

## 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 BUTTON F\* & WITH BUTTON ▼ SELECT VOID & PRESS ENTER
- 2** ENTER AMOUNT & PRESS ENTER
- 3** INSERT or SWIPE CARD
- 4** ENTER MERCHANT ID & PRESS ENTER
- 5** ENTER TRANSACTION No & PRESS ENTER
- 6** CONFIRM THE VOID AMOUNT & PRESS ENTER or PRESS CANCEL (X)
- 7** AUTHORIZATION & RECEIPT PRINTING

## REFUND

- 1** SELECT BUTTON F\* & WITH BUTTON ▼ SELECT REFUND & PRESS ENTER
- 2** ENTER AMOUNT & PRESS ENTER
- 3** INSERT, SWIPE or TAP CARD/MOBILE PHONE
- 4** ENTER MERCHANT ID & PRESS ENTER
- 5** SELECT ACQUIRING BANK & PRESS ENTER (if required)
- 6** AUTHORIZATION & RECEIPT PRINTING

## CLOSE BATCH

- 1** SELECT BUTTON F\* & WITH BUTTON ▼ SELECT MERCHANT MENU & PRESS ENTER
- 2** SELECT SENDING BATCH & PRESS ENTER
- 3** SELECT DETAILED or SUMMARY PRINT & PRESS ENTER
- 4** TRANSACTIONS FORWARDED & BATCH PRINTING

## REPRINT LAST TRANSACTION

- 1** PRESS BUTTON F\*
  - 2** WITH BUTTON ▼ SELECT MERCHANT MENU & PRESS ENTER
  - 3** WITH BUTTON ▼ SELECT REPRINT & PRESS ENTER
  - 4** LAST TRANSACTION No is PRE-FILLED & PRESS ENTER
- \*FOR REPRINTING PREVIOUS RECEIPT ENTER TRANSACTION No (check on receipt) & PRESS ENTER

## PREAUTH

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

## PREAUTH COMPLETION

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