

## FD200Ti

### Card Transaction - Credit Sale

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.

Press **Credit**.

Press **Sale**.

Swipe card or manually key card number and press **Enter**.

Key expiration date and press **Enter**.

Press **Yes** if the card is present or press **No** if the card is not present.

Key amount and press **Enter**.

Key the first five digits of the customer's address and press **Enter**.

Key customer's ZIP code and press **Enter**.

Terminal communicates with the host for approval.

Press **Yes** to print customer receipt.

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.

Press **Credit**.

Press **More** twice.

Press **Presale**.

Key amount and press **Enter**.

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.

Press **Credit**.

Press **More** twice.

Press **Reprint**.

Key invoice number and press **Enter** or press **Enter** to reprint last receipt.

Press **Yes** to print customer receipt.



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

#### Card Transaction - Debit Sale (with Cash Back)

Use this function to authorize and capture transactions for settlement.

Press **Debit**

Press **Sale**

Swipe card on terminal or PIN pad Debit card can't be manually keyed.

Verify last four digits of account number and press **Yes**.

Key amount and press **Enter**.

Instruct customer to enter PIN via PIN pad and press Enter. Do not ask customer for the PIN.

Terminal communicates with the host for approval.

Press **Yes** to print customer receipt.

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

#### Tip Adjustment

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

Use this function to add the tip amount to a transaction that is in the current batch.

Press **Credit**.

Press **Tips**.

Key invoice number and press **Enter**.

Press **Edit**.

Key tip amount press **Enter**.

Press Clear to return to idle prompt.

#### Card Transaction - Refund

Press **1** to select No for Reprint Pre-Auth.

Press **5** to search by card number or choose from another available search option.

Enter the last 4 digits of the card number and press **Enter**.

Select the appropriate transaction using the arrow keys and press **Enter**.

Press **1** for merchant copy, press **2** for customer copy, or press **3** for both.

#### Card Transaction - Void

Press **1** for **Sale**. 1. Press **5** for **Tip Adjust**.

Press **5** to search by card number or choose from another available search option.

Enter the last 4 digits of the card number and press **Enter** or swipe the card.

Select the appropriate transaction using the arrow keys and press **Enter**.

Enter the tip amount and press **Enter**.



Press **Enter** to confirm the tip adjustment.

Press **1** to exit tip adjustment or press **2** to adjust the tip of another transaction.

#### Card Transaction - Force Sale

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

Press **Credit**.

Press **Force**.

Swipe card or manually key card number and press **Enter**.

Key expiration date and press **Enter**.

Key amount and press **Enter**.

Key authorization number that was obtained by the voice authorization center and press **Enter**.

Press **Yes** to print customer receipt.

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

#### Card Transaction - Authorize Only

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

Press **Credit**.

Press **More**.

Press **Auth**.

Swipe card or manually key card number and press **Enter**.

Key expiration date and press **Enter**.

Key authorization amount and press **Enter**.

Terminal communicates with the host for approval.

Press **Yes** to print customer receipt.

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

#### Balance Inquiry

Use this function to perform a Balance Inquiry.

Press **Credit**.

Press **More**.

Press **Inquiry**.

Swipe card or manually key card number and press **Enter**.

Key expiration date and press **Enter**.

Key clerk number and press **Enter**.

Terminal communicates with the host.



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).

Press **Credit**.

Press **More** twice.

Press **View Report**.

Press the desired report to view.

Key invoice or clerk number and press **Enter**.

Press **Clear** to return to idle prompt or press **Next** to scroll through other transactions.

### Reports

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

Press **Other**.

Press **Reprint**.

Enter the **Sequence Number** found on the receipt.

Receipt will print.

Select **Yes** or **No**.

Screen will return to idle prompt.

### 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.

Press **Other**.

Press Close **Batch**.

Press **OK**.

Batch close complete.

Terminal will return to idle prompt.

### Card Transaction - Partial Approval

Use this function to process a partial approval transaction.

Press **Credit**.

Press **Sale**.

Swipe card or manually key card number and press **Enter**.

Key expiration date and press **Enter**.



Key amount and press **Enter**.

Key the first five digits of the customer's address and press **Enter**.

Key customer's ZIP code and press **Enter**.

Terminal communicates with the host for approval.

Press the desired option.

Press **Yes** to print customer receipt.

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