

**SALE (Swiped or Manually Keyed)** Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE Press **Sale**

CREDIT SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

CARD PRESENT? YES NO Press **Yes** if the card is present or Press **No** if the card is not present

VISA SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

ADDRESS Key the first 5 digits of the customer's address and press **Enter**

ZIP CODE Key customer's zip code and press **Enter**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Press **Yes** to print customer receipt

VISA SALE AUTH/TKT 0000-00 AVS = XXX Press **Clear** to return to idle prompt

**PRESALE** Use this procedure to print a generic offline non-sale receipt which will include a printed pre tip amount and a blank line for tips and totals.

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE BACK TIPS MORE Press **More**

AUTH TABS CLOSE BACK MORE Press **More**

BACK PRESALE MORE Press **Presale**

PRE SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

PRINTING PRE SALE RECEIPT Press **Clear** to return to idle prompt

**REPRINT** Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE BACK TIPS MORE Press **More** two times

VIEW PRINT REPRINT RPRT RPRT Press **Reprint**

ENTER TRANS # # Key trans number and press **Enter** or press **Enter** to reprint last receipt

PRINT CUST RECEIPT YES NO Press **Yes** to print customer receipt.

VIEW PRINT REPRINT RPRT RPRT Press **Clear** to return to idle prompt

**DEBIT SALE (with Cash Back)** Use this function to authorize and capture transactions for settlement.

CHECK CREDIT DEBIT Press **Debit**

SALE REFUND Press **Sale**

DEBIT SALE SWIPE CARD Swipe card on terminal or pin pad **Debit card can't be manually keyed**

DEBIT SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

TERMINAL MAY PROMPT: WAITING FOR TIP ENTRY ON PIN PAD WAITING FOR CASHBACK ENTRY ON PIN PAD Key requested information on pin pad and press **Enter**

TOTAL ENTER PIN \$0.00 Instruct customer to enter PIN via PIN pad and press **Enter**. **Do not ask customer for the PIN**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT? YES NO Press **Yes** to print customer receipt

DEBIT SALE APPROVED 000000 Press **Clear** to return to idle prompt

**FORCE SALE** Use this function to capture transactions when voice approval has been obtained.

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE Press **Force**

CREDIT FORCE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

VISA FORCE SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

TERMINAL MAY PROMPT: TIP AMOUNT Key tip amount and press **Enter**

ENTER AUTH CODE Key authorization number that was obtained by the voice authorization center and press **Enter**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Press **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

**REFUND** Use this function to issue a credit to the cardholder's account for goods or services.

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE Press **Refund**

CREDIT REFUND SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

<CARD TYPE> REFUND ENTER AMOUNT \$0.00 Key amount and press **Enter**

PRINT CUST RECEIPT YES NO Press **Yes** to print customer receipt.

VISA REFUND APPROVED Press **Clear** to return to idle prompt

**AUTHORIZATION ONLY** This procedure is to authorize a credit card transaction. This will not capture in the terminal.

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE BACK TIPS MORE Press **More**

AUTH TABS CLOSE Press **Auth**

AUTH ONLY SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

VISA AUTH ONLY ENTER AMOUNT \$0.00 Key amount and press **Enter**

DIALING..... Terminal communicates with the host for approval

APPROVED ##### Press **Clear** to return to idle prompt

**VOID** Use this function to delete a transaction that is in the current batch.

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE Press **More** 3 times  
 BACK TIPS MORE

VOID DELETE SETUP Press **Void Trans**  
 TRANS BATCH PARMS

ENTER TRANS # # TO VOID Key trans number and press **Enter**

VS SALE 001 Press **Void**  
 CLK 0000 AVS = Y  
 AMOUNT \$0.00  
 XXXXXXXXXXXXXXXXX  
 <PREV VOID NEXT>

VOID TRANS? Press **Yes**  
 YES NO

VOID COMPLETE

VS VOID SALE 00000 Press **Clear** to return to idle prompt  
 CLK 0000 OK0000  
 AMOUNT \$0.00  
 XXXXXXXXXXXXXXXXX  
 <PREV VOID NEXT>

**SETTLE** Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE Press **More**  
 BACK TIPS MORE

AUTH TABS CLOSE Press **Close**

DIALING..... Terminal communicates with the host for approval

BATCH CLOSE OKAY Press **Clear** to return to idle prompt

## FIRST DATA FD SERIES QUICK REFERENCE GUIDE



Retail  
{FDO1001}

**REPORTS** Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE Press **More** two times  
 BACK TIPS MORE

VIEW PRINT REPRINT Press **Print Report**  
 RPRT RPRT

NET CARD CARD Press the desired report to print  
 TOTAL TOTAL DETAIL

PRINTING REPORT.... Press **Clear** to return to idle prompt

**REVIEWS** Various types of detail and totals reviews can be generated for transactions in the current batch (transactions that have not yet been settled).

CHECK CREDIT DEBIT Press **Credit**

SALE REFUND FORCE Press **More** two times  
 BACK TIPS MORE

VIEW PRINT REPRINT Press **View Report**  
 RPRT RPRT

NET CARD CARD Press the desired report to view  
 TOTAL TOTAL DETAIL

TERMINAL MAY PROMPT: Key trans or clerk number and press **Enter**  
 TRANS OR CLERK#

VS VOID SALE 00000 Press **Clear** to return to idle prompt or press **Next** to  
 CLK 0000 OK0000 scroll through other transactions  
 AMOUNT \$0.00  
 XXXXXXXXXXXXXXXXX  
 <PREV EDIT NEXT>

**VOICE AUTHORIZATION NUMBERS**

MC/VS \_\_\_\_\_

AMEX \_\_\_\_\_

DISCOVER/NOVUS \_\_\_\_\_

OTHER \_\_\_\_\_

CUSTOMER SUPPORT \_\_\_\_\_

**PROGRAMMING INFORMATION**

Merchant Number \_\_\_\_\_

Merchant ID (MID) \_\_\_\_\_

Terminal ID (TID) \_\_\_\_\_

Download Telephone Number \_\_\_\_\_

Touch Tone or Rotary Dial \_\_\_\_\_