

## 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 (F4)
- 2** SELECT VOID (F4)
- 3** ENTER TRANSACTION No (check on receipt) & PRESS ENTER
- 4** ENTER AMOUNT & PRESS ENTER
- 5** CONFIRM THE VOID AMOUNT & PRESS ENTER
- 6** INSERT or SWIPE CARD
- 7** ENTER MERCHANT ID & PRESS ENTER
- 8** AUTHORISATION & RECEIPT PRINTING

## REFUND

- 1** SELECT MENU (F4)
- 2** SELECT REFUND (F2)
- 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** AUTHORIZATION & RECEIPT PRINTING

## CLOSE BATCH

- 1** SELECT MENU (F4) & PRESS ENTER
- 2** SELECT BATCH (F3)
- 3** SELECT CLOSE BATCH
- 4** SELECT SUM PRINT or DETAILED PRINT
- 5** TRANSACTIONS FORWARDED & BATCH PRINTING

## REPRINT LAST TRANSACTION

- 1** SELECT MENU (F4) & PRESS ENTER
  - 2** SELECT BATCH (F3)
  - 3** SELECT REPRINT
  - 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 (F4) & PRESS ENTER
- 2** SELECT PREAUTH (F3)
- 3** SELECT NEW (F2)
- 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 (F4) & PRESS ENTER
- 2** SELECT PREAUTH (F3)
- 3** SELECT PREAUTH COMPLETION (F3)
- 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