# Lipman

## NURIT TERMINAL EASY USER GUIDE

### CANADIAN APPLICATION CTR4_6X

Cards are swiped with magnetic stripe **down** and to the **right**. They can be swiped either **top to bottom** or **bottom to top**.

### CREDIT CARD PURCHASE (No Tip)

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--------|
| 1. | Idle Prompt | Swipe card or manually enter credit card number. **ENTER** |
| 2. | Expiration date (manual) | Enter card expiration date (MMYY). **ENTER** |
| 3. | Amount | Enter the amount of the sale. **ENTER** |
| 4. | Approve Amount | Press **ENTER** to approve the transaction amount or **MENU/ESC** to cancel. |
| 6. | Second Receipt | Press any key to print second receipt. |

### CREDIT CARD PURCHASE (Tip at Time of Transaction)

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--------|
| 1. | Idle Prompt | Swipe card or manually enter credit card number. **ENTER** |
| 2. | Expiration date (manual) | Enter card expiration date (MMYY). **ENTER** |
| 3. | Server ID (optional) | Enter Server ID **ENTER** |
| 4. | Amount | Enter the amount of the sale. **ENTER** |
| 5. | Tip Amount | Enter tip amount. **ENTER** |
| 6. | Approve Amount | Press **ENTER** to approve the transaction amount or **MENU/ESC** to cancel. |
| 7. | Second Receipt | Press any key to print second receipt. |

### CREDIT CARD PURCHASE (Tip to be Added Later)

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--------|
| 1. | Idle Prompt | Press **VERIFY** |
| 2. | Verify Prompt | Swipe card or manually enter credit card number. **ENTER** |
| 3. | Expiration date (manual) | Enter card expiration date (MMYY). **ENTER** |
| 4. | Server ID (optional) | Enter Server ID **ENTER** |
| 5. | Amount | Enter the amount of the sale. **ENTER** |
| 6. | Approve Amount | Press **ENTER** to approve the transaction amount or **MENU/ESC** to cancel. |
| 7. | Second Receipt | Press any key to print second receipt. |

### DEBIT CARD PURCHASE (No Tip)

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--------|
| 1. | Idle Prompt | Press **PAYMT MODE** until terminal displays debit prompt. |
| 2. | Debit Prompt | Swipe card. |
| 3. | Amount | Enter the amount of the sale. **ENTER** |
| 4. | Cash Back | Enter cash back amount then **ENTER** or **ENTER** to bypass. |
| 5. | Approve Amount | On the PIN Pad, press **OK** to approve the purchase amount. |
| 6. | Approve Fee | On the PIN Pad, press **OK** to approve the fee amount. |
| 7. | Select Account Type | On the PIN Pad, press **SAV EP** to withdraw from savings or **CHQ** to withdraw from checking. |
| 8. | Enter PIN | On the PIN Pad, have the customer enter their PIN code. **OK** |
| 9. | Second Receipt | Press any key to print the second receipt. Paper type must be set to custom for second debit receipt. |

**DEBIT CARD PURCHASE (Tip at Time of Transaction)**

| STEP | TERMINAL PROMPT | ACTION |
|------|----------------|--------|
| 1. | Idle Prompt | Press **PAYMT MODE** until terminal displays debit prompt. |
| 2. | Debit Prompt | Swipe card. |
| 3. | Amount | Enter the amount of the sale. **ENTER** |
| 4. | Cash Back | Enter cash back amount then **ENTER** or **ENTER** to bypass. |
| 5. | Approve Amount | On the PIN Pad, press **OK** to approve the purchase amount. |
| 6. | Tip Amount | Enter the tip amount. **ENTER** |
| 7. | Approve Tip Amount | On the PIN Pad, press **OK** to approve tip amount or **CORR** to correct. |
| 8. | Approve Fee | On the PIN Pad, press **OK** to approve the fee amount. |
| 9. | Select Account Type | On the PIN Pad, press **SAV EP** to withdraw from savings or **CHQ** to withdraw from checking. |
| 10. | Enter PIN | On the PIN Pad, have the customer enter their PIN code. **OK** |
| 11. | Second Receipt | Press any key to print the second receipt. Paper type must be set to custom for second debit receipt. |

**CASH PURCHASE**

| STEP | TERMINAL PROMPT | ACTION |
|------|----------------|--------|
| 1. | Idle Prompt | Press **PAYMT MODE** until terminal displays CASH prompt. |
| 2. | Cash Prompt / Amount | Enter the amount of the sale. **ENTER** |
| 3. | Approve Amount | Press **ENTER** to accept the transaction amount. |
| 4. | Second Receipt | Press any key to print the second receipt. Paper type must be set to custom for second cash receipt. |

**VOID**

| STEP | TERMINAL PROMPT | ACTION |
|------|----------------|--------|
| 1. | Idle Prompt | Press **VOID** until terminal displays VOID/SALE, VOID/FRCD or VOID/RTRN prompt. |
| 2. | Void | Swipe card or manually enter credit card number. **ENTER** |
| 3. | Expiration date (manual) | Enter card expiration date (MMYY). **ENTER** |
| 4. | Trace number | Enter the trace number from the original transaction receipt. **ENTER** |
| 5. | Approve Transaction | Press **ENTER** to approve the transaction to be voided. |
| 6. | Second Receipt | Press any key to print the second receipt. |

**NOTE: Transactions that have batched cannot be voided, they must be returned. Debit transactions cannot be voided.**

**RETURN – CREDIT CARD**

| STEP | TERMINAL PROMPT | ACTION |
|------|----------------|--------|
| 1. | Idle Prompt | Press **RETURN** to display the RETURN prompt. |
| 2. | Return | Swipe card or manually enter credit card number. **ENTER** |
| 3. | Expiration date (manual) | Enter card expiration date (MMYY). **ENTER** |
| 4. | Amount | Enter amount. **ENTER** |
| 5. | Approve Amount | Press **ENTER** to approve the transaction amount. |
| 6. | Second Receipt | Press any key to print the second receipt. |

**VERIFY**

| STEP | TERMINAL PROMPT | ACTION |
|------|----------------|--------|
| 1. | Idle Prompt | Press **VERIFY** to display VERIFY prompt. |
| 2. | Pre-Authorization | Swipe card or manually enter credit card number. **ENTER** |
| 3. | Expiration date (manual) | Enter card expiration date (MMYY). **ENTER** |
| 4. | Amount | Enter amount. **ENTER** |
| 5. | Approve Amount | Press **ENTER** to approve the transaction amount. |

**FORCED**

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--------|
| 1. | Idle Prompt | Press **FORCED** until terminal displays forced prompt. |
| 2. | Forced | Swipe card or manually enter credit card number. **ENTER** |
| 3. | Expiration date (manual) | Enter card expiration date (MMYY). **ENTER** |
| 4. | Amount | Enter amount. **ENTER** |
| 5. | Authorization Number | Enter the Auth No received via voice authorization or from the Verify receipt. **ENTER** |
| 6. | Approve Amount | Press **ENTER** to approve the transaction amount. |
| 7. | Second receipt | Press any key to print the second receipt. |

**PRINT LAST RECEIPT**

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--------|
| 1. | Idle Prompt | Press the **ALPHA** key. |
| 2. | Receipt Menu | Press **1** to print the last receipt. |
| 3. | Not Available | The last receipt is not available to print. A cancelled or declined transaction can void this function. |

**PRINT ANY RECEIPT**

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--------|
| 1. | Idle Prompt | Press the **ALPHA** key. |
| 2. | Receipt Menu | Press **2** to print any receipt. |
| 3. | Choose EDC | Press the number that corresponds with the EDC type of original receipt. |
| 4. | Transaction? | Enter the transaction number. **ENTER** |

**ADD TIPS**

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--------|
| 1. | Idle Prompt | Press the **FORCED** key. |
| 2. | Forced Prompt | Press the **REVIEW** key. |
| 3. | Uncompleted Pre-Auth | Press **1** to scroll through the uncompleted pre-authorized transactions. |
| 4. | 1st Untipped trans info. | Press **RETURN ▲** and **FORCED ▼** to scroll up and down through the transactions. |
| 5. | Transaction Needing Tip | To add a tip, press **ENTER**. To bypass and display next transaction, press **FORCED.** |
| 6. | Server ID | Enter the original server ID. **ENTER** |
| 7. | Tip Entry | Enter tip amount. **ENTER** |

**CLOSE CURRENT BATCH**

| STEP | TERMINAL PROMPT | ACTION |
|------|-----------------|--------|
| 1. | Idle Prompt | Press the **BATCH** key on Model 2085 |
| 1.a | Idle Prompt | Press the **FUNC** key then press **6** to start batch process on Models 30XX & 8320. |
| 2. | Choose Host | Press **1** to batch all EDC types or choose the EDC type to be batched. |
| 3. | Uncompleted Pre-Auth Transactions | You may be prompted that the terminal has uncompleted pre-authorized transactions. Press **ENTER** to continue the batch process or **MENU/ESC** to cancel. |
| 4. | Password | Depending upon the host and terminal setup, the terminal will start the batch process or offer a choice of EDC types to batch. |