



Running a sale:

- Enter in the sale amount
- Press Card on the screen or Green OK key
- Swipe/Insert/Tap card
- Receipt will then print

Void:

- Tap the 3 lines on the screen
- Tap Payment
- Tap Card
- Tap Void
- Enter in the password (last 4 of your EPI) and press the Green OK key
- Pick Tran Number
- Enter in the Transactions number you need to void and press the Green OK key
- Press OK to confirm Void
- Receipt will then print

Refund:

- Tap the 3 lines on the screen
- Tap Payment
- Tap Card
- Tap Refund
- Enter in the Refund amount and press OK
- Swipe/Insert/Tap card number
- Receipt will then print

Tips:

- Tap the Star on the screen
- Tap Tip Adjust
- Tap Tran Number
- Enter in the Transaction Number and press OK
- Press OK to confirm Transaction
- Enter in the tip amount and press OK
- Receipt will print

Settlement:

- Press the star on the screen
- Press Settlement
- Enter in the password (last 4 of your EPI) and press the OK
- Batch will then settle