QUICK REFERENCE GUIDE
RETAIL

Signature Card Services

HyperWare™ Retail Software

T7*Plus*
with SPOS 09A

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, then press **ENTER**.
COMMS	Terminal dials host.
RESPONSE Approval 123456	Approval number is displayed on screen, and printed on receipt.

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 123456	Approval number is displayed on screen, and printed on receipt.

EBT SALE

Terminal Display	Action
SWIPE CUSTOMER CARD	Press **E-Mail** 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 123456	Approval number is displayed on screen, and printed on receipt.

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 123456	Approval number is displayed on screen, and printed on receipt.

DEBIT REFUND

Terminal Display	Action
SWIPE CUSTOMER CARD	Press **Debit** and **Refund** button
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 123456	Approval number is displayed on screen, and printed on receipt.

REPRINT LAST RECEIPT

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

OFFLINE/FORCE

Terminal Display	Action
SWIPE CUSTOMER CARD	Press **Off Line** button.
OFFLINE MODE ENTER ACCOUNT NUMBER	Enter card number, press **ENTER**.
EXPIRATION DATE	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 **4**, then **ENTER**.
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 **3**, then **ENTER**.
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 merchant password 0000, then 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 Approval 123456	Settlement is complete.
SCANNING BATCH	Settlement report is printed.