

PURCHASE

- 1** ENTER AMOUNT & PRESS ENTER (green button)
- 2** INSERT, SWIPE or TAP CARD/MOBILE PHONE
- 3** SELECT ACQUIRING BANK & PRESS ENTER (if required)
- 4** ENTER No OF INSTALLMENTS & PRESS ENTER (if required)
- 5** PIN INSERTION FROM CARDHOLDER & PRESS ENTER (if required)
- 6** AUTHORISATION & RECEIPT PRINTING

VOID

- 1** SELECT MENU (grey button)
- 2** NAVIGATE WITH JOYSTICK TO VOID & PRESS ENTER
- 3** ENTER TRANSACTION No (check on receipt) & PRESS ENTER
- 4** ENTER AMOUNT & PRESS ENTER
- 5** CONFIRM VOID AMOUNT & PRESS ENTER
- 6** INSERT or SWIPE CARD
- 7** ENTER MERCHANT ID & PRESS ENTER
- 8** AUTHORISATION & RECEIPT PRINTING

REFUND

- 1** SELECT MENU (grey button)
- 2** NAVIGATE WITH JOYSTICK TO REFUND & PRESS ENTER
- 3** ENTER AMOUNT & PRESS ENTER
- 4** INSERT, SWIPE or TAP CARD/MOBILE PHONE
- 5** SELECT ACQUIRING BANK (if required)
- 6** ENTER No OF INSTALLMENTS & PRESS ENTER (if required)
- 7** ENTER MERCHANT ID & PRESS ENTER
- 8** AUTHORISATION & RECEIPT PRINTING

CLOSE BATCH

- 1** SELECT MENU (grey button)
- 2** NAVIGATE WITH JOYSTICK TO BATCH & PRESS ENTER
- 3** SELECT CLOSE BATCH
- 4** SELECT SUM PRINT or DETAILED PRINT
- 5** TRANSACTIONS FORWARDED & BATCH PRINTING

REPRINT LAST TRANSACTION

- 1** SELECT MENU (grey button)
 - 2** NAVIGATE WITH JOYSTICK TO BATCH & PRESS ENTER
 - 3** SELECT REPRINT & PRESS ENTER
 - 4** SELECT CARDHOLDER RECEIPT & PRESS ENTER
 - 5** LAST TRANSACTION No is PRE-FILLED & PRESS ENTER
- *FOR REPRINTING PREVIOUS RECEIPT ENTER TRANSACTION No (check on receipt) & PRESS ENTER
- **FOR BATCH REPRINTING SELECT SUMMARY PRINT or DETAILED PRINT

PREAUTH

- 1** SELECT MENU (grey button)
- 2** NAVIGATE WITH JOYSTICK TO PREAUTH & PRESS ENTER
- 3** SELECT NEW
- 4** ENTER AMOUNT & PRESS ENTER
- 5** ENTER ROOM No & PRESS ENTER
- 6** ENTER ARRIVAL DATE & PRESS ENTER
- 7** ENTER DEPARTURE DATE & PRESS ENTER
- 8** INSERT, SWIPE or TAP CARD/MOBILE PHONE
- 9** ENTER EXPIRATION DATE OF CARD (if required) & PRESS ENTER
- 10** ENTER CVV (if required) & PRESS ENTER
- 11** SELECT ACQUIRING BANK (if required)
- 12** PIN INSERTION FROM CARDHOLDER (if required) & PRESS ENTER
- 13** AUTHORIZATION & RECEIPT PRINTING

PREAUTH COMPLETION

- 1** SELECT MENU (grey button)
- 2** NAVIGATE WITH JOYSTICK TO PREAUTH & PRESS ENTER
- 3** SELECT PREAUTH COMPLETION
- 4** ENTER AMOUNT & PRESS ENTER
- 5** ENTER ROOM No & PRESS ENTER
- 6** ENTER ARRIVAL DATE & PRESS ENTER
- 7** ENTER DEPARTURE DATE & PRESS ENTER
- 8** INSERT, SWIPE or TAP CARD/MOBILE PHONE
- 9** ENTER EXPIRATION DATE OF CARD (if required) & PRESS ENTER
- 10** ENTER CVV (if required) & PRESS ENTER
- 11** ENTER RRN (check on receipt) & PRESS ENTER
- 12** ENTER APPROVAL CODE (check on receipt) & PRESS ENTER
- 13** SELECT ACQUIRING BANK (if required)
- 14** AUTHORIZATION & RECEIPT PRINTING