

Nurit 8000 Quick Reference Guide Retail/MOTO

Terminal Support 1-800-228-0210	General Info/Supplies 1-888-486-2658	Voice Authorization 1-800-228-1122
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Function	Actions	Key Entries
SALE (Swiped)		
	Swipe card	
	Choose	Credit
	Key in sale amount	Enter
	For a second copy of receipt, press	Any Key
SALE (Keyed)		
Note: Keyed transactions will always receive the higher discount rate.		
	Key in card #	Enter
	Key in expiration date (mmyy)	Enter
	Key in sale amount	Enter
	Card Present? Choose	Yes or No
	Key in zip code	Enter
	If card is present, key in P.O. Box or Address	Enter
	Key in CVV2 #	Enter
	For a second copy of receipt, press	Any Key
REFUND (Swiped)		
	Press Up (▲) until Return appears	
	Swipe card	
	Key in sale amount	Enter
	For a second copy of receipt, press	Any Key
REFUND (Keyed)		
	Press Up (▲) until Return appears	
	Key in card #	Enter
	Key in expiration date (mmyy)	Enter
	Key in sale amount	Enter
	For a second copy of receipt, press	Any Key
DEBIT		
	Swipe card	
	Press	Debit
	Key in sale amount	Enter
	Customer keys in PIN on keypad	Enter
	For a second copy of receipt, press	Any Key
DEBIT REFUND		
	Press Up (▲) until Return appears	
	Swipe card	
	Key in refund amount	Enter
	For a second copy of receipt, press	Any Key

CLOSE BATCH	
BATCH MUST BE CLOSED USING A LAND LINE	
Press	Function
Press	2
Choose	Batch To Host
Choose	All
VOID	
Press Down (▼) until Void appears	
Note: your options will be void/sale, void/return, and void/forced. Keep pressing the down arrow until you have the correct transaction type.	
Swipe card (or key in card #)	(Enter)
Key in expiration date (if card # was keyed)	(Enter)
Key in transaction amount	Enter
For a second copy of receipt, press	Any Key
AUTHORIZATION ONLY (Swiped)	
Press Up (▲) until Verify appears	
Swipe card	
Key in amount of sale (minimum \$1.00)	Enter
AUTHORIZATION ONLY (Keyed)	
Press Up (▲) until Verify appears	
Key in card #	Enter
Key in expiration date (mmyy)	Enter
Key in amount of sale (minimum \$1.00)	Enter
Key in CVV2 #	Enter
To secure capture, press	Enter
FORCED TRANSACTION (Swiped)	
Press Up (▲) until Forced appears	
Swipe card	
Key in sale amount (MUST be same as authorization amount)	Enter
Key in authorization #	Enter
For a second copy of receipt, press	Any Key
FORCED TRANSACTION (Keyed)	
Press Up (▲) until Forced appears	
Key in card #	Enter
Key in expiration date (mmyy)	Enter
Key in sale amount (MUST be same as authorization amount)	Enter
Key in authorization #	Enter
To secure capture, press	Enter
For a second copy of receipt, press	Any Key
VIEW A TRANSACTION	
Press	Function
Press	4
Key in transaction #	Enter
To view another transaction, press	Menu/Cancel
To return to idle prompt, press	Menu/Cancel

VIEW TOTALS	
Press	On/Off
To return to idle prompt, press Menu/Cancel	
REPRINT A RECEIPT	
Press	Alpha
Choose: 1. Last Receipt	
2. Any Receipt	
3. Last Merch.	
Choose EDC Type	Credit/Debit/Cash
To return to idle prompt, press Menu/Cancel	
GLOSSARY	

Sale: Function used for payment of goods/services by a Visa/MasterCard, Discover or Travel cards. Function is a combination of both the Authorization and Ticket Only, which completes the transaction.

Return: Function used for return of goods/services for credit to cardholder Visa/MasterCard, Discover or American Express account.

Debit Sale/Debit Return: Function identical to the above sale and return, but the payment/credit is to a debit card and requires the use of a PIN for completion.

Authorization Only: This function is not a complete sale. This is used for obtaining and reserving a credit approval code number for a later deposit. TO COMPLETE THE SALE (after receiving an authorization number) do a Ticket Only.

Forced Transaction: Function used for completing a sale for which authorization has been obtained either through the terminal or through CALL CENTER voice authorization. NOTE: Authorization code always has to be obtained before doing Ticket Only.

Void: Function used for voiding a transaction in an open batch. This function cannot be performed once the Close Batch procedure has been performed.

Close Batch: Function used to send deposits to your bank.

View Totals/Transaction: Function used to aid in verifying amount, item #, credit card #, and authorization # for each transaction in an open batch.

Check Totals: Function used to verify grand daily total of sales entered into the terminal based on card types.

TERMINAL RESPONSES
Call Center - Call the voice authorization center for additional instructions. Phone # listed on front of Reference Guide.
Declined - Issuing bank has declined the authorization. Do not try to run the transaction again.
Invalid Card # - Card number entered is invalid or magnetic strip is unreadable.
Invalid Tran Code - Incorrect transaction attempted.
Invalid Merch # - Invalid merchant number for transaction attempted.
Invalid Amount - Authorization must be for at least \$1.00.
Inv Batch Seq - Improper procedures have created an invalid terminal condition. Call Customer Service or Help Desk for assistance.
For \$XXXXX - The batch was closed with an error condition.
Invalid \$XXXXX - An invalid cardholder # was detected in the batch during the close process.
Close \$XXXXX - The response for a normal close transaction.

Verifone OMNI 3750/3740 Quick Reference Guide

Terminal ON, main display in the idle prompt (credit card, World Gift Card, etc.), press the F key for the World Gift Card.

The display will show:

Sale	F1
Add Value	F2
Balance Inquiry	F3
Points	F4

Press the key under MORE that appears in the display

Report	F1
Setup	F2

Loyalty (Points) Program

Amount is the dollar amount of the cardholders' purchase, Points Used is for the redemption of points; put a zero in the prompt for which a value is not needed (i.e. Amount \$2.00, Points Used - 0)

Daily Report

The report will print on the receipt and will show a summary of dollar amounts added to gift cards and a summary of the amounts redeemed from gift cards in the prior 24-hour period

Press the * key to leave the World Gift Card program and return to the display

Gift Card Program

Sale redeems value from an existing gift card

Add Value activates a card with value for the first time or recharges an existing gift card

Note: the card can be swiped through the reader or the card # can be manually keyed in- Clerk #'s – the default is 1234 (merchant can manage clerk #'s via the online reports)

Balance Inquiry

Use to obtain the card balances (both gift value and loyalty points)

Error messages

Invalid merchant – may require another download to correct

Bad card format – you may be attempting to run a gift card through the credit card program

Invalid card # – card not activated, or card number not associated with merchant card number sequence, examine card #

Invalid clerk # - if clerk #'s are assigned, check the # entered

Waiting for line/no connection – terminal is unable to access the telephone network, check to see if a code is required to dial out, if long distance calls are prevented or if the line is in use by another device

To void a previous transaction enter the reverse procedure (i.e. subtract \$25 from the card if \$25 was mistakenly added). Save receipts as proof of transaction.

Call 888-745-4112 for help in learning how to use the program, as well as receiving login/password information for the online reports and card program management

HyperWare® Retail Software

Quick Reference Card

Optimum T4100 SPOS32

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

Credit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Swipe credit card through card reader.
AMOUNT \$0.00	Enter amount of sale, press ENTER .
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Debit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Debit button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
AMOUNT \$0.00	Enter amount of sale, press ENTER .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

EBT Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press EBT button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
1-FOOD STAMP 2-CASH BENEFIT	Press 1 for FOOD STAMP or 2 for CASH BENEFIT, press ENTER .
SALE AMOUNT \$0.00	Enter amount of sale, press ENTER .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Credit Refund

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

Debit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Debit and Refund buttons.
SWIPE CUSTOMER CARD	Swipe card through card reader.
AMOUNT \$0.00	Enter amount of refund, press ENTER .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	



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Reprint Last Receipt

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 72 , then ENTER .
1-MERCHANT RECPT 2-CUSTOMER RECPT	Press 1 for MERCHANT RECEIPT or press 2 for CUSTOMER RECEIPT, then ENTER .
REPRINT COMPLETE	Receipt is printed.

Offline/Force

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Offline button.
OFFLINE MODE ENTER ACCOUNT NUMBER	Enter card number, press ENTER .
EXPIRATION DATE MMY	Enter expiration date, press ENTER .
AMOUNT \$0.00	Enter amount of sale, press ENTER .
ENTER APPROVAL CODE	Enter approval code from voice authorization.
TRANSACTION ACCEPTED	Offline/Force is complete.

Batch Report (Summary)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Reports button.
3-AUDIT 4-SUMMARY	Press menu key corresponding to Summary .
SCANNING BATCH	Terminal scans for Batch Totals and prints Summary Report.

Batch Report (Audit)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Reports button.
3-AUDIT 4-SUMMARY	Press menu key corresponding to Audit .
HOST NUMBER	Enter Host Number or '0' for all hosts.
PRINTING	Audit report is printed.

Batch Settle

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Settle button.
ENTER PASSWORD	Enter password, press ENTER .
HOST NUMBER	Press 0 for all hosts or enter Host Number, then ENTER .
SCANNING BATCH	Terminal scans for Batch Totals.
SALES TOTAL CORRECT?	Press YES to confirm sale.
REFUND TOTAL CORRECT?	Press YES to confirm refund total.
SCANNING BATCH	Terminal scans for Batch Totals.
COMMS	Terminal dials host.
RESPONSE	Settlement is complete.
Approval 123456	
SCANNING BATCH	Settlement report is printed.



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