

The Quick Reference Guide provides you with simple, step-by-step instructions of your daily terminal operations.



TIP ADJUSTMENT

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

<p>①</p> <pre>MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION</pre> <p>Touch Credit</p>	<p>②</p> <pre>TIPS TABS MORE</pre> <p>Touch Tips</p>	<p>③</p> <pre>ENTER TRANS #</pre> <p>Key Trans number and press Enter</p>
<p>④</p> <pre>VS SALE TRANS# 0000 SVR ***** AMOUNT #0.00 XXXXXXXXXXXXXXXXX <PREV EDIT NEXT></pre> <p>Touch Edit</p>	<p>⑤</p> <pre>NEW TIP #0.00</pre> <p>Key tip amount press Enter</p>	<p>⑥</p> <pre>VS SALE INVOICE 0000 TIP #0.10 AMOUNT #1.10 XXXXXXXXXXXXXXXXX <PREV EDIT NEXT></pre> <p>Press Clear to return to idle prompt</p>

REPORTS

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

<p>①</p> <pre>MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION</pre> <p>Touch Credit</p>	<p>②</p> <pre>TIPS TABS MORE</pre> <p>Touch More</p>	<p>③</p> <pre>REPRINT VIEW PRINT RPTS RPTS</pre> <p>Touch Print Reports</p>
<p>④</p> <pre>NET CARD CARD TOTALS TOTALS DETAILS TABS SERVER SERVER TOTALS DETAILS</pre> <p>Touch the desired report to print</p>	<p>⑤</p> <pre>PRINTING REPORT...</pre> <p>Press Clear to return to idle prompt</p>	

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.

<p>①</p> <pre>MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION</pre> <p>Touch Credit</p>	<p>②</p> <pre>TIPS TABS MORE</pre> <p>Touch More</p>	<p>③</p> <pre>VOID CLOSE INQUIRY TRANS</pre> <p>Touch Close</p>
<p>④</p> <pre>TOTALS CORRECT? #0.00 NO YES</pre> <p>Touch Yes</p>	<p>⑤</p> <pre>DIALING...</pre> <p>Terminal communicates with the host for approval</p>	<p>⑥</p> <pre>BATCH CLOSE OKAY *****</pre> <p>Press Clear to return to idle prompt</p>

OPEN TIP REPORT

Use this function to print a report showing all transactions with open tips.

<p>①</p> <pre>MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION</pre> <p>Touch Credit</p>	<p>②</p> <pre>TIPS TABS MORE</pre> <p>Touch More 2 times</p>	<p>③</p> <pre>DELETE BATCH SETUP BATCH HISTORY PARMS OPEN TIPS</pre> <p>Touch Open Tips</p>
<p>④</p> <pre>SERVER ID</pre> <p>Key server id press Enter or press Enter for all</p>	<p>⑤</p> <pre>PRINTING OPEN TIPS...</pre> <p>Press Clear to return to idle prompt</p>	



First Data® FD130 Quick Reference Guide [Restaurant]



SALE (Swiped or Manually Keyed)

Use this function to authorize and capture transactions for settlement.

<p>① MMDYYYY HHMM SWIPE CARD OR SELECT SWIPE CARD</p> <p>② CREDIT CREDIT FORCE SALE REFUND SWIPE CARD</p> <p>③ SWIPE SALE SWIPE CARD</p>	<p>① MMDYYYY HHMM SWIPE CARD OR SELECT SWIPE CARD</p> <p>② CREDIT CREDIT FORCE SALE REFUND SWIPE CARD</p> <p>③ SWIPE SALE SWIPE CARD</p>	<p>① VISA SALE ENTER AMOUNT \$0.00</p> <p>② DIALING...</p> <p>③ MAY PROMPT: COLLECT \$\$.## ACCEPT PARTIAL AMOUNT NO YES</p>
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Key amount and Terminal communicates with the host for approval

press Enter and press Enter with the host option, if No is selected, transaction will be voided. Initiate a new transaction to collect full amount.

<p>④ ENTER AMOUNT \$0.00</p> <p>⑤ PRINT CUST RECEIPT NO YES</p> <p>⑥ REFUND APPROVED</p>	<p>④ TOUCH CREDIT</p> <p>⑤ TOUCH CREDIT REFUND</p> <p>⑥ TOUCH VOID TRANS</p>	<p>④ TOUCH DEBIT</p> <p>⑤ TOUCH DEBIT REFUND</p> <p>⑥ TOUCH VOID TRANS</p>
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Touch desired option
Press Clear to return to idle prompt

TAB PROCESSING

Use this function to open, close or void tab transactions.

<p>① MMDYYYY HHMM SWIPE CARD OR SELECT SWIPE CARD</p> <p>② TIPS TABS MORE OPEN CLOSE VOID</p> <p>③ CLEAR TO RETURN TO IDLE PROMPT</p>	<p>① TOUCH CREDIT</p> <p>② TOUCH TABS MORE</p> <p>③ TOUCH VOID TRANS</p>	<p>① TOUCH DEBIT</p> <p>② TOUCH DEBIT REFUND</p> <p>③ TOUCH VOID TRANS</p>
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Touch the desired option. Follow terminal prompts to complete transaction. Press Clear to return to idle prompt

DEBIT SALE (with Cash Back)

Use this function to authorize and capture transactions for settlement.

<p>① MMDYYYY HHMM SWIPE CARD OR SELECT SWIPE CARD</p> <p>② DEBIT DEBIT AUTH SALE REFUND SWIPE SALE</p> <p>③ DEBIT SALE SWIPE CARD</p>	<p>① TOUCH DEBIT</p> <p>② TOUCH DEBIT SALE</p> <p>③ TOUCH VOID TRANS</p>	<p>① DEBIT SALE ENTER AMOUNT \$0.00</p> <p>② CASH BACK AMT \$0.00</p> <p>③ PLEASE ENTER PIN</p>
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Swipe, Tap or terminal or pin pad Debit card can't be manually keyed

<p>④ DEBIT SALE ENTER AMOUNT \$0.00</p> <p>⑤ CASH BACK AMT \$0.00</p> <p>⑥ PLEASE ENTER PIN</p>	<p>④ TOUCH DEBIT</p> <p>⑤ TOUCH DEBIT SALE</p> <p>⑥ TOUCH VOID TRANS</p>	<p>④ PRINT CUST RECEIPT NO YES</p> <p>⑤ REFUND APPROVED</p> <p>⑥ REFUND APPROVED</p>
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Key amount and Terminal communicates with the host for approval

press Enter and press Enter with the host option, if No is selected, transaction will be voided. Initiate a new transaction to collect full amount.

Key amount and Terminal communicates with the host for approval

press Enter and press Enter with the host option, if No is selected, transaction will be voided. Initiate a new transaction to collect full amount.

VOID

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

<p>① MMDYYYY HHMM SWIPE CARD OR SELECT SWIPE CARD</p> <p>② TIPS TABS MORE VOID CLOSE INQUIRY</p> <p>③ CLEAR TO RETURN TO IDLE PROMPT</p>	<p>① TOUCH CREDIT</p> <p>② TOUCH MORE</p> <p>③ TOUCH VOID TRANS</p>	<p>① ENTER TRANS # TO VOID</p> <p>② VS SALE TRANS# 0000 SVR ##### <PREV VOID NEXT></p> <p>③ VOID TRANS? NO YES</p>
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Key trans number and press Enter

Touch Void

<p>④ ENTER TRANS # TO VOID</p> <p>⑤ VS SALE TRANS# 0000 SVR ##### <PREV VOID NEXT></p> <p>⑥ VOID TRANS? NO YES</p>	<p>④ TOUCH CREDIT</p> <p>⑤ TOUCH MORE</p> <p>⑥ TOUCH VOID TRANS</p>	<p>④ TOUCH DEBIT</p> <p>⑤ TOUCH DEBIT SALE</p> <p>⑥ TOUCH VOID TRANS</p>
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Touch desired option
Press Clear to return to idle prompt

REFUND

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

<p>① MMDYYYY HHMM SWIPE CARD OR SELECT SWIPE CARD</p> <p>② CREDIT CREDIT FORCE SALE REFUND SWIPE CARD</p> <p>③ SWIPE SALE SWIPE CARD</p>	<p>① TOUCH CREDIT</p> <p>② TOUCH CREDIT REFUND</p> <p>③ TOUCH VOID TRANS</p>	<p>① ENTER AMOUNT \$0.00</p> <p>② PRINT CUST RECEIPT NO YES</p> <p>③ REFUND APPROVED</p>
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Key amount and Terminal communicates with the host for approval

press Enter and press Enter with the host option, if No is selected, transaction will be voided. Initiate a new transaction to collect full amount.

