



FD SERIES

Retail Quick Reference

Sale: Use this function to authorize and capture transactions for settlement. The customer may offer a card for payment in one of three ways: 1) By inserting a "smart card" (one with an embedded chip) into the smart card reader located at the front of the terminal or PIN pad, a technology that adds an extra layer of security. 2) By swiping the card through the magnetic stripe reader; or 3) by tapping a contactless card.

| Display | Action |
|---|--|
| Idle Menu | Touch Sale |
| Enter Amount \$0.00 | Key amount and press [ENTER] |
| Terminal May Prompt: Enter Tip Amount Or Press Cancel (X) To Skip | Enter tip amount or press Cancel (X) to print a blank tip line. |
| Terminal May Prompt: Please Enter PIN | Key PIN or press [ENTER] to bypass. (If the issuing bank doesn't allow PIN bypass, the transaction will be canceled and a receipt will print). |
| Please Present Card | Manually key card number if sale was not initiated by an insert, tap or swipe |
| Terminal May Prompt: Waiting for PIN Entry | Key PIN and press [ENTER] |
| Terminal May Prompt: Approved \$\$. \$\$ Collect \$\$. \$\$ | Touch desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount. |
| Accept Partial Amount No Yes | |
| Host Response | Receipts print |

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

| Display | Action |
|---|---------------------------------------|
| Idle Menu | Touch Other |
| Reprint Void Refund | Touch Void |
| Enter Transaction SEQ # from Receipt. | Key sequence number and press [ENTER] |
| Amount \$0.00 | Touch OK |
| Date M/DD/YY | |
| Time HH:MM | |
| Approval Code ##### | |
| Card # | |
| Token ##### | |
| Cancel Ok | |
| Performing Credit Reversal | |
| Print Customer Receipt? No Yes | Touch desired option |

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

| Display | Action |
|---|---|
| Idle Menu | Touch Other |
| Reprint Void Refund | Touch Refund |
| Enter Amount \$0.00 | Enter refund amount and press [ENTER] |
| Please Present Card | Insert, tap, swipe or manually key account number and press [ENTER] |
| Terminal May Prompt: Waiting for PIN entry | If prompted, have customer enter PIN on PINpad and press [ENTER] |
| Print Customer Receipt? No Yes | Touch desired option |

Reprint: Use this function to reprint the last transaction or any transaction stored in the terminals memory.

| Display | Action |
|---|---|
| Idle Menu | Touch Other |
| Reprint Void Refund | Touch Refund |
| Enter transaction SEQ # from receipt | Key sequence number and press [ENTER] |
| Re-printing receipt | Press Cancel (X) to return to idle prompt |

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

| Display | | Action | |
|---------------------------------------|----------|---|------------------|
| Idle Menu | | Touch Other | |
| Enter Tips | Reports | Close Batch | Touch Enter Tips |
| Enter Transaction SEQ # from Receipt. | | Key sequence number and press [ENTER] | |
| Trans SEQ. | # | Touch Edit Tip | |
| Last 4 | #### | | |
| Trans Amt. | \$1.00 | | |
| Tax | \$0.00 | | |
| Tip | \$0.00 | | |
| Total Amount | \$1.00 | | |
| Prev. | Edit Tip | Next | |
| Enter Tip | | Key tip amount and press [ENTER] | |
| Sale Amount | \$1.00 | | |
| | \$0.00 | | |
| Trans SEQ | # | Press Cancel (X) to return to idle prompt | |
| Last 4 | #### | | |
| Trans Amt. | \$1.00 | | |
| Tax | \$0.00 | | |
| Tip | \$0.10 | | |
| Total Amount | \$1.10 | | |
| Prev. | Edit Tip | Next | |

Pre-Auth: Use this function to pre-authorize an amount on a credit card without finalizing the sale immediately.
A Pre-Auth must be Voided or Completed prior to end of day settlement of the batch.

| Display | | Action | |
|-----------|----------|---------------|--|
| Idle Menu | | Touch Other | |
| Gift Card | Help | More | Touch More |
| Auth | | Touch Auth | |
| Pre-Auth | Complete | Tran Details | Touch Pre-Auth and follow terminal prompts |
| Reprint | Void | Print Details | |

Pre-Auth Complete: Use this function to finalize the sale on a pre-auth transaction in the terminal batch.
A Pre-Auth must be Voided or Completed prior to end of day settlement of the batch.

| Display | | Action | |
|--|----------|--|----------------------|
| Idle Menu | | Touch Other | |
| Gift Card | Help | More | Touch More |
| Auth | | Touch Auth | |
| Pre-Auth | Complete | Tran Details | Touch Complete |
| Reprint | Void | Print Details | |
| Enter PRE-AUTH SEQ# from Pre-Auth receipt | | Key sequence number and press [ENTER] | |
| Amount | \$0.00 | Touch Complete | |
| Date | M/DD/YY | | |
| Time | HH:MM | | |
| Approval Code | ##### | | |
| Card # | | | |
| Token | ##### | | |
| Cancel | Complete | | |
| Completion | | Enter the amount of the sale to be completed and press [ENTER] | |
| Auth amount \$#.## | \$0.00 | | |
| Terminal May Prompt: Over/Under authorized Continue? | | Touch desired option | |
| No | Yes | | |
| Print Customer Receipt? | No | Yes | Touch desired option |

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

| Display | | | Action |
|--------------------|---------------|----------------|---|
| Idle Menu | | | Touch Other |
| Enter Tips | Reports | Close Batch | Touch Reports |
| Print Reports | Host Reports | | Touch Print Reports |
| Batch Totals | Card Totals | Tran Details | Touch the desired report to print |
| Batch History | Server Totals | Server Details | |
| Pending Pre-Auth | Open Tips | | |
| Printing Report... | | | Press Cancel (X) to 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.

| Display | | | Action |
|----------------------|--------|-------------|--|
| Idle Menu | | | Touch Other |
| Enter Tips | Report | Close Batch | Touch Close Batch |
| Close Batch? | | | Touch OK to confirm close |
| Sales | ### | \$.## | |
| Refunds | ### | \$.## | |
| Totals | ### | \$.## | |
| Tips | ### | \$.## | |
| Cashback | ### | \$.## | |
| Cancel | | OK | |
| Dialing... | | | Terminal communicates with the host for approval |
| Batch Close Complete | | | Press Cancel (X) to return to idle prompt |