

# FD Series Retail Quick Tips

**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