

**Sale:** Use this function to authorize and capture transactions for settlement. The customer may offer a card for payment in one of two ways:  
1) By swiping the card through the magnetic stripe reader; or 2) By tapping a contactless card.

Display			Action
Idle Menu			Touch Sale
Enter/Select Product 1			Key product number and press [ENTER]
Fuel	Service	Store	
Select Product			Touch Select
Prev	Select	Next	
Select Fuel Service			Touch desired option
Self Service	Full Service		
Enter Product Amount			Key amount and press [ENTER]
	\$0.00		
Enter/Select Product 2			Key product number and press [ENTER] or press [ENTER] when done
Fuel	Service	Store	
Please Present Card			Manually key card number if sale was not initiated by a tap or swipe
Terminal May Prompt:			Key requested information and press [ENTER]
Enter Odometer			
Enter ID			
Enter Driver ID			
Enter Vehicle ID			
Terminal May Prompt:			Touch desired option. If No is selected, transaction will be voided.
Approved \$\$. \$\$			Initiate a new transaction to collect full amount.
Collect \$\$. \$\$			
Accept Partial Amount	No	Yes	
Host Response			Receipts print

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

Display			Action
Idle Menu			Touch Other
Reprint	Help	More	Touch Reprint
Enter Transaction Seq # From Receipt			Key sequence number and press [ENTER]
Re-printing Receipt			Press Cancel (X) to return to idle prompt

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

Display			Action
Idle Menu			Touch Other
Reprint	Help	More	Touch More
Void	Refund	Gift Card	Touch Void
Enter Transaction Seq # from Receipt.			Key sequence number and press [ENTER]
Amount	\$0.00		Touch Ok or touch Yes
Date	MM/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	Help	More	Touch More
Void	Refund	Gift Card	Touch Refund
Enter/Select Product 1			Key product number and press [ENTER]
Fuel	Service	Store	
Select Product			Touch Select
Prev	Select	Next	
Select Fuel Service			Touch desired option
Self Service	Full Service		
Enter Product Amount			Key amount and press [ENTER]
Enter/Select Product 2			Key product number and press [ENTER] or press [ENTER] when done
Fuel	Service	Store	
Please Present Card			Manually key card number if sale was not initiated by a tap or swipe
Terminal May Prompt:			Key requested information and press [ENTER]
Enter Odometer			
Enter ID			
Enter Driver ID			
Enter Vehicle ID			
Print Customer Receipt?	No	Yes	Touch desired option

**Pre Auth:** Use this function to approve an amount on a credit card without storing the transaction in the terminal batch.

Display			Action
Idle Menu			Touch Other
Reprint	Help	More	Touch More 2X
Pre Auth			Touch Pre Auth
Pre Auth			Touch desired option and follow terminal prompts
Finalize	Void	Pend Pre Auth	

**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
Batch Totals	Report	Close	Touch Report
Print Reports			Touch Print Reports
Batch Totals	Card Totals	Tran Details	Touch the desired report to print
Batch History	Server Totals	Server Details	
Print Reports			Press Cancel (X) to return to idle prompt
Printing Report...	Server Details	Tran Details	

**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
Batch Totals	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