SALE
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 2: Select [F1] for Sale
Step 3: Swipe Card or Enter Card Number Followed by the Green [Enter] Key.
Step 4: If Prompted, Select the corresponding [F] key for desired tender.
Step 5: Enter Sale Amount Followed by the Green [Enter] Key.
Step 6: If Prompted, Enter the Tip Amount followed by the Green [Enter] Key.
Step 7: If Prompted, Enter the Clerk Number Followed by the Green [Enter] Key.
Step 8: Transaction Processes.
Step 9: Merchant Copy of Receipt Prints.
Step 10: Press [Enter] for Customer Copy of Receipt Prints if desired.

TIP AFTER SALE
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 2: Press [F3] for Tip
Step 3: Enter the reference Number including leading 0s from the Receipt followed by the Green [Enter] Key
Step 4: Enter Tip Amount followed by the Green [Enter] Key
Step 5: Transaction Processes
Step 6: Merchant Copy of Receipt Prints
Step 7: Press [Enter] for Customer Copy of Receipt if Desired

SETTLE BATCH
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID
Step 2: Select [F3] for Batch
Step 3: Select [F2] to Close Batch.
Step 4: Batch Receipt Prints.

REVIEW BATCH TOTALS
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 2: Select [F3] for Batch
Step 3: Select [F1] to Review Batch
Step 4: Use Purple Keys Below to Display Screen to Scroll Through Transactions
Step 5: Select [Done] When Finished.

REPRINT LAST RECEIPT
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 3: Select [F1] to Print Batch Totals Report.
Step 6: Select [F4] to Print a Configuration Report
(Manager Password [111111] is Required)
Step 7: Press [Enter] for Customer Copy of Receipt if Desired.

REPORTS
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 2: Select [F4] for Reports.
Step 3: Select [F1] to Print Batch Totals Report.
Step 6: Select [F4] to Print a Configuration Report
(Manager Password [111111] is Required)
Step 7: Press [Enter] for Customer Copy of Receipt if Desired.

CHANGE DATE AND TIME
Step 1: Press F2 and F4 Simultaneously.
Step 2: Enter System Password [1-Alpha-Alpha-6-6-3-1] Followed by the Green Enter key.
Step 3: Press the Far left purple key.
Step 4: Press Number 3 on the keypad for clock.
Step 5A: To Change Time Press 2 on the keypad. Enter the Hour and Minutes the Press the Green Enter key.
Step 5B: To Change Date Press 3 on the keypad. Enter the Month Enter Day, Enter year then press Green enter key.
Step 6: Select the Red X key until you see the Option to Restart. Press the number 3 to restart and return to Main menu.