

AVS Responses
Match
No Match
Not Processed
Issuer unable to process request
ZIP Code does not match
Address does not match
Should have been present

Transaction Code List	
Code	Description
1	Sale
2	Return
3	Force Post
4	Authorization Only
5	Void Sale
6	Void Return
7	Void Force Post
9	Deposit from Previous Day
0	Close Batch
12	Sale with AVS & CVD
13	Authorization Only with AVS
14	AVS Only

Glossary	
CVV2 - VISA	The last three numbers on the signature panel of the card.
CVC2 - MasterCard	The last three numbers on the signature panel of the card.
CID - Amex	The four-digit number just above the end of the card number on the front of the card.
CID - Discover	The last three numbers on the signature panel of the card.
AVS - Address Verification System	An online, real-time service that enables merchants to verify a cardholder's billing address with the card issuer as part of the authorization process.
Approved. Your authorization code is XX. The AVS Response is... The CVD Response is...	Press [9] to repeat. Press [*] for the transaction menu.

Alpha-Numeric Entry Instructions
To enter a letter, press star, then the letter multiple times to indicate its position on the key, followed by star.
Examples: To enter the letter "L" press [*] - [5] - [5] - [5] - [*] To enter the letter "T" press [*] - [8] - [*] To enter the letter "Q" press [*] - [7] - [7]

Error Messages	
<i>Error codes starting with 2 [authorizer declines]:</i>	
Declined, your denial code is 2xx.	Transaction has been declined by the card user.
<i>All other error codes:</i>	
Error, your error code is xxx.	An error has occurred. Press [0] for assistance.

Quick Reference Guide for Touch Tone Capture Merchant # _____

Sale with AVS & CVD	
Welcome and thank you...	
Please enter your merchant number...	Key in your merchant number and press [#].
Enter the transaction code and...	Press [1] - [2] for SALE WITH AVS, then press [#].
Enter the credit card number...	Key in the credit card number, then press [#].
Enter the expiration date...	Key in the exp. date in MMY format, then press [#].
Enter the exact charge...	Key in the charge amount in dollars and cents, then press [#].
You entered XX dollars and XX cents...	Press [1] if correct. Press [2] if incorrect.
Enter the CVV2/CVC2/CID value and...	Key in the appropriate value and press [#], or press [#] to bypass.
Enter the billing address...	Key in the billing address street number or P.O. Box, then press [#].
Enter the ZIP or Postal...	Key in the ZIP Code, then press [#].
Approved. Your authorization code is XX. The AVS Response is... The CVD Response is...	Press [9] to repeat. Press [*] for the transaction menu.

Void Sale	
Welcome and thank you...	
Please enter your merchant number...	Key in your merchant number and press [#].
Enter the transaction code and...	Press [5] for VOID SALE, then press [#].
Enter the credit card number...	Key in the credit card number, then press [#].
Enter the expiration date...	Key in the expiration date in MMY format, then press [#].
Enter the exact charge...	Key in the voided amount in dollars and cents, then press [#].
You entered XX dollars and XX cents...	Press [1] if correct. Press [2] if incorrect.
Approved.	Press [9] to repeat. Press [*] for the transaction menu.

Return	
Welcome and thank you...	
Please enter your merchant number...	Key in your merchant number and press [#].
Enter the transaction code and...	Press [2] for RETURN, then press [#].
Enter the credit card number...	Key in the credit card number, then press [#].
Enter the expiration date...	Key in the expiration date in MMY format, then press [#].
Enter the exact charge...	Key in the return amount in dollars and cents, then press [#].
You entered XX dollars and XX cents...	Press [1] if correct. Press [2] if incorrect.
Approved.	Press [9] to repeat. Press [*] for the transaction menu.

Force Post	
Welcome and thank you...	
Please enter your merchant number...	Key in your merchant number and press [#].
Enter the transaction code and...	Press [3] for FORCE POST , then press [#].
Enter the credit card number...	Key in the credit card number, then press [#].
Enter the expiration date...	Key in the exp. date in MMY format, then press [#].
Enter the exact charge...	Key in the charge amount in dollars and cents, then press [#].
You entered XX dollars and XX cents...	Press [1] if correct. Press [2] if incorrect.
Enter the approval code...	Key in the approval code, then press [#].
Approved. Your authorization code is ...	Press [9] to repeat. Press [*] for the transaction menu.

Void Force Post	
Welcome and thank you...	
Please enter your merchant number...	Key in your merchant number and press [#].
Enter the transaction code and...	Press [7] for VOID FORCE POST , then press [#].
Enter the credit card number...	Key in the credit card number, then press [#].
Enter the expiration date...	Key in the exp. date in MMY format, then press [#].
Enter the exact charge...	Key in the charge amount in dollars and cents, then press [#].
You entered XX dollars and XX cents...	Press [1] if correct. Press [2] if incorrect.
Enter the approval code...	Key in the approval code, then press [#].
Approved.	Press [9] to repeat. Press [*] for the transaction menu.

Deposit From Previous Day	
Welcome and thank you...	
Please enter your merchant number...	Key in your merchant number and press [#].
Enter the transaction code and...	Press [9] for DEPOSIT FROM PREVIOUS DAY , then press [#].
Total deposit from previous day was \$XX.XX...	Press [9] to repeat. Press [*] for the transaction menu.

Void Return	
Welcome and thank you...	
Please enter your merchant number...	Key in your merchant number and press [#].
Enter the transaction code and...	Press [6] for VOID RETURN , then press [#].
Enter the credit card number...	Key in the credit card number, then press [#].
Enter the expiration date...	Key in the exp. date in MMY format, then press [#].
Enter the exact charge...	Key in the voided return amount in dollars and cents, then press [#].
You entered XX dollars and XX cents...	Press [1] if correct. Press [2] if incorrect.
Approved.	Press [9] to repeat. Press [*] for the transaction menu.

Close Batch	
Welcome and thank you...	
Please enter your merchant number...	Key in your merchant number and press [#].
Enter the transaction code and...	Press [0] for CLOSE BATCH , then press [#].
Total deposit is \$XX.XX...	Press [9] to repeat. Press [*] for the transaction menu.

Authorization Only with AVS	
Welcome and thank you...	
Please enter your merchant number...	Key in your merchant number and press [#].
Enter the transaction code and...	Press [1] - [3] for AUTH ONLY WITH AVS , then press [#].
You have selected authorization only...	Press [*] to change trans. code. Press [#] to continue.
Enter the credit card number...	Key in the credit card number, then press [#].
Enter the expiration date...	Key in the exp. date in MMY format, then press [#].
Enter the exact charge...	Key in the amount for authorization in dollars and cents, then press [#].
You entered XX dollars and XX cents...	Press [1] if correct. Press [2] if incorrect.
Enter the billing address...	Key in the billing address street number or P.O. box, then press [#].
Enter the ZIP or Postal...	Key in the ZIP Code, then press [#].
Approved. Your authorization response code is XX. The AVS response is...	Press [9] to repeat. Press [*] for the transaction menu.

AVS Only	
Welcome and thank you...	
Please enter your merchant number...	Key in your merchant number and press [#].
Enter the transaction code and...	Press [1] - [4] for AVS ONLY , then press [#].
Enter the credit card number...	Key in the credit card number, then press [#].
Enter the expiration date...	Key in the exp. date in MMY format, then press [#].
Enter the billing address...	Key in the billing address street number or P.O. box, then press [#].
Enter the ZIP or Postal...	Key in the ZIP Code, then press [#].
The AVS response is...	Press [9] to repeat. Press [*] for the transaction menu.