

Manual Entry/ Address Verification	
Terminal Display	Action
IDLE PROMPT	Press appropriate key.
ENTER ACCOUNT #	Manually key in card number and press [ENTER].
EXPIRY DATE MMY	Key in expiration date in MMY format (example: 1201) and press [ENTER].
PHONE ORDER? 0= YES 1=NO	Press [0] and then [ENTER] for phone order. Or, press [1] and then [ENTER] if card present.
ENTER INVOICE #	Key in invoice number and press [ENTER].
STREET ADDRESS	Key in street address and press [ENTER]. Key in numeric value of address only. (Example: 1601 Elm Street = 1601 [ENTER])
ENTER ZIP CODE	Key in ZIP Code and press [ENTER].
ENTER CVV2#	Key in CVV2 value on the back of the card, which is 3 or 4 digits, and press [ENTER]. Or, press [ENTER] to bypass. If prompted, key in a reason code and press [ENTER]. [0] = Not on card [1] = Cannot read [2] = Unknown
ENTER CUST REF #	Key in customer reference number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER TAX AMOUNT	Key in tax amount and press [ENTER].
TAX EXEMPT? 0= YES 1=NO	Press [0] if transaction is tax exempt. Or, press [1] if not tax exempt.
ENTER TOT AMOUNT	Key in amount and press [ENTER].
PROCESSING...	(No action while processing.)
nnnnnn \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).
Prior Sale (Force)	
IDLE PROMPT	Press [4].
ENTER ACCOUNT #	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number (if swiped) and press [ENTER].
ENTER INVOICE #	Key in invoice number and press [ENTER].
ENTER CUST REF #	Key in customer reference number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER TAX AMOUNT	Key in tax amount and press [ENTER].
TAX EXEMPT? 0= YES 1=NO	Press [0] if transaction is tax exempt. Or, press [1] if not tax exempt.
ENTER SUB AMOUNT	Key in amount and press [ENTER].
ENTER AUTH CODE	Key in auth code and press [ENTER].
PROCESSING...	(No action while processing.)
nnnnnn \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

Auth Only	
Terminal Display	Action
IDLE PROMPT	Press [2].
ENTER ACCOUNT #	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number (if swiped) and press [ENTER].
ENTER INVOICE #	Key in invoice number and press [ENTER].
ENTER CUST REF #	Key in customer reference number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER TOT AMOUNT	Key in amount and press [ENTER].
PROCESSING...	(No action while processing.)
\$\$.cc	Amount displays. Receipt prints (if printer attached).
Terminal Batch Review	
IDLE PROMPT	Press [FUNC] and then [3].
LOCAL REVIEW BATCH nnnnnn	Current batch number displays.
0=DISPLY 1=PRINT	Press [0] and then [ENTER].
TRAN COUNT nnn	Transaction count displays. Press [ENTER] to continue.
SALES \$\$.cc	Total sales displays. Press [ENTER] to continue.
RETNS \$\$.cc	Total returns displays. Press [ENTER] to continue.
NET \$\$.cc	Net amount displays. Press [ENTER] to continue.
0=BY REF # 1=ALL	Press [0] and then [ENTER] to view by reference number. Or, press [1] and then [ENTER] to view all.
ENTER REF NUMBER	Key in reference number and press [ENTER].
nmn xx \$\$.cc	Reference number, transaction type and amount display. Press [#].
nnnnnn xx	Auth code and card type display. Press [#].
xxxxxxxxxxxxxxxx	Credit card number displays. Press [ENTER] to review another transaction. Or, press [CLEAR] to end.
Adjustment **	
IDLE PROMPT	Press [ENTER] and then [2].
0= TIP 1= TOTAL	Press [1] and then [ENTER].
ENTER REF NUMBER	Key in reference number and press [ENTER].
TOTAL= \$ \$\$.cc	Press [ENTER] to confirm the total.
ENTER NEW TOTAL	Press [ENTER].
ADJUST TO \$0.00? 0= YES 1=NO	Press [0] and then [ENTER] to void transaction.
ADJ TO \$ 0.00	Adjusted amount displays. Receipt prints (if printer attached). Press [ENTER] to adjust another transaction. Or, press [CLEAR] to return to idle prompt.

** Adjustment is used to void transactions on the 330/420.

Deposit (Settlement)	
Terminal Display	Action
IDLE PROMPT	Press [9].
ENTER SUPER #	Key in supervisor number and press [ENTER].
0=DEPOSIT 2= INQ	Press [0] and then [ENTER].
ENTER TRAN COUNT	Key in transaction count and press [ENTER].
ENTER NET AMOUNT	Key in net amount and press [ENTER].
PROCESSING...	(No action while processing.)
OK xxx xxxx xxxxx	Settlement OK number displays. Report prints (if printer attached). Press [CLEAR] to return to idle prompt.
Debit Sale	
IDLE PROMPT	Press [6].
0=SALE 1=RETURN	Press [0] and then [ENTER].
ENTER ACCOUNT #	Swipe debit card.
ENTER INVOICE #	Key in invoice number and press [ENTER].
ENTER CUST REF #	Key in customer reference number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
CASH BACK AMOUNT	For cashback, key in amount and press [ENTER]. Or, press [ENTER] to bypass.
WAITING FOR PIN	Customer keys in PIN number and presses [ENTER].
PROCESSING...	(No action while processing.)
nnnnnn \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).
EBT Cash/Food Stamp Sale	
IDLE PROMPT	Press [8].
0=F/S 1=CASH	Press [0] and then [ENTER] for a food stamp transaction. Or, press [1] and then [ENTER] for a cash transaction.
0=SALE 1=OTHER	Press [0] and then [ENTER].
ENTER ACCOUNT #	Swipe card or manually key in card number and press [ENTER].
EXPIRY DATE MMY	If prompted, key in expiration date in MMY format (for example: 1298) and press [ENTER].
ENTER INVOICE #	Key in invoice number and press [ENTER].
ENTER CUST REF #	Key in customer reference number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
CASH BACK AMOUNT	Key in cash back amount and press [ENTER].
WAITING FOR PIN	Key in PIN number and press [ENTER].
PROCESSING...	(No action while processing.)
nnnnnn \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

NOTE: Debit is only available if this feature is programmed into the terminal.
NOTE: EBT is only available if this feature is programmed into a 380/460 terminal.

EBT Balance Inquiry ***	
Terminal Display	Action
IDLE PROMPT	Press [8].
0=F/S 1=CASH	Press [0] and then [ENTER] for Food Stamp balance. Or, press [1] and then [ENTER] for Cash balance.
0=SALE 1=OTHER	Press [1] and then [ENTER].
0=RETURN 1=PRIOR 2=BALANCE INQ	Press [2] and then [ENTER].
ENTER ACCOUNT #	Swipe card or manually key in card number and press [ENTER].
EXPIRY DATE MMY	If prompted, key in expiration date in MMY format (for example: 1298) and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
WAITING FOR PIN	Key in PIN number and press [ENTER].
PROCESSING...	(No action while processing.)
nnnnnn \$\$.cc	Auth code and balance display. Receipt prints (if printer attached).
Batch Report	
IDLE PROMPT	Press [ENTER] and then [3].
LOCAL REVIEW BATCH nnnnnn	Current batch number displays.
0=DISPLY 1=PRINT	Press [1] and then [ENTER] to print report.
0= TOTAL 1=DETAIL 2=CLERK #	Press [0] and then [ENTER] for total report. Press [1] and then [ENTER] for detailed report. Press [2] and then [ENTER] for clerk report.
PRINTING...	Report prints (if printer attached).
Batch Inquiry*	
IDLE PROMPT	Press [9].
ENTER SUPER #	Key in supervisor number and press [ENTER].
0=DP 1=TDP 2= INQ	Press [2] and then [ENTER].
ENTER TRAN COUNT	Key in transaction count and press [ENTER].
ENTER NET AMOUNT	Key in net amount and press [ENTER].
PRINTING...	Report prints (if printer attached).
Reprint	
IDLE PROMPT	Press [ENTER] and then [6].
0=DISPLY 1=PRINT	Press [1] and then [ENTER].
0=LAST 1=OTHER	Press [0] and then [ENTER] for last transaction. Or, press [1] and then [ENTER] for another transaction.
ENTER REF NUMBER	If prompted, key in reference number and press [ENTER].
PRINTING...	Receipt prints (if printer attached).

*** EBT Balance Inquiry is for EBT transactions only.

CVV2 Codes	
Visa Codes	CVV2 Code Description
M	CVV2 code matches.
N	CVV2 code does not match.
P	CVV2 code was not processed.
S	CVV2 code was on the card, but merchant indicated that it was not.
U	The issuer is not certified for CVV2.

EBT Prior	
Terminal Display	Action
IDLE PROMPT	Press [8].
0=F/S 1=CASH	Press [0] and then [ENTER] for a Food Stamp transaction. Or, press [1] and then [ENTER] for a Cash transaction.
0=SALE 1=OTHER	Press [1] and then [ENTER].
0=RETURN 1=PRIOR 2=BALANCE INQ	Press [1] and then [ENTER].
ENTER ACCOUNT #	Swipe card or manually key in card number and press [ENTER].
EXPIRY DATE MMY	If prompted, key in expiration date in MMY format (for example: 1298) and press [ENTER].
ENTER INVOICE #	Key in invoice number and press [ENTER].
ENTER CUST REF #	Key in customer reference number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
CASH BACK AMOUNT	Key in cash back amount and press [ENTER].
ENTER AUTH CODE	Key in auth code and press [ENTER].
ENTER VOUCHER #	Key in voucher number and press [ENTER].
PROCESSING...	(No action while processing.)
nnnnnn \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).
EBT Return	
IDLE PROMPT	Press [8].
0=F/S 1=CASH	Press [0] and then [ENTER].
0=SALE 1=OTHER	Press [1] and then [ENTER].
0=RETURN 1=PRIOR 2=BALANCE INQ	Press [0] and then [ENTER].
ENTER ACCOUNT #	Swipe card or manually key in card number and press [ENTER].
EXPIRY DATE MMY	If prompted, key in expiration date in MMY format (for example: 1298) and press [ENTER].
ENTER INVOICE #	Key in invoice number and press [ENTER].
ENTER CUST REF #	Key in customer reference number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
WAITING FOR PIN	Key in PIN number and press [ENTER].
PROCESSING...	(No action while processing.)
nnnnnn \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

NOTE: EBT is only available if this feature is programmed into a 380/460 terminal.

AVS Response Codes	
Visa Codes	Action Response Code Description
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP - ZIP Code matches, address does not.
N	No - Neither address nor ZIP Code match.
U	Unavailable - Address information unavailable or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
E	Error - Transaction ineligible for AVS or edit error found.
S	AVS not supported by issuer.
MasterCard Codes	
Action Response Code Description	
X	Exact - Match on address and 9-digit ZIP Code.
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP - ZIP Code matches, address does not.
N	No - Neither address nor ZIP Code match.
U	Unavailable - Address information unavailable or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	Service not supported by issuer.
Discover Codes	
Action Response Code Description	
Y	Address only matches.
A	ZIP and address both match.
W	AVS not available.
Z	ZIP - ZIP Code matches, address does not.
N	No - Neither address nor ZIP Code match.
U	Unavailable - Address information unavailable.
American Express Codes	
Action Response Code Description	
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP - ZIP Code matches, address does not.
N	No - Neither address nor ZIP Code match.
U	Unavailable - Address information unavailable.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

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Terminal Capture - Retail

Sale	
Terminal Display	Action
IDLE PROMPT	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number (if swiped) and press [ENTER].
ENTER INVOICE #	Key in invoice number and press [ENTER].
ENTER CUST REF #	Key in customer reference number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER TAX AMOUNT	Key in tax amount and press [ENTER].
TAX EXEMPT? 0=YES 1=NO	Press [0] if transaction is tax exempt. Or, press [1] if not tax exempt.
ENTER TOT AMOUNT	Key in amount and press [ENTER].
PROCESSING...	(No action while processing.)
nnnnnn \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).
Return (Credit)	
IDLE PROMPT	Press [ENTER] and [1].
ENTER ACCOUNT #	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number (if swiped) and press [ENTER].
ENTER INVOICE #	Key in invoice number and press [ENTER].
ENTER CUST REF #	Key in customer reference number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER TOT AMOUNT	Key in amount of credit and press [ENTER].
PROCESSING...	(No action while processing.)
\$\$.cc	Amount displays. Receipt prints (if printer attached).
Void*	
IDLE PROMPT	Press [ENTER] and [5].
ENTER REF NUMBER	Key in reference number and press [ENTER].
ENTER AMOUNT	Key in amount of original transaction and press [ENTER].
PROCESSING...	(No action while processing.)
nnnnnn \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

NOTE: Shaded sections are optional features.

* Void is only available for the 380/460 terminal. Refer to the Adjustment section to void a transaction on the 330/420 terminal.

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