

# FD200Ti

## Quick Reference Guide

### 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.

1. Press Credit
2. Press Sale
3. Swipe card or manually key card number and press Enter
4. Key expiration date and press Enter
5. Press Yes if the card is present or Press No if the card is not present
6. Key amount and press Enter
7. Key the first 5 digits of the customer's address and press Enter
8. Key customer's zip code and press Enter
9. Terminal communicates with the host for approval
10. Press Yes to print customer receipt
11. 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.

1. Press Credit
2. Press More two times
3. Press Presale
4. Key Amount and Press Enter
5. 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.

1. Press Credit
2. Press More two times
3. Press Reprint
4. Key invoice number and press Enter or press Enter to reprint last receipt
5. Press Yes to print customer receipt.
6. Press Clear to return to idle prompt

### Debit Sale (with Cash Back)

Use this function to authorize and capture transactions for settlement.

1. Press Debit
2. Press Sale
3. Swipe card on terminal or pin pad ***Debit card can't be manually keyed***
4. Verify last 4 digits of account number and Press Yes
5. Key amount and press Enter
6. Instruct customer to enter PIN via PIN pad and press Enter. ***Do not ask customer for the PIN***
7. Terminal communicates with the host for approval
8. Press Yes to print customer receipt
9. Press Clear to return to idle prompt





# FD200Ti

## Quick Reference Guide

### Tip Adjustment

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

1. Press Credit
2. Press Tips
3. Key invoice number and press Enter
4. Press Edit
5. Key tip amount press Enter
6. Press Clear to return to idle prompt

### Refund

Use this function to issue a credit to the cardholder's account for goods or services.

1. Press Credit
2. Press More two times
3. Press Presale
4. Key Amount and Press Enter
5. Press Clear to return to idle prompt

### Void

Use this function to delete a transaction that is in the current batch.

1. Press Credit
2. Press More three times
3. Press Void Trans
4. Key invoice number and press Enter
5. Press Void
6. Press Yes
7. Press Clear to return to idle prompt

### Force Sale

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

1. Press Credit
2. Press Force
3. Swipe card or manually key card number and press Enter
4. Key expiration date and press Enter
5. Key amount and press Enter
6. Key authorization number that was obtained by the voice authorization center and press Enter
7. Press Yes to print customer receipt
8. Press Clear to return to idle prompt





# FD200Ti

## Quick Reference Guide

### Authorization Only

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

1. Press Credit
2. Press More
3. Press Auth
4. Swipe card or manually key card number and press Enter
5. Key expiration date and press Enter
6. Key authorization amount and press Enter
7. Terminal communicates with the host for approval
8. Press Yes to print customer receipt.
9. Press Clear to return to idle prompt

### Balance Inquiry

Use this function to perform a Balance Inquiry.

1. Press Credit
2. Press More
3. Press Inquiry
4. Swipe card or manually key card number and press Enter
5. Key expiration date and press Enter
6. Key clerk number and press Enter
7. Terminal communicates with the host
8. 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).

1. Press Credit
2. Press More two times
3. Press View Report
4. Press the desired report to view
5. Key invoice or clerk number and press Enter
6. 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).

1. Press Credit
2. Press More two times
3. Press Print Report
4. Press the desired report to print
5. Press Clear to return to idle prompt





# FD200Ti

## Quick Reference Guide

### 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.

1. Press Credit
2. Press More
3. Press Close
4. Press Yes to confirm close
5. Terminal communicates with the host for approval
6. Press Clear to return to idle prompt

### Partial Approval

Use this function to process a partial approval transaction.

1. Press Credit
2. Press Sale
3. Swipe card or manually key card number and press Enter
4. Swipe card or manually key card number and press Enter
5. Key expiration date and press Enter
6. Key amount and press Enter
7. Key the first 5 digits of the customer's address and press Enter
8. Key customer's zip code and press Enter
9. Terminal communicates with the host for approval
10. Press the desired option
11. Press Yes to print customer receipt
12. Press Clear to return to idle prompt

