit purchase authorized by other means. This transaction is settled via the close.	Swiped & keyed	Yes	Yes

Note: *Monetary transactions are captured within the terminal memory, affect totals, appear in all reports and are available for review via the T42xx reports.

2.2.2 Debit Transactions

Txn Name	Comments	Account # Input Type	Online	Monetary*
Debit Sale	Debit purchase with optional cash back and/or tip amount. PIN required.	Swiped only	Yes	Yes
Debit Return	Reimburse the account holder for the amount of a previously performed debit sale. PIN required.	Swiped only	Yes	Yes
Debit Void	Reimburse the account holder for the amount of a previously performed debit sale contained in the current batch. PIN required.	Swiped only	Yes	Yes

2.2.3 Batch Transactions

Txn Name	Comments	Swiped &/or Keyed	Online	Monetary+
Close	Performs a settlement of the terminal's currently opened batch of transactions.	N/A	Yes	Yes

Note: A successful batch close resets the terminal's running totals.

2.3 Local Functions

Several non-financial operations are supported by the T42xx. These fall into the categories of reports and administrative.

2.3.1 Reports

The T42xx printer is used to generate several reports on monetary transactions within the current open batch. See section 9 for detailed descriptions of the available reports.

Report Name	Description
Operator Totals Report	If the optional operator number prompting is enabled during a transaction then the totals per operator id may be printed out.
Invoice/Card Detail Report	Prints a detailed report of each transaction in the batch. This report can be by Invoice Number or by Card Type. This report includes the account number, expiry date, amounts, response code, date & time, operator id, transaction type and other relevant data.
Batch/Card Summary Report	A batch summary report, detailing in brief the categories and amounts of the transactions in the current batch.
Debit Summary	Prints a summary report of the debit transactions including surcharge fees, cashback fees and cashback amount.
Tip Detail	Prints a detailed report of each transaction in the batch that includes tips.
Pre-Auth	Prints details of all open Pre-Auth transactions in the batch.

2.3.2 Administrative

The local administrative T42xx functions allow the merchant to modify some of the terminal's configurable operating parameters or perform general housekeeping functions.

Admin Name	Description
Reprint	Allows a receipt reprint of any transaction within the current open batch. See section 10.1
Terminal Settings	Allows the configuration of the communications method (dial or IP), host phone number or IP address, operator prompt, tipping/cashback options, merchant passwords, and terminal ID. See section 10.3
Training Mode	Allows the T42xx to be switched between live and training mode. See section 10.4
Communication Test	Allows connectivity testing with the host. See section 10.5

3 T42xx* UI Introduction

As shown in Figure 1, the T42xx* consists of a bidirectional track1, 2 & 3 manual swipe card reader, 160 by 80 pixel graphics display, 0-9 numeric keys supporting alpha input, 6 navigation keys along with ok, clear, cancel, and function keys. The built-in thermal printer is a clamshell design with drop-in paper roll loading.

***Hypercom Optimum T42xx platform consists of 3 model types:**

4. T4210 – Dial only terminal
5. T4220 – IP terminal with dial backup
6. T4230 – Wireless GPRS terminal with dial backup



Figure 1

3.1 Display

During normal operation the T42xx graphics display yields a 14 character by 4-line text display.

3.1.1 Idle Display

When the terminal is powered on but sitting at idle waiting for user stimulus its display is broken into 3 logical areas as shown in Figure 2.

- **Area A** - Displays the date & time using a special small font. The time format is configurable as military or am\pm style.

- **Area B** – Displays the words “SWIPE CARD” and/or logo of the solutions provider and acts as persistent branding/advertising space. This area could be graphical in nature. A Graphic must be provided to MSC to be incorporated into the idle display.
- **Area C** – This displays labels for the 6 navigation keys.

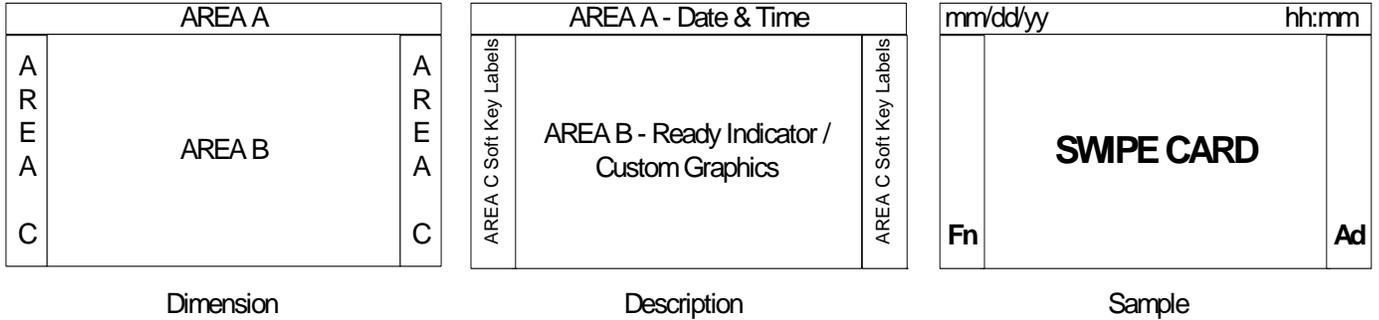


Figure 2

Note 1: The two vertical lines between Areas BC & the one horizontal line separating Areas ABC shown in Figure 2 are for illustrative purposes only and are not present on the real device.

Note 2: Two configurable terminal parameters allow overriding the information in areas A and B. This allows custom text to be displayed in place of the date/time and ready indicator.

When powered on and idling, as shown above, the user may –

- Swipe a card resulting in automatic selection and execution of the default transaction.
- Press one of the navigation keys or one of the corresponding numeric keys, (1-4), to enter the Financial or Admin menu.
- Press the [CANC], [OK], or [CORR] key to enter the main menu.

3.1.2 Generic Menu Display Layout

A menu display mechanism is used to provide a list of functions from which the user may select. One menu exists for the terminals supported transactions and for the local functions.

The menu consists of a series of options. At any one time a maximum of 3 options are visible on the lower three lines of the display while the top line is reserved for a menu title. The user may scroll up/down the list, (which is cyclic in nature), using the two scroll keys F1/F3 (see Figure 3) positioned on the left-hand side of the display. The currently selected option is shown in inverse video and may be selected by pressing the F2 or the OK key. Each option has a numeric “hot key” associated with it. By pressing this key, quick selection is achievable without the need to scroll through the list. The numeric hot key value is prefixed to each menu options display text. The lower right column is used for a scroll bar that is updated to reflect the position of the currently highlighted option within the menu. A menu option may generate a sub-menu rather than performing some specific action. This allows a menu hierarchy to be created from a single root or main menu. (See 3.1.3 for further details)

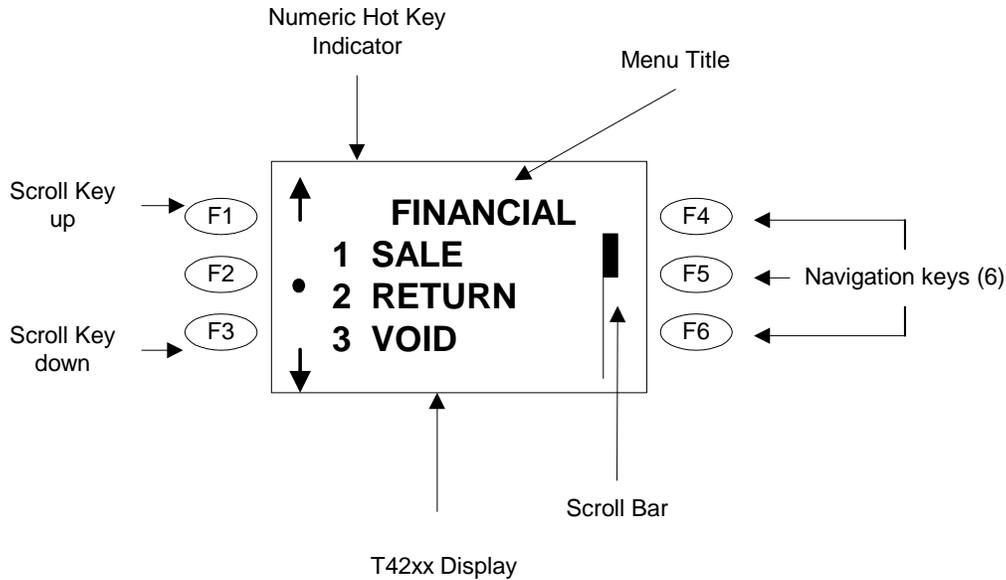


Figure 3

Note 1: The 6 navigation keys (3 located to either side of the T42xx display), are not labeled on the physical terminal. They're designated F1 through F6 in the above illustration, and referenced throughout this document.

Note 2: The currently selected option is displayed using inverse video on the real T42xx device. This has not been shown in the above diagram.

Note 3: The clear key, (marked "CORR" in Figure 1), is used to return from a lower sub-menu back to the original higher-level owner. The cancel key, (marked "CANC" in Figure 1 and situated above the display), is used to immediately exit the menus and return to the idle screen. Pressing cancel from the top-level or any sub-level menu always results in the idle screen being displayed.

3.1.3 Menu Hierarchy

Using the generic menuing mechanism outlined in 3.1.2 the menu hierarchy is as shown in Figure 4.

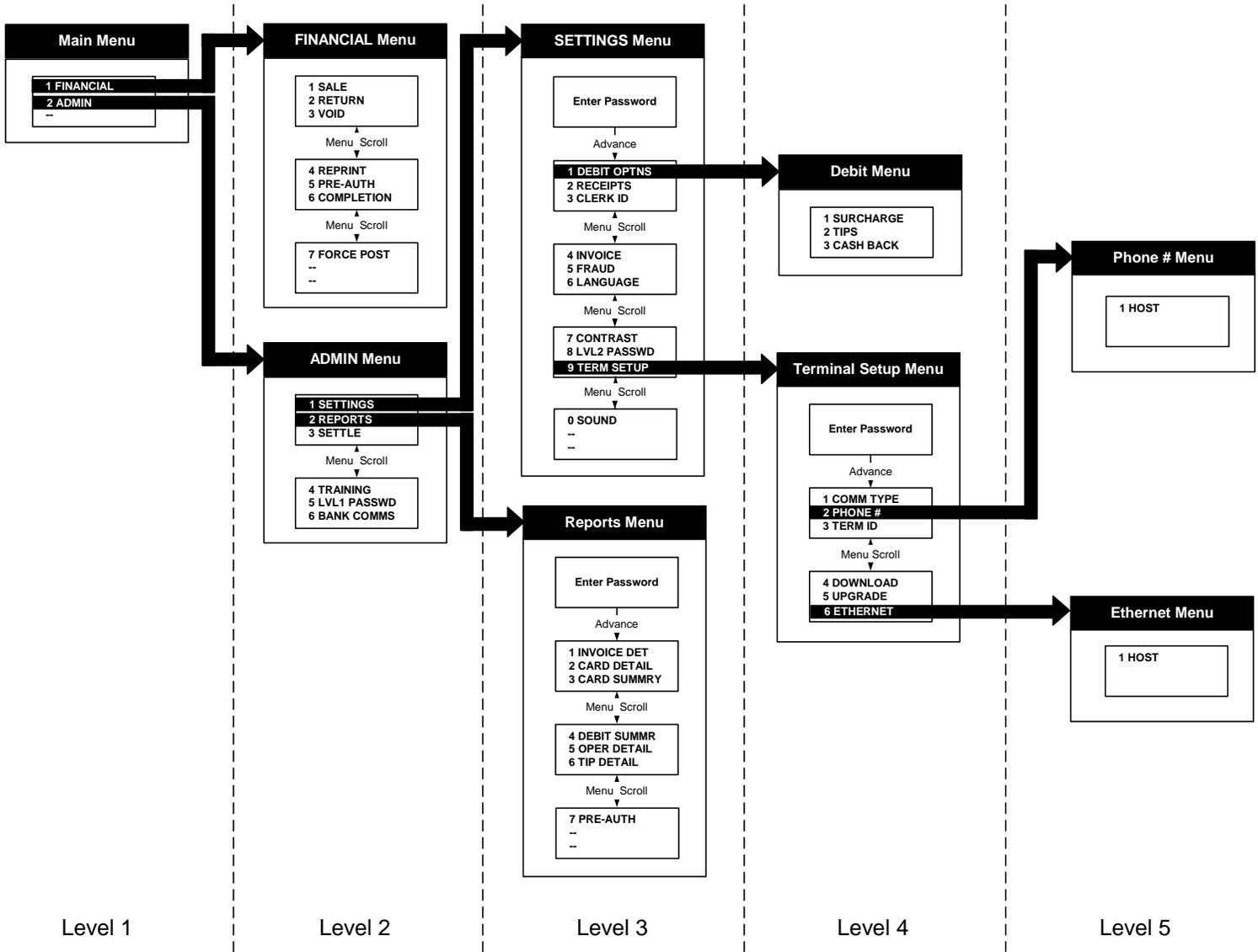


Figure 4

As described previously in 3.1.1 the main transaction menu is accessible from the idle screen.

Some of the menu options immediately execute a specified transaction, (for example Pre-Auth), while others execute a sub-menu, (such as Credit). Within a sub-menu individual options allow selection of specific transactions.

3.1.4 Screen Data Input

When data input is requested the top 3 lines are used for prompting of information while all keyed data appears on the bottom line and from the lower right side of the display. If more than 14 characters of data are required then the current input is redisplayed in a smaller font allowing more data to be entered on the same line.

3.2 Keypad

The T42XX keypad as shown in Figure 1 is used for menu manipulation and all data input activities during a transaction or local functions.

3.2.1 Keved Data Input

The keypad is used as follows for data input operations –

- The clear key, (marked “CORR” in Figure 1), deletes the last character entered when pressed once. If the CORR key is held down for more than 2 second, all the information on the current input line is cleared. If pressed while no data is present the transaction/local function is terminated.
- The cancel key, (marked “CANC” in Figure 1), exits the current input function and aborts the current operation. Either the transaction or the local function is terminated.
- When numeric only input is required the keys marked 0 through 9 in Figure 1 is used with the data appearing from the right hand side.
- When alphanumeric input is required, the first press of the key the appropriate digit appears. On the second to N key presses the associated alpha character appears. Continuously pressing the key eventually results in the numeric digit reappearing on the display.
- The ok key, (marked “OK” in Figure 1), acts as an input termination signal. The next input request is then prompted for.
- When appropriate, (and detailed in later sections of this document), the navigation keys on either side of the display are used. For example, prompting the user for Yes or No selections is an obvious use. Pressing “CORR” or “CANC” on these screens aborts the transaction.
- Pressing the Zero “0” key repetitively while in alphanumeric input mode allows access to the characters shown below:

0 . , ‘ - : () ! @ # \$ % & * + = / ?

3.2.2 Auto Paper Feed

Pressing and holding the Zero “0” key or Paper Feed “*” key from the Idle screen causes the printer to feed paper until the Zero key is released.

3.2.3 Customer Receipts

For a financial transaction a merchant copy of the receipt is always printed. For a debit transaction the customer copy is always printed (at the “press OK for customer copy” screen). For a credit transaction there is a choice of printing or not printing the customer copy. If the [OK] key is pressed (at the “press OK for customer copy” screen) then a customer copy is printed, if [CORR] is pressed, then no customer copy is printed.

4 Transaction UI Composition

The following table details the constituent phases for each of the transactions supported by the T42xx terminal.

Note: In the table, O = Optional, M = Mandatory and X = not allowed.

Transaction Action	Credit Sale	Credit Return	Pre-Auth	Void	Debit Sale	Debit Return	Debit Void	Batch Close	Pre-Auth Completion
Level 1 Password	X	X	M	M	X	M	M	M	X
Invoice # ¹	X	X	M	M	X	X	M	X	M
Swipe Card ^{1,S,W}	M	M	X	X	M	M	M	X	X
Key Account # ^{1,K,W}	M	M	X	X	X	X	X	X	X
Key Expiry Date ^{1,K}	M	M	X	X	X	X	X	X	X
Credit Card Checks ^C	M	M	X	X	X	X	X	X	X
Operator ID	O	O	X	X	O	O	X	X	X
Amount	M	M	X	X	M	M	X	X	M
Cashback Amount ²	X	X	X	X	O	X	X	X	X
Tip Amount ^V	X	X	X	X	O	X	X	X	X
PIN	X	X	X	X	M	M	M	X	X
Comms ³	M	M	M	M	M	M	M	M	M
Receipt ⁴	M	M	M	M	M	M	M	M	M
Approval Message ⁵	M	M	M	M	M	M	M	X	M

Table 1

¹At the transaction initiation phase either the card data is supplied by swiping^S or the user keys^K both the account number and expiry date. Additionally, the void transaction prompts the user for an invoice number. Only one of the above three input mechanisms occurs.

²The cashback amount is only prompted for on a debit sale. It may be configured off or on.

³During communications with the remote host the T42xx display is updated to provide user feedback.

⁴Appropriate receipts are printed for the transactions.

⁵An approval message displays the 6-character authorization code.

^SOnly occurs if the card data was swiped.

^KOnly occurs if the card data was keyed

^WWarnings are generated if –

- The maximum number of transactions stored within the terminals memory has reached the limit and a transaction is attempted.
- If a bad card swipe occurs.

^CChecks on the account number for mod10 and valid expiry date are performed.

^BThe close batch transaction is configured to automatically print the summary report after settlement.

^VTip prompt is enabled from the setup prompts menu.

4.1 Transaction Initiation

A transaction may be initiated via selection by the user from the menu or by swiping the card at the idle screen. Credit/Debit sale is setup as the default transaction.

4.2 Invoice Number

Each transaction captured by the T42xx in the open batch is assigned a unique invoice number. Points of note are –

- Invoice numbers begin at 1 and increment upwards for each transaction.
- No two transactions in the same batch will ever have the same invoice number.
- The invoice number is printed on the receipt.
- The invoice number can be used to retrieve and review particular transactions information by use of the local functions.

4.3 Maximum Batch Size

The absolute maximum number of transactions in an open batch is limited to 300, (but may be reset to a lower value if required). Once this has been reached the terminal must perform a close batch. The terminal disallows any other transactions until batch close is performed. A default terminal has an open batch limit of 300 for dial-up batch. Warnings are provided when the maximum number of transactions is getting close (i.e. when batch is 90% full).

4.4 Receipt Printing

Customer copy of the receipt may be printed in addition to the merchant's copy. The customer receipt has neither the signature line nor the custom agreement lines. Xs replace the account number except for the last four digits and the expiry date is not printed.

4.5 Predial Support

The application supports predial in order to reduce transaction time for dial-up transactions. Predial to the host is initiated for all dial-up online transactions, (except the batch transaction), after the user has entered the card details and the card checks have been performed.

4.6 Display of The Transaction Name

At all times throughout the lifetime of the transaction its name is always displayed on the top line of the T42xx.

4.7 Training Mode

All transactions may be performed in training mode. However, the printed receipt clearly indicates that it is a training transaction and the auth code always ends with ‘T’(training). When the terminal is in training mode the date and time normally displayed on the top line of the display during idle mode are replaced with the words “Training”.

When the terminal is switched from training mode to “live” mode all training mode transactions are deleted. The terminal can only be switched from “live” to training mode when there are zero transactions in the current open batch.

4.8 Credit Card Checks

The following credit card checks are performed on swiped cards. If failure occurs then the transaction is aborted with an appropriate error message.

- Account range match – The card is rejected if it is not found within the valid account range tables.
- Mod10 (luhn check) – The account number must pass the Mod10 algorithm.
- Expiry date - The expiry date must be valid.

5 Credit Transactions

The following section details the various retail credit transactions in their different mode of swiped and keyed.

5.1 Credit Card Sale – Swiped

Display Message

Operator Action

```

MAIN MENU
1 FINANCIAL
2 ADMIN
  
```

Choose FINANCIAL from main menu and press [OK].

```

FINANCIAL
1 SALE
2 RETURN
3 VOID
  
```

Use the F1/F3 navigation keys to scroll to Sale and press [OK].

```

SALE
Swipe card or
key account #
  
```

Slide the card through the card reader.

```

SALE
Enter Amount

                $0.00
  
```

Key the dollar and cents amount and press [OK].

```

SALE
Enter Operator
Id

                (optional)
  
```

Key operator ID and press [OK].

Display Message**Operator Action**

SALE
Enter Invoice
Number

(optional)

Key in invoice number and press [OK].

SALE
Processing
Please wait

Processes the request.

SALE
Dialing...
Please Wait

Modem is dialing.

SALE
Connecting...
Please Wait

Modem is connecting to the host.

SALE
Sending...
Please Wait

Information is being sent to the host.

SALE
Receiving...
Please Wait

Information is being received from the host.

Display Message**Operator Action**

```
SALE
APPROVED
AUTH : nnnnnn
Inv.#: nnnn
```

The approval message is displayed. The terminal displays the message until the receipt is printed.

```
SALE
Press OK for
customer copy
```

The terminal displays this message, waiting for acknowledgement for printing the customer receipt.

```
SALE
APPROVED
AUTH : nnnnnn
Inv.#: nnnn
```

The approval message is displayed. Press [CORR] to return to either the idle or transaction menu screen.

5.2 Credit Card Sale - Manual Entry

Display Message

Operator Action

SALE
Swipe card or
key account #

Key the cardholder's account number (max 19 digits) and press [OK].

SALE
Enter Expiry
Date MMY Y

Key in four-digit expiration date using two digits for the month and two for the year.

SALE
Enter Amount

\$0.00

Key the dollar and cents amount and press [OK].

SALE
Enter Operator
Id

(optional)

Key operator ID and press [OK].

SALE
Enter Receipt
Number

(optional)

Key in receipt number and press [OK].

Display Message**Operator Action**

```

SALE
Various Text

```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```

SALE
APPROVED
AUTH : nnnnnn
Inv.#: nnnn

```

The approval message is displayed. The terminal displays the message until the receipt is printed.

```

SALE
Press OK for
customer copy

```

The terminal displays this message, waiting for acknowledgement for printing the customer receipt.

```

SALE
APPROVED
AUTH : nnnnnn
Inv.#: nnnn

```

The approval message is displayed. Press [CORR] to return to either the idle or transaction menu screen.

Credit Card Sales receipt is the same format as shown in 5.3.

5.3 Credit Card Sale – Receipt

```

CREDIT SALE RECEIPT

    Custom Header Line 1
    Custom Header Line 2
    Custom Header Line 3
    Custom Header Line 4

Term ID:nnnnnnnnnnnnnnnn
Invoice #:nnn
VISA PURCHASE
Op Id:XX
Card #:nnnnnnnnnnnnnnnn
Exp:mm/yy

APPROVED XXX

AMOUNT           $nnnn.nn

X_____
I agree to pay above total, as
per cardholder or merchant
agreement. Retain this copy for
your records.

LAST/FIRST NAME

Ref #: XXXXXXXX S
Auth.#: XXXXXX
Date: yyyy/mm/dd   Time: hh:mmP

    Custom Trailer Line 1
    Custom Trailer Line 2
    Custom Trailer Line 3
    Custom Trailer Line 4
    
```

- Transaction type
- Custom header lines (max 4)
- Terminal ID
- Invoice #
- Card, trans type
- Operator ID (optional)
- Card number (masked)
- Expiry Date
- Approval text, including Bank response code
- Purchase Amount
- Card Holder Signature
- Card Holder Agreement
- Card Holder Name (swiped transactions only)
- Terminal Serial #, Card Entry Indicator (S-Swiped, M-Manual)
- Host Authorization #
- Transaction date & time
- Custom trailer lines (max 4)

5.4 Credit Card Pre-Auth – Swiped

Display Message

Operator Action

```

MAIN MENU
1 FINANCIAL
2 ADMIN

```

Choose FINANCIAL from main menu and press [OK].

```

FINANCIAL
1 SALE
2 RETURN
3 VOID

```

Use the F1/F3 navigation keys to scroll to Pre-Auth and press [OK].

```

PREAUTH
Swipe card or
key account #

```

Slide the card through the card reader.

```

PREAUTH
Enter Amount

                $0.00

```

Key the dollar and cents amount and press [OK].

```

PREAUTH
Enter Operator
Id

                (optional)

```

Key operator ID and press [OK].

```
PREAUTH
Various Text
```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```
PREAUTH
APPROVED
AUTH#: nnnnnn
Inv.#: nnnn
```

The approval message is displayed. The terminal displays the message until the receipt is printed.

```
PREAUTH
Press OK for
customer copy
```

The terminal displays this message, waiting for acknowledgement printing the customer receipt.

```
PREAUTH
APPROVED
AUTH#: nnnnnn
Inv.#: nnnn
```

The approval message is displayed. Press [CORR] to return to either the idle or transaction menu screen.

5.5 Credit Card Pre-Auth – Manual Entry

Display Message

Operator Action

```

MAIN MENU
1 FINANCIAL
2 ADMIN

```

Choose FINANCIAL from main menu and press [OK].

```

FINANCIAL
1 SALE
2 RETURN
3 VOID

```

Use the F1/F3 navigation keys to scroll to Pre-Auth and press [OK].

```

PREAUTH
Swipe card or
key account #

```

Key cardholder's account number (max 19 digits) and press [OK].

```

PREAUTH
Enter Expiry
Date          MMY

```

Key in the four-digit expiration date using two digits for the month and two for the year.

```

PREAUTH
Enter Amount
                $0.00

```

Key the dollar and cents amount and press [OK].

Display Message**Operator Action**

```

      PREAUTH
Enter Operator
Id
                                     (optional)

```

Key operator ID and press [OK].

```

      PREAUTH
Various Text

```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```

      PREAUTH
APPROVED
AUTH#: nnnnnn
Inv.#: nnnn

```

The approval message is displayed. The terminal displays the message until the receipt is printed.

```

      PREAUTH
Press OK for
customer copy

```

The terminal displays this message, waiting for acknowledgement printing the customer receipt.

```

      PREAUTH
APPROVED
AUTH#: nnnnnn
Inv.#: nnnn

```

The approval message is displayed. Press [CORR] to return to either the idle or transaction menu screen.

Pre Auth Tip receipt is the same format as shown in 5.6

After customer enters and endorses tip amount on the receipt, complete the transaction using the instructions from 5.7.

5.6 Credit Card Pre-Auth – Receipt

```

PRE-AUTH RECEIPT

Custom Header Line 1
Custom Header Line 2
Custom Header Line 3
Custom Header Line 4

Term ID:nnnnnnnnnnnnnnnn
Invoice #:nnn
VISA PREAUTH
Op Id:XX
Acct:nnnnnnnnnnnnnnnn
Exp:mm/yy

XX APPROVED XXX

AMOUNT      $nnnnn.nn

TIP           $_____

TOTAL        $_____

X_____
I agree to pay above total, as
per cardholder or merchant
agreement. Retain this copy for
your records.

LAST/FIRST NAME

Ref #: XXXXXXXX S
Auth.#: XXXXXX
Date: yyyy/mm/dd   Time: hh:mmP

Custom Trailer Line 1
Custom Trailer Line 2
Custom Trailer Line 3
Custom Trailer Line 4
    
```

- Transaction type
- Custom header lines (max 4)
- Terminal ID
- Invoice #
- Card,trans type
- Operator ID (optional)
- Card number
- Expiry Date
- Approval text, including ISO and Bank response codes
- Purchase amount
- To be supplied by customer
- Sum of Tip and Purchase
- Card Holder Signature
- Card Holder Agreement
- Card Holder Name (swiped transactions only)
- Terminal Ref #, Card Entry Indicator (S-Swiped, M-Manual)
- Host Authorization #
- Transaction date & time
- Custom trailer lines (max 4)

After customer enters and endorses tip amount on the receipt, complete the transaction using the following instructions.

5.7 Credit Card Pre-Auth Completion

Display Message

Operator Action

```

MAIN MENU
1 FINANCIAL
2 ADMIN

```

Choose FINANCIAL from main menu and press [OK].

```

FINANCIAL
1 Sale
2 Return
3 Void

```

Use the F1/F3 navigation keys to scroll to Completion and press [OK].

```

COMPLETION
Enter Invoice

```

Key in invoice number from Pre-Authorized receipt (located under terminal id) and press [OK].

```

COMPLETION
nnn      PREAUTH
          $nn.nn
PREV      NEXT

```

Ensure that the invoice number is correct on the top left hand side and pre-auth amount is correct on the bottom right had side. If both are correct, then press [OK].

```

COMPLETION
VISA
XXXXXXXXXXXXXX
Date      Swiped

```

Press [OK] to verify swipe amount, date swiped and card type if all are correct.

Display Message**Operator Action**

```

COMPLETION
$nn.nn
Press OK to
confirm!

```

Press [OK] to confirm original pre-auth amount.

```

COMPLETION
Enter Amount

                                $0.00

```

Key in the dollar and cents amount total including tip and press [OK].

```

COMPLETION
Various Text

```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```

COMPLETION
APPROVED
AUTH#: nnnnnn
Inv.#: nnnn

```

The approval message is displayed. The terminal displays the message until the receipt is printed.

```

COMPLETION
Press OK for
customer copy

```

The terminal displays this message, waiting for acknowledgement printing the customer receipt.

```

COMPLETION
APPROVED
AUTH#: nnnnnn
Inv.#: nnnn

```

The approval message is displayed. Press [CORR] to return to either the idle or transaction menu screen.

5.8 Credit Card Return – Swiped

The swiped credit card return transaction has the same displays as a standard swiped credit card sale detailed in 5.1. However, the following changes occur –

1. The top line of the display is replaced with the word “RETURN”
2. The terminal prompts the user for a password.

Display Message	Operator Action
<pre> MAIN MENU 1 FINANCIAL 2 ADMIN </pre>	Choose FINANCIAL from main menu and press [OK].
<pre> FINANCIAL 1 SALE 2 RETURN 3 VOID </pre>	Use the F1/F3 navigation keys to scroll to Return and press [OK].
<pre> RETURN Enter Password </pre>	If prompted, key in the merchant password (1-6 digits) and press [OK].
<pre> RETURN Swipe card or key account # </pre>	Slide the card through the reader.
<pre> RETURN Enter Amount \$0.00 </pre>	Key the dollar and cents amount and press [OK].

Display Message**Operator Action**

```

RETURN
Enter Operator
ID
                                     (optional)

```

Enter the operator ID.

```

RETURN
Various Text

```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```

RETURN
APPROVED
AUTH#: nnnnnn
Inv.#: nnnn

```

The approval message is displayed. The terminal displays the message until the receipt is printed.

5.9 Credit Card Return – Manual Entry

The sequence is the same as the standard keyed credit card sale as detailed in 5.2 with the same changes as 5.8.

5.10 Credit Card Return - Receipt

The keyed or swiped credit card return receipt has the same format as the standard credit card sale receipt detailed in 5.3. However the transaction type adjacent to the card name says “REFUND”.

5.11 Void Transaction

Display Message

```

MAIN MENU
1 FINANCIAL
2 ADMIN

```

Operator Action

Choose FINANCIAL from main menu and press [OK].

```

FINANCIAL
1 SALE
2 RETURN
3 VOID

```

Use the F1/F3 navigation keys to scroll to Void and press [OK].

```

VOID
Enter Password

```

If prompted, key in the merchant password (1-6 digits) and press [OK].

```

VOID
Enter Invoice

```

Key in the invoice number (maximum 4 digits) of the transaction to void and press [OK].

```

VOID
nnnn          TYPE
          $nnnnnn.nn
Prev          Next

```

The invoice number and transaction name are displayed on the second line followed by the dollar amount. If the transaction is already voided this is indicated.

Press the F3 navigation key to view the previous invoice.

Press the F6 navigation key to view the next invoice.

Press [OK] to select the current invoice for voiding.

Press [CORR] to enter a new invoice number.

Display Message**Operator Action**

```

VOID
Card Type
nnnnnnnnnnnnnnnn
MM/YY      Swiped

```

Further details of the transaction are displayed including Card Type, Account Number, Expiry date and account entry method i.e. Swiped or Keyed.

Press [OK] to select the current invoice for voiding.

Press [CORR] to exit.

```

VOID
Void inv. nnnn
Press OK to
Confirm!

```

Press [OK] to confirm void.

```

VOID
Various Text

```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```

VOID
VOIDED
AUTH : nnnnnn
Inv.#: nnnn

```

The approval code is displayed along with the invoice number. The terminal displays this message until the receipt is printed assuming that the printer is available.

```

VOID
Press OK for
customer copy

```

The terminal displays this message, waiting for acknowledgement before printing the customer receipt.

```

VOID
VOIDED
AUTH : nnnnnn
Inv.#: nnnn

```

The approval code is displayed along with the invoice number. The text “Accepted” appears only for voided credit return and ticket only transactions. Press [CORR] to return to either the idle or transaction menu screen.

5.12 Void Transaction - Receipt

The printed void transaction receipt contains identical specific details to the receipt of the transaction that was voided. This means that the contents of the void transaction receipt depend on the contents of the receipt of the voided transaction.

An example of the voided receipt is shown below:

VOID RECEIPT	
Custom Header Line 1	-Custom header lines
Custom Header Line 2	(max 4)
Custom Header Line 3	
Custom Header Line 4	
Term ID:nnnnnnnnnnnnnnnn	-Terminal ID
Invoice #:nnn	-Invoice #
VISA VOID PURCHASE	-Card, trans type
Card #:nnnnnnnnnnnnnnnn	-Card number (masked)
Exp:mm/yy	-Expiry Date
APPROVED XXX	-Approval text, including Bank response code
AMOUNT \$nnnn.nn	-Original Amount
Ref #: XXXXXXXX S	-Terminal Serial #, Card Entry Indicator (S-Swiped, M-Manual)
Auth. #: VOIDED	-Host Authorization #
Date: yyyy/mm/dd Time: hh:mmP	-Transaction date & time
Custom Trailer Line 1	-Custom Trailer Lines
Custom Trailer Line 2	(max 4)
Custom Trailer Line 3	
Custom Trailer Line 4	

5.13 Force Post Transaction

Display Message

Operator Action

```

MAIN MENU
1 FINANCIAL
2 ADMIN

```

Choose FINANCIAL from main menu and press [OK].

```

FINANCIAL
1 SALE
2 RETURN
3 VOID

```

Use the F1/F3 navigation keys to scroll to Force Post and press [OK].

```

FORCE POST
Swipe card or
Key account #

```

Swipe credit card or key in credit card number and press OK.

```

FORCE POST
Enter Amount

                $0.00

```

Key in the amount and press [OK].

```

FORCE POST
Enter
Approval Code

```

Enter the alphanumeric approval code and press [OK].

Display Message**Operator Action**

```
FORCE POST  
Various Text
```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```
FORCE POST  
APPROVED  
AUTH#: nnnnnn  
Inv.#: nnnn
```

Press [OK] to confirm .

```
FORCE POST  
Press OK for  
customer copy
```

The terminal displays this message, waiting for acknowledgement before printing the customer receipt.

5.14 Force Post Transaction - Receipt

An example of the force post transaction receipt is shown below:

FORCE POST RECEIPT	
Custom Header Line 1	-Custom header lines
Custom Header Line 2	(max 4)
Custom Header Line 3	
Custom Header Line 4	
Term ID:nnnnnnnnnnnnnnnn	-Terminal ID
Invoice #: nnnn	-Card, trans type
VISA FORCE POST	-Card number
Acct:nnnnnnnnnnnnnnnn	-Expiry Date
Exp:mm/yy	
XX APPROVED XXX	-Approval text, including ISO and Bank response codes
AMOUNT \$nnnn.nn	-Original Amount
<hr/>	
I agree to pay above total as per card holder or merchant agreement. Retain this copy for your records	- Merchant agreement and signature line
LAST/FIRST NAME	-Card Holder Name (swiped transactions only)
Ref #: XXXXXXXX S	-Terminal Serial #, Card Entry Indicator (S-Swiped, M-Manual)
Auth.#: nnnnnT - nnnnn	-Host Authorization #
Date: yyyy/mm/dd Time: hh:mmP	-Transaction date & time
Custom Trailer Line 1	-Custom Trailer Lines
Custom Trailer Line 2	(max 4)
Custom Trailer Line 3	
Custom Trailer Line 4	

6 Debit Transactions

Debit Sale and Debit Return transactions with PIN entry are supported.

6.1 Debit Sale

Display Message

SALE
Swipe card

SALE
Enter Amount

\$0.00

SALE
Enter Operator
Id

(optional)

SALE
Enter Cashback
Amount

(optional)

Operator Action

Slide the card through the card reader. Manual entry is not allowed for debit transactions.

Key the dollar and cents amount and press [OK].

Key operator ID and press [OK].

If cashback is enabled, key the cashback amount then press [OK].

```

SALE
Pass to
Customer
    
```

The clerk is prompted to pass the PINPad to the customer.

```

SALE
Fee
          $1.00 OK?
OK          Cancel
    
```

The user is prompted for acceptance of the fee. If the fee has been set to zero this does not appear. If cashback has been selected then that fee is used, otherwise just the regular debit fee is used.

Press the F3 navigation key to select OK.

Press the F6 navigation key to Cancel.

```

SALE (optional)
Enter Tip
% or Amount
10% 15% 20% $$
    
```

If tip is enabled the user can choose between a preset percentage (F3 navigation key and 2 bottom center keys under the display) or they can enter a dollar amount (F6 navigation key).

```

SALE
Enter Tip
Amount
(optional)          $0.00
    
```

If tip amount was chosen above then key in the tip amount if applicable without the decimal point then press [OK]

```

SALE
Sale      $nnnnn.nn
Tip       $nnnnn.nn
CashBack  $nnn.nn
Total     $nnnnn.nn
Press OK to confirm
    
```

If cashback or tip is requested the totals for the transaction are displayed. Press OK to continue. Press CORR key to return to the Enter Sale Amount screen.

```

SALE
Select Account

CHQ          SAV
    
```

Select account type using the F3 and F6 navigation keys adjacent to corresponding account types.

```

SALE
Enter PIN
+ OK

```

Key in the PIN number (4 to 12 digits) and then press [OK]. Each digit entered appears as the '*' symbol.

```

SALE
Various Text

```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```

SALE
APPROVED
AUTH : nnnnnn
Inv.#: nnnn

```

The approval message is displayed. The terminal displays the message until the receipt is printed.

```

SALE
Press OK for
customer copy

```

The terminal displays this message, waiting for acknowledgement for printing the customer receipt.

```

SALE
Pass to
Clerk

```

The customer is prompted to pass the PINPad back to the clerk.

```

SALE
APPROVED
AUTH : nnnnnn
Inv.#: nnnn

```

The approval message is displayed. Press [CORR] to return to either the idle or transaction menu screen.

6.2 Debit Sale - Receipt

DEBIT SALE RECEIPT		
Custom Header Line 1		-Custom header lines
Custom Header Line 2		(max 4)
Custom Header Line 3		
Custom Header Line 4		
Term ID:nnnnnnnnnnnnnnnn		-Terminal ID
Invoice #:nnn		-Invoice #
DBT PURCHASE		-Transaction type
Op Id:XX		-Operator ID (optional)
Card #:nnnnnnnnnnnnnnnn		-Card number (masked)
APPROVED XXX		-Approval text, including Bank response code
Acct: Chequing		-Account type
AMOUNT	\$nnnnn.nn	-Purchase amount
TIP	\$nnnnn.nn	-Tip amount (optional)
CASHBACK	\$nnnnn.nn	-Cash back amount (optional)
FEE	\$nnnnn.nn	-Fee amount (optional)
	=====	
TOTAL	\$nnnnn.nn	-Total Sale amount (optional)
Ref #: XXXXXXXX XXXXXXXXXX S		-Reference number (includes terminal serial # and transaction sequence #)
Auth. #: XXXXXX		-Host Authorization #
Date: yyyy/mm/dd Time: hh:mmP		-Transaction date & time
Custom Trailer Line 1		-Custom trailer lines
Custom Trailer Line 2		(max 4)
Custom Trailer Line 3		
Custom Trailer Line 4		

Notes:

1. For user cancelled transactions, the receipt does not contain the Ref # and Auth.# lines.

6.3 Debit Return

Display Message

Operator Action

RETURN
Enter Password

Key in merchant password (1-6 digits) and press [OK].

RETURN
Swipe card or
key account #

Slide the card though the card reader. Manual entry is not allowed for debit transactions.

RETURN
Enter Amount

\$0.00

Key the dollar and cents amount and press [OK].

RETURN
Pass to
Customer

The clerk is prompted to pass the PINPad to the customer.

RETURN
Return \$nnnn.nn
Press OK to confirm

Return total for the transaction is displayed. Press OK to continue. Press [CORR] key to return to the Enter Sale Amount screen.

Display Message**Operator Action**

```

RETURN
Select account
CHQ          SAV

```

Select account type using the F3 and F6 navigation keys adjacent to corresponding account types.

```

RETURN
Enter PIN
+ OK

```

Key in the PIN number (4 to 12 digits) and then press [OK]. Each digit entered appears as the '*' symbol.

```

RETURN
Various Text

```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```

RETURN
APPROVED
AUTH : nnnnnn
Inv.#: nnnn

```

The approval message is displayed. The terminal displays the message until the receipt is printed.

```

RETURN
Press OK for
customer copy

```

The terminal displays this message, waiting for acknowledgement for printing the customer receipt.

```

RETURN
Pass to
Clerk

```

The customer is prompted to pass the PINPad back to the clerk.

Display Message

```
RETURN
APPROVED
AUTH : nnnnnn
Inv.#: nnnn
```

Operator Action

The approval message is displayed. Press [CORR] to return to either the idle or transaction menu screen.

Note: Debit returns may be disallowed depending on options set at the time the application was loaded into the T42xx. This is indicated by the “RETURN Not Available” display when a debit card is swiped after a Return transaction is initiated.

6.4 Debit Return - Receipt

```

DEBIT RETURN RECEIPT

    Custom Header Line 1
    Custom Header Line 2
    Custom Header Line 3
    Custom Header Line 4

Term ID:nnnnnnnnnnnnnnnn
Invoice #:nnnn
DBT REFUND
Op ID: nnnn
Card #:nnnnnnnnnnnnnnnn

APPROVED XXX

Acct: Savings
AMOUNT           $nnnnn.nn

Ref #: XXXXXXXX XXXXXXXXXX S
Auth. #: XXXXXX
Date: yyyy/mm/dd   Time: hh:mmP

    Custom Trailer Line 1
    Custom Trailer Line 2
    Custom Trailer Line 3
    Custom Trailer Line 4
    
```

```

-Custom header lines
(max 4)

-Terminal ID
-Invoice #
-Trans type (underlined)
-Operator ID (optional)
-Card number (masked)

-Approval text, including Bank
response code

-Account type
-Return amount

-Reference number (includes
terminal serial # and
transaction sequence #)
-Host Authorization #
-Transaction date & time

-Custom trailer lines
(max 4)
    
```

6.5 Debit Void

A debit void proceeds in the same way as a credit void until the transaction is ready to send to the host. At this point the card holder is asked to swipe their card and enter their PIN. The account type is not asked for.

Display Message

Operator Action

VOID

Follow the steps in credit void (5.11).

VOID
Swipe Card

Slide the card though the card reader. Manual entry is not allowed for debit transactions.

VOID
Pass to
Customer

The clerk is prompted to pass the PINPad to the customer.

VOID
Select account

CHQ SAV

Select account type using the F3 and F6 navigation keys adjacent to corresponding account types.

VOID
Enter PIN
+ OK

Key in the PIN number (4 to 12 digits) and then press [OK]. Each digit entered appears as the '*' symbol.

Display Message**Operator Action**

```

VOID
Various Text

```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```

VOID
APPROVED
AUTH : nnnnnn
Inv.#: nnnn

```

The approval message is displayed. The terminal displays the message until the receipt is printed.

```

VOID
Press OK for
customer copy

```

The terminal displays this message, waiting for acknowledgement for printing the customer receipt.

```

VOID
Pass to
Clerk

```

The customer is prompted to pass the PINPad back to the clerk.

```

VOID
APPROVED
AUTH : nnnnnn
Inv.#: nnnn

```

The approval message is displayed. Press [CORR] to return to either the idle or transaction menu screen.

7 Batch Transactions

The batch close transaction is supported.

7.1 Batch Close

Display Message

Operator Action

```

MAIN MENU
1 FINANCIAL
2 ADMIN
  
```

Choose Admin from main menu and press [OK].

```

ADMIN MENU
1 SETTINGS
2 REPORTS
3 SETTLE
  
```

Use the F1/F3 navigation keys to scroll to Settle and press [OK].

```

BATCH CLOSE
Enter Password
  
```

Key in the merchant password (1-6 digits) and press [OK]

```

BATCH CLOSE
Print Report?

Yes                No
  
```

Press the F3 navigation key to print a summary report and detailed report. Press the F6 navigation key to print batch summary and invoice details reports.

```

BATCH CLOSE
Credit $nnnnn.nn
Debit  $nnnnn.nn
Total  $nnnnn.nn
Press Ok to Cont.
  
```

The Batch Credit/Debit/Total amounts are displayed.

Press OK to confirm the close.

Display Message**Operator Action**

BATCH CLOSE
various text

The terminal displays several messages indicating it is communicating with the host.

These are Dialing, Redialing, Sending, Receiving, and Processing.

BATCH CLOSE
Report
Printing
Please Wait

The terminal displays this message until the batch close reports are printed assuming that the printer is available and enabled.

BATCH CLOSE
Press OK for
Details Report

Press OK to print the card detail report.

BATCH CLOSE
Closed Ok

After printing the batch close confirmation message is displayed. Press [CORR] to return back to the transaction menu screen.

8 Miscellaneous Transactions

8.1 Declined Transaction

The terminal displays the declined host response message.

Display Message

```
<Txn Name>
Declined
nnnnnnnnnnnnnn
nn
```

Operator Action

The declined host response is displayed until the user presses [CORR]

8.2 Error Transaction

If authorization of the transaction does not occur due to a communications error then the reason for this is displayed.

Display Message

```

    <Txn Name>
    Comms Error
    <nnnnnnnnnnnnnnnnnn
    nnnnnnnnnnnnnnn>
```

Operator Action

The comms error is displayed until the user presses [CORR] at which point the transaction menu or the idle screen is displayed.

The bottom 2 lines contain the specific communications error message.

Error Message	Meaning
No Dialtone Connect Line!	Dial tone cannot be detected.
Host Busy Try Again	The host is busy and cannot answer the incoming call
No Answer	The host did not pick up the incoming call.
No Response From Host	A connection was established but the remote host did not send ENQs
Line Lost	A connection was established but then an unexpected disconnect occurred.
Modem Error Please Retry	The modem was unable to send the transaction
Hardware Error Call Help Desk	The unit is faulty. Return for service.
Comms. Error Fault Id: NNNN	A general communications fault, identified by a 4-digit number, occurred.

Table 2

9 Reports

Several reports on the current open batch are available via the T42xx printer.

1 INVOICE DET
2 CARD DETAIL
3 CARD SUMMRY
4 DEBIT SUMMR
5 OPER DETAIL
6 TIP DETAIL
7 PRE-AUTH

Figure 5

On all detailed reports displaying transaction type, the following abbreviations are used:

- | | |
|---------------------------|------|
| • Sale Transactions | SALE |
| • Return Transactions | RTRN |
| • Pre-Auth Transactions | PREA |
| • Completion Transactions | CMPL |
| • Void | VOID |

Display Message

MAIN MENU
1 FINANCIAL
2 ADMIN

Operator Action

Choose Admin from main menu and press [OK].

ADMIN MENU
1 SETTINGS
2 REPORTS
3 SETTLE

Use the F1/F3 navigation keys to scroll to Reports and press [OK].

9.1 Report – Invoice Detail

Prints a detailed report of all transactions in the current open batch ordered by Invoice Number. This report is printed after Batch Close transaction performed on the terminal.

Display Message

Operator Action

```
INVOICE DET
Report
Printing
Please Wait
```

The following display appears while the report is printing. The local functions menu then appears.

The Invoice detail report looks like this:

INVOICE DET REPORT	
Custom Header Line 1	-Report type
Custom Header Line 2	-Custom header lines
Custom Header Line 3	(max 4)
Custom Header Line 4	
Term Id:nnnnnnnnnnnnnnnn	-Terminal ID
Date: yyyy/mm/dd Time:hh:mmP	-Report date & time
Invoice #:nnnn VISA SALE:Swiped	-Invoice#, card type, trans type &
Card #:nnnnnnnnnnnnnnnn	entry method
Exp:mm/yy	-Account number
Op Id:nnnn	-Expiry date
Date:mm/dd/yy Time:hh:mmP	-Operator id (optional)
Ref. #:nnnnnnnnnnnnnnnn S	-Transaction date & time
Resp:APPROVED	-Reference #, entry method
AMOUNT	(S=Swiped, M=Manual)
\$nnnnn.nn	-Host response
	-Purchase amount
Invoice #:nnnn DEBIT SALE	-Invoice#, card type, trans type
Card #:nnnnnnnnnnnnnnnn	-Account number
Op Id:nnnn	-Operator id
Date:yyyy/mm/dd Time:hh:mmP	-Transaction date & time
Ref. #: nnnnnnnnnnnnnnn	-Host response
AMOUNT	-Purchase amount
\$nnnnn.nn	
CashBack:\$nnnnn.nn	-Optional cashback amount
Tip:\$nnnnn.nn	-Optional tip amount
Surcharge:\$nn.nn	-Optional surcharge amount
Total:\$nnnnn.nn	-Optional total
END OF REPORT	-End of report marker

Notes:

1. Voided transactions are displayed in the Invoice Detail report.
2. The Card Numbers are masked. For example, card number 1234567890123456 is printed as 1234XXXXXXXX3456

9.2 Report – Card Detail

Prints a detail report of all transactions in the current open batch ordered by Card Type.

Display Message

```
CARD DETAIL
Printing
Please Wait
```

Operator Action

The following display appears while the report is printing. The local functions menu then appears.

Note: The detail report contains all data collected during the transaction from prompts if the data is non-zero.

The transaction detail report looks like this:

CARD DETAIL REPORT	
Custom Header Line 1	-Report type
Custom Header Line 2	-Custom header lines
Custom Header Line 3	(max 4)
Custom Header Line 4	
Term Id:nnnnnnnnnnnnnnnn	-Terminal ID
Date: yyyy/mm/dd Time:hh:mmP	-Report date & time
AMEX TRANSACTIONS	-Card Type
Invoice #:nnnn AMEX SALE:Swiped	-Invoice#, card type & entry method
Card #:nnnnnnnnnnnnnnnn	-Account number and expiry date
Exp: mm/yy	-Expiry Date
Op Id:nnnn	-Operator id
Date:yyyy/mm/dd Time:hh:mmP	-Transaction date & time
Ref. #:nnnnnnnnnnnnnnnn	-Reference number, entry method
Resp:APPROVED	(S=Swiped, M=Manual)
AMOUNT	-Host response
\$nnnnn.nn	-Purchase amount
	-Card Type
DEBIT TRANSACTIONS	
Invoice #:nnnn DEBIT SALE	-Invoice#, transaction type
Card #:nnnnnnnnnnnnnnnn	-Account number
OpId:nnnn	-Operator id
Date:yyyy/mm/dd Time:hh:mmP	-Transaction date & time
Ref. #:nnnnnnnnnnnnnnnn	-Reference number
Resp:APPROVED	-Host response
AMOUNT	
\$nnnnn.nn	-Purchase amount
CashBack:\$nnnnn.nn	-Optional cashback amount
Tip:\$nnnnn.nn	-Optional tip amount
Surcharge:\$nn.nn	-Optional surcharge amount
Total:\$nnnnn.nn	-Optional total
END OF REPORT	-End of report marker

Notes:

1. Voided transactions are displayed in the Card Detail report.
2. If no transactions are present for a particular card type, the card type is not displayed in the report.
3. The Card Numbers are masked. For example, card number 1234567890123456 are printed as 1234XXXXXXXX3456

9.3 Report – Card Summary

The summary report provides totals for credit and debit transactions. If a particular card type does not have any activity in the batch, that card type is not included in the summary report.

Display Message

```
CARD SUMMARY
Printing
Please Wait
```

Operator Action

The following display appears while the report is printing. The local functions menu then appears.

The card summary report looks like this:

```

CARD SUMMARY REPORT

Custom Header Line 1
Custom Header Line 2
Custom Header Line 3
Custom Header Line 4

Term ID:nnnnnnnnnnnnnnnn
Date: yyyy/mm/dd      Time:hh:mmP

      CREDIT TRANSACTIONS

      TXN          AMOUNT
SALE      nnn      $nnnnn.nn
RETURN    nnn      $nnnnn.nn
COMPLETION nnn      $nnnnn.nn
VOID      nnn      $nnnnn.nn
=====
SUB-TOTAL nnn      $nnnnn.nn

      DEBIT TRANSACTIONS

      TXN          AMOUNT
SALE      nnn      $nnnnn.nn
RETURN    nnn      $nnnnn.nn
=====
SUB-TOTAL nnn      $nnnnn.nn

      ALL TRANSACTIONS

CREDIT    nnn      $nnnnn.nn
DEBIT     nnn      $nnnnn.nn
=====
GRAND TOTAL nnn      $nnnnn.nn

      CARD TOTALS
      AMEX:      nnn      $nnnnn.nn
      VISA:      nnn      $nnnnn.nn
      DEBIT:     nnn      $nnnnn.nn
      FEE:       nnn      $nnnnn.nn

      END OF REPORT
    
```

- Report type
- Custom header lines (max 4)
- Terminal ID
- Report date & time
- Category
- No of sales and total amount
- No of returns and total amount
- No of completions and total amount
- No of voids and total amount
- Total for all credit txns
- Category
- No of sales and total amount
- No of returns and total amount
- Total for all debit txns
- Credit sub total
- Debit sub total
- Grand total for open batch
- Card total summary
- Fee total
- End of report marker

9.4 Report – Debit Summary

The summary report provides totals for debit transactions.

Display Message

```
DEBIT SUMMARY
Printing
Please Wait
```

Operator Action

The following display appears while the report is printing. The local functions menu then appears.

The card summary report looks like this:

```

DEBIT SUMMARY REPORT

Custom Header Line 1
Custom Header Line 2
Custom Header Line 3
Custom Header Line 4

Term ID:nnnnnnnnnnnnnnnn
Date: yyyy/mm/dd      Time:hh:mmP

      DEBIT TRANSACTIONS

      TXN          AMOUNT
BASE SALE      nnn    $nnnnn.nn
BASE RETURN    nnn    $nnnnn.nn
BASE VOID      nnn    $nnnnn.nn
SURCHARG FEE  nnn    $nnnnn nn
CASHBACK FEE  nnn    $nnnnn nn
CASHBACK      nnn    $nnnnn nn
=====
SUB-TOTAL          $nnnnn.nn

      END OF REPORT
    
```

- Report type
- Custom header lines (max 4)
- Terminal ID
- Report date & time
- No of sales and total amount
- No of returns and total amount
- No of voids and total amount
- No of surcharge fees collected amount
- No of cashback fees and collected amount.
- No. of cashbacks and total amount
- Total for all debit txns
- End of report marker

9.5 Report – Operator Detail

A report detailing the transactions performed for a single operator or all operators is available. This assumes that the configurable operator id prompt is enabled during transaction processing.

Display Message

```

OPERATOR
Enter Operator
Id
XXXX
    
```

Operator Action

Key in the operator id required then press [OK] or just press [OK] to select all operators.

The standard printing please wait screen is then displayed followed by a return to the menus.

```

OPERATOR XX REPORT

Custom Header Line 1
Custom Header Line 2
Custom Header Line 3
Custom Header Line 4

Term Id:nnnnnnnnnnnnnnn
Date: yyyy/mm/dd      Time:hh:mmP

INV.  CARD  TRANS      TOTAL
001   MC    SALE      $nnnnn.nn
008   VISA  RTRN      $nnnnn.nn
=====
SUB-TOTAL                $nnnnn.nn

                END OF REPORT
    
```

- Report Type and op id
- Custom header lines (max 4)
- Terminal ID
- Report date & time
- Invoice#, card\txn type & amount
- Total value for operator
- End of report marker

If a report for all operators is requested (Operator Summary Report) then an ordered report is generated with the operator id printed above the invoice, card trans total heading. This section is then repeated for each unique operator id.

9.6 Report – Tip Detail

The tip detail report provides details of all transactions that include tip amount. The report format is the same as the Invoice Details report shown in 9.1

9.7 Report – Pre-Auth

This report prints all the open preauth transactions from the current batch. The report format is the same as the Invoice Details report shown in 9.1

9.8 Aborting Reports

During the printing of the Invoice Detail, Card Detail and Operator ID Reports the printing may be aborted by pressing the Cancel key. The print out of the aborted report ends with the text “REPORT ABORTED”. On pressing the Cancel key the following screen appears:

Display Message

XXXXXXXXXX	
Abort Report?	
Yes	No

Operator Action

Press the F3 navigation key or the [CORR] key to continue the report printing. Press the F6 navigation key to abort the report. XXXXXXXXXXXX represents the report type.

10 Administrative Functions

Local functions are those detailed in section 2.3 and involve all non-transaction oriented behavior. The top line of the screen always displays the name of the local function.

10.1 Reprint Receipt

Reprints a duplicate receipt of any transaction in the open batch.

Display Message

Operator Action

```

MAIN MENU
1 FINANCIAL
2 ADMIN
  
```

Choose FINANCIAL from main menu and press [OK].

```

FINANCIAL
1 Sale
2 Return
3 Void
  
```

Use the F1/F3 navigation keys to scroll to Reprint and press [OK].

```

REPRINT
Enter Invoice
  
```

Key in the invoice number of the transaction for which a duplicate receipt is required and press [OK]

```

REPRINT
Reprinting
Please Wait
  
```

While reprinting the receipt this display is shown.

The reprinted receipt is identical to the original receipt except the word “**DUPLICATE**” appears immediately below the 4 custom receipt header lines.

10.2 Level 1 Password

The merchant password may be changed by this option.

Display Message

Operator Action

PASSWORD
Enter Password

Key in the merchant password (1-6 digits) and press [OK]. *This prompt always occurs*

PASSWORD SETUP
Enter New
Password

Key in the new merchant password (1-6 digits) and press [OK]

PASSWORD SETUP
Confirm New
Password

As confirmation key in the new merchant password (1-6 digits) and press [OK]

PASSWORD SETUP
Change
Confirmed!

The confirmation message is displayed before returning to the menus

10.3 Terminal Settings

The settings menu always prompts for a password when the menu option is selected

1 DEBIT OPTNS
2 RECEIPTS
3 CLERK ID
4 INVOICE
5 FRAUD
6 LANGUAGE
7 CONTRAST
8 LVL2 PASSWD
9 TERM SETUP
0 SOUND

Figure 6

Display Message

MAIN MENU
1 FINANCIAL
2 ADMIN

Operator Action

Choose Admin from main menu and press [OK].

ADMIN MENU
1 SETTINGS
2 REPORTS
3 SETTLE

Use the F1/F3 navigation keys to scroll to Settings and press [OK].

SETTINGS MENU
Enter Password

Key in the merchant password (1-6 digits) and press [OK]

10.3.1 Debit Options

10.3.1.1 Surcharge

Debit surcharge may be enabled or disabled by this option. When the surcharge amount is non-zero then the user is asked if this amount is acceptable as a fee. There is a separate surcharge for cashback. Only one of the surcharge amounts applies. If cashback is taken then the cashback surcharge applies, otherwise the regular debit surcharge applies.

Display Message

SURCHARGE	
Enter fee	
Amount	\$0.00

Operator Action

Enter the amount for the fee.

10.3.1.2 Tip

Debit tipping may be enabled or disabled by this option. When enabled, the tip amount entry prompt appears for a debit sale transaction.

Display Message

TIPS	
Mode: [Off]	
Change?	
Yes	No

Operator Action

Press the F3 navigation key to enable debit tipping.

Press the F6 navigation key or the [CORR] key to leave the status unchanged and exit to the menus.

OR	
----	--

TIPS	
Mode: [On]	
Change?	
Yes	No

Press the F3 navigation key to disable debit tipping.

Press the F6 navigation key or the [CORR] key to leave the status unchanged and exit to the menus.

10.3.1.3 Cashback

Debit cashback prompt may be enabled or disabled by this option. When enabled, the cashback amount prompt appears for a debit sale transaction. This menu also prompts for the surcharge amount for a cashback.

Display Message

CASHBACK	
Mode: [Off]	
Change?	
Yes	No

Operator Action

Press the F3 navigation key to enable cash back option.

Press the F6 navigation key or the [CORR] key to leave the status unchanged and exit to the menus.

SURCHARGE	
Enter Fee	
Amount	
	\$0.00

Enter the amount for the fee for cashback.

CASH BACK	
Enter maximum	
Amount	
	\$0.00

Enter the amount for the maximum cashback amount that can be entered. The minimum maximum is \$10 and the maximum \$1000.

OR	
----	--

CASHBACK	
Mode: [On]	
Change?	
Yes	No

Press the F3 navigation key to key to disable cash back option.

Press the F6 navigation key or the [CORR] key to proceed to the surcharge fee screen.

10.3.2 Receipts

The option to print the customer name can be set here as well as the text for the receipt header and trailer can be entered here. There are four headers and four trailers.

Display Message

CUSTOMER NAME	
Mode: [Off]	
Change?	
Yes	No

Operator Action

Press the F3 navigation key to enable printing customer name.

Press the F6 navigation key or the [CORR] key to leave the prompt unchanged and continue.

LINE 1
Write New Line

Type in new information for header line 1.

Repeat for header lines 2 to 4 and trailer lines 5 to 8.

10.3.3 Clerk ID

The operator ID prompt is enabled or disabled with this option.

Display Message

CLERK ID	
Mode: [On]	
Change?	
Yes	No

Operator Action

Press the F3 navigation key to disable operator ID prompt for financial transactions.

Press the F6 navigation key or the [CORR] key to leave the status unchanged and return to the menus.

OR

CLERK ID	
Mode: [Off]	
Change?	
Yes	No

Press the F3 navigation key to enable operator ID prompt for financial transactions.

Press the F6 navigation key or the [CORR] key to leave the status unchanged and return to the menus.

10.3.4 Invoice

The 12 digit invoice number prompt can be turned on and off from here.

Display Message

INVOICE	
Mode: [Off]	
Change?	
Yes	No

Operator Action

Press the F3 navigation key to enable the invoice prompt.

Press the F6 navigation key or the [CORR] key to leave the prompt unchanged and exit to the menus.

10.3.5 Fraud Checks

Fraud check options may be enabled or disabled by this menu.

Display Message

```

FRAUD CHECK
Mode: [ Off ]
      Change?
Yes           No
  
```

Operator Action

Press the F3 navigation key to enable fraud check.

Press the F6 navigation key or the [CORR] key to leave the prompt unchanged and exit to the menus.

```

FRAUD CHECK
Mode: [ 4 DIGIT ]
      Change?
Yes           No
  
```

Press the F3 navigation key to change the fraud check mode from 4 digit entry to swipe echo. Swipe echo displays the card account number, to verify that the account number on Track 2 matches the embossed number on the card.

Press the F6 navigation key or the [CORR] key to leave the fraud check mode unchanged and exit to the menus.

```

OR
  
```

```

FRAUD CHECK
Mode: [ ECHO ]
      Change?
Yes           No
  
```

Press the F3 navigation key change the fraud check mode from swipe echo to 4 digit entry.

Press the F6 navigation key or the [CORR] key to leave the fraud check mode unchanged and exit to the menus.

10.3.6 Language

The language is the language that the terminal operates in. This can be set to English or French.

Display Message

```
LANGUAGE
English
Change?
Yes           No
```

Operator Action

Select “Yes” to change the terminal to French. Exit the Admin menu for the change to take place.

10.3.7 Contrast

This allows the user to adjust the terminal contrast.

Display Message

```
CONTRAST
Press “OK” to
Save setting
Up           Down
```

Operator Action

Adjust the contrast by selecting the F3/F6 navigation keys. Press OK to save the setting.

10.3.8 Level 2 Password

This allows the user to change the Level 2 password.

Display Message

Operator Action

PASSWORD
Enter Password

Key in the Level 2 password (1-6 digits) and press [OK].
This prompt always occurs

PASSWORD SETUP
Enter New
Password

Key in the new Level 2 password (1-6 digits) and press [OK]

PASSWORD SETUP
Confirm New
Password

As confirmation key in the new merchant password (1-6 digits) and press [OK]

PASSWORD SETUP
Change
Confirmed!

The confirmation message is displayed before returning to the menus

10.3.9 Terminal Setup

Items included in the Terminal Setup menu are as follows:

1 COMM TYPE 2 PHONE # 3 TERM ID 4 DOWNLOAD 5 UPGRADE 6 ETHERNET
--

Figure 7

NOTE: Menu option item 6 ETHERNET is only displayed on T4220 IP or T3230 GPRS terminals.

10.3.9.1 Communication Type

Display the current selection (DIAL / ETHERNET) and allow selection of a different mode.

The user is prompted to first close the batch if the batch contains any transactions and the communication mode is to be changed.

NOTE: Pressing the CANC key at any time in these menus will return to the previous menu, canceling any partial changes.

Display Message

COMM TYPE ETHERNET Change? Yes No

Operator Action

Press the F3 navigation key to change the Communication mode to Dial.

Press the F6 navigation key or the [CORR] key to leave the communications mode unchanged.

Both selections return to the Terminal Setup menu.

10.3.9.2 Phone

Item included in the Phone# menu is as follows:

PHONE MENU 1 HOST

Figure 8

10.3.9.2.1 Host

The options related to Host dial connections are presented in a cascade of menus.

Display Message

```

AUTH PRIMARY
1866262772
Change?
Yes                No
  
```

```

AUTH PRIMARY
Enter New
Phone Number
9,8211419,,,478
  
```

```

PHONES
Mode: [ tone ]
Change?
Yes                No
  
```

```

MODEM
Speed: [ 2400 ]
Change?
Yes                No
  
```

Operator Action

Press the F3 navigation key to change the Host Primary Authorization phone number. The next screen displayed is shown below.

Press the F6 navigation key or the [CORR] key to leave the phone number unchanged and skip the next screen in this section.

Enter the new Host Primary Authorization phone number and press [OK].

Press [CORR] to remove the last displayed character (i.e. a backspace function).

Press the F3 navigation key to change the dialing mode to Pulse and continue with the next screen. There is no confirmation that the dialing mode was changed, other than the next time this window displays, the dialing mode will be “pulse”.

Press the F6 navigation key or the [CORR] key to leave the dialing mode unchanged and continue with the next screen.

Press the F3 navigation key to change the baud rate to 2400 and return to the menu (unless the Secondary Host is defined in the latest Application Upgrade download, in which case, the next screen is displayed). There is no confirmation that the baud rate was changed, other than the next time this window displays, the baud rate will be “2400”.

Press the F6 navigation key or the [CORR] key to leave the baud rate unchanged and return to the menu (or the Secondary Host screens below).

10.3.9.3 Terminal ID

The Terminal ID used to identify the terminal to the host is configured with this option. Note that the terminal ID cannot be changed while transactions exist in the terminal database.

Display Message

```

TERMINAL ID
Id:TIL00003
Change?
Yes                No
  
```

```

TERMINAL ID
Txns Present!
Close Batch
First
  
```

```

TERMINAL ID
Enter New
Terminal ID
abcdnnnn
  
```

```

TERMINAL ID
Change
confirmed!
  
```

Operator Action

Press the F3 navigation key to change the Terminal ID.
Press the F6 navigation key or the [CORR] key to leave the Terminal ID unchanged and return to the menus.

If there are any transactions in the open batch then this message is displayed.
Pressing [OK] or [CORR] returns to the menu without performing the Terminal ID change.

Enter the new Terminal ID and press [OK]. The Terminal ID field is alphanumeric.
Press [CORR] to remove the last character displayed (i.e. a backspace function).

This confirms that the Terminal ID has been changed.
Press [OK] to return to the menu.

10.3.9.4 Download

This performs a parameter download from the B24 host.

If the batch contains any transaction, the user is prompted to first close the batch.

Display Message

```

      DOWNLOAD
      Txns Present!
      Close Batch
      First
  
```

Operator Action

If there are any transactions in the open batch then this message is displayed.

Pressing [OK] or [CORR] returns to the menu without performing the parameter download.

```

      DOWNLOAD
      [progress
      messages]
  
```

None. Once the download is complete, the terminal automatically reboots itself.

10.3.9.5 Upgrade

This allows the user to perform an Application Software Download. This should only be performed when facilitated and directed by the financial host or deployment agent.

If the batch contains any transaction, the user is prompted to first close the batch.

Display Message

```

      APP UPGRADE
      Start Upgrade
      Confirm?
      YES                NO
  
```

Operator Action

Start an Application Software Upgrade by selecting the F3 navigation key.

Press the F6 navigation key or [CORR] to cancel the Application Software Upgrade.

```

      APP UPGRADE
      Txns Present!
      Close Batch
      First
  
```

If there are any transactions in the open batch then this message is displayed. Pressing [OK] or [CORR] returns to the menu without performing the Application Software Upgrade.

Display Message

Operator Action

```

Application Manager
Download in Progress
[progress messages]
    
```

Remote (application upgrade) host phone number and/or URL for IP are configured in the terminal Maintenance menu.

The user must allow the upgrade process to complete before attempting anything else.

10.3.9.6 Ethernet

The options related to an Ethernet connection are presented in a cascade of menus.

```

          ETHERNET
    1 HOST
    
```

Figure 9

NOTE: All entry fields exceeding 14 characters are displayed using small fonts (allowing 21 characters per line), eventually using 2 lines of display if the string is longer than 21 characters. If the string to display is longer than 42 characters, the soft keys F2 and F3 allow horizontal scrolling inside the message.

10.3.9.6.1 Host

These parameters are specific for the local configuration of the unit as requested by the LAN / router configuration.

Display Message

Operator Action

```

          HOST URL
    everlinkprod.rycomtxn.com
          Change?
    Yes                No
    
```

Press the F3 navigation key to change the Host IP Address. This displays the next screen.

Press the F6 navigation key or the [CORR] key to leave the Host IP Address unchanged and continue. This skips the next screen.

Display Message

```

HOST URL
Enter New IP
Address
111.222.333.445

```

Operator Action

Enter the new Host IP Address and press [OK]. The next screen is displayed.

Press [CORR] to remove the last character displayed (i.e. a backspace function).

```

IP PORT
PORT: 443
Change?
Yes           No

```

Press the F3 navigation key to change the IP Port. This displays the next screen.

Press the F6 navigation key or the [CORR] key to leave the IP Port unchanged and continue. This skips the next screen.

```

IP PORT
Enter New Port
8445

```

Enter the new IP Port and press [OK].

Press [CORR] to remove the last character displayed (i.e. a backspace function).

Both choices proceed to the next screen.

```

DIAL BACKUP
Mode: [On]
Change?
Yes           No

```

Press the F3 navigation key to turn off Dial Backup Mode. The next screen is displayed.

Press the F6 navigation key or the [CORR] key to leave Dial Backup Mode turned on. The next screen displayed will be the menu.

```

DIAL BACKUP
Change
confirmed!

```

This confirms that the Dial Backup mode has been changed (either turned on or turned off).

Press [OK] to return to the menu.

10.3.10 Sound

The Sound option turns on or turns off key clicks. Key clicks provide positive feedback that the key was pressed and recognized by the terminal.

Display Message

SOUND	
Mode: [On]	
Change?	
Yes	No

Operator Action

Select “Yes” to change the key clicks to OFF. Select “No” to leave the key clicks ON. Exit the Admin menu for the change to take place.

10.4 Training Mode

Training mode allows all transactions, reports, and reviews to be performed in a “fake” training mode. Application upgrade downloads are prevented. Training mode may only be entered when there are no transactions in the open batch. When training mode is exited the training transactions are deleted.

In Training mode, all receipts print the following message at the top of the receipt, and the authorization code always ends with ‘T’ (training):

```
***VOID***VOID***
*****TRAINING*****
```

Display Message

Operator Action

```
ADMIN MENU
1 SETTINGS
2 REPORTS
3 SETTLE
```

Use the F1/F3 navigation keys to scroll down to Training and press [OK].

```
TRAINING
Enter Password
```

Key in the merchant password (1-6 digits) and press [OK].

```
TRAINING
Mode: [ **Off** ]
Change?
Yes           No
```

Press the F3 navigation key to enable training mode and go to the confirmation screen.

Press the F6 navigation key or the [CORR] key to leave the status unchanged and exit to the menus.

```
TRAINING
Txns Present!
Close Batch
First
```

If there are any transactions in the open batch then this message is displayed if the Yes navigation key was pressed in the screen above. Pressing [OK] or [CORR] returns to the menu without entering training mode.

Display Message

Operator Action

```

TRAINING
Entering
demo mode
Initializing
    
```

The confirmation message is displayed before returning to the menus

-- OR --

```

TRAINING
Mode: [ **On** ]
Change?
Yes           No
    
```

Press the F3 navigation key to exit training mode and go to the confirmation screen.

Press the F6 navigation key or the [CORR] key to leave the status unchanged and exit to the menus.

```

TRAINING
Exiting
demo mode
Initializing
    
```

The confirmation message is displayed before returning to the menus

10.5 Communication Test

This function allows the user to test communications between the terminal and the host.

Display Message

```

ADMIN MENU
1 SETTINGS
2 REPORTS
3 SETTLE

```

Operator Action

Use the F1/F3 navigation keys to scroll down to Bank Comms and press [OK].

```

BANK COMMS
Enter Password

```

Key in the merchant password (1-6 digits) and press [OK].

```

BANK COMMS
Various Text

```

The terminal displays several messages indicating it is communicating with the host. These are dialing, redialing, sending, receiving and processing.

```

BANK COMMS
Successful

```

Press [OK], [CORR] or [CANC] key to return to Admin Menu

10.6 T42xx Application Manager Desktop

Accessing the “App Manager Desktop” allows the user to launch other co-resident software modules that may reside on the T42xx terminal.

Display Message



Operator Action

Pressing the [HOME] key at the application idle screen will activate the App Manager Desktop. Press the F1 navigation key to return back to the Financial application.