

SALE (Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Sale**

CREDIT SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

CARD PRESENT? YES NO Touch **Yes** if the card is present or Touch **No** if the card is not present

VISA SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

ADDRESS Key the first 5 digits of the customer's address and press **Enter**

ZIP CODE Key customer's zip code and press **Enter**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt

APPROVED OK 0000-00 AVS = XXX Press **Clear** to return to idle prompt

REPRINT Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

REPRINT VIEW PRINT RPRT RPRT Touch **Reprint**

ENTER INVOICE # Key invoice number and press **Enter** or press **Enter** to reprint last receipt

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

REPRINT VIEW PRINT RPRT RPRT Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Refund**

CREDIT REFUND SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

<CARD TYPE> REFUND ENTER AMOUNT \$0.00 Key amount and press **Enter**

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

VISA REFUND APPROVED Press **Clear** to return to idle prompt

DEBIT SALE (with Cash Back) Use this function to authorize and capture transactions for settlement.

IDLE PROMPT Touch **Debit**

SALE REFUND Touch **Sale**

DEBIT SALE SWIPE CARD Swipe card on terminal or pin pad
Debit card can't be manually keyed

LAST FOUR ACCOUNT NUMBERS MATCH? #### YES NO Verify last 4 digits of account number and Touch **Yes**

EDS DEBIT SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

SALE AMT:\$0.00 CASH BACK AMT \$0.00 Key cash back amount and press **Enter**

PLEASE ENTER PIN Instruct customer to enter PIN and press **Enter** *Do not ask customer for the PIN*

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT? YES NO Touch **Yes** to print customer receipt

DEBIT SALE APPROVED 000000 Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **Tips**

ENTER INVOICE # Key invoice number and press **Enter**

VS SALE 00000 TIP \$0.00 AMOUNT \$1.00 XXXXXXXXXXXXXXXX <PREV EDIT NEXT> Touch **Edit**

NEW TIP \$0.00 Key tip amount press **Enter**

VS SALE 00000 TIP \$0.10 AMOUNT \$1.10 XXXXXXXXXXXXXXXX <PREV EDIT NEXT> Press **Clear** to return to idle prompt

BALANCE INQUIRY Use this function to perform a Balance Inquiry.

IDLE PROMPT Touch **Credit**

AUTH CLOSE INQUIRY Touch **Inquiry**

CREDIT INQUIRY SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

DIALING... Terminal communicates with the host

APPROVED OK 0000 Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

VOID TRANS OPEN TIPS Touch **Void Trans**

ENTER INVOICE # TO VOID Key invoice number and press **Enter**

VS SALE 00000 CLERK 00000 AMOUNT \$1.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT> Touch **Void**

VOID TRANS? YES NO Touch **Yes**

VOID COMPLETE Press **Clear** to return to idle prompt

VS VOID SALE 00000 CLK 0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT> Press **Clear** to return to idle prompt

AUTHORIZATION ONLY This procedure is to authorize a credit card transaction. This will not capture in the terminal.

IDLE PROMPT Touch **Credit**

AUTH CLOSE INQUIRY Touch **Auth**

AUTH ONLY SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

VISA AUTH ONLY ENTER AMOUNT \$0.00 Key authorization amount and press **Enter**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

FORCE SALE Use this function to capture transactions when voice approval has been obtained.

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Force**

CREDIT FORCE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Key expiration date and press **Enter**

VISA FORCE SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

ENTER AUTH CODE Key authorization number that was obtained by the voice authorization center and press **Enter**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** 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.

IDLE PROMPT Touch **Credit**

AUTH CLOSE INQUIRY Touch **Close**

TOTALS CORRECT? \$0.00 YES NO Touch **Yes** to confirm close

DIALING..... Terminal communicates with the host for approval

BATCH CLOSE COMPLETE Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

REPRINT VIEW PRINT RPRT RPRT Touch **View Report**

NET CARD CARD TOTALS TOTALS DETAILS TABS SERVER SERVER TOTALS DETAILS Touch the desired report to view

TERMINAL MAY PROMPT: INVOICE OR CLERK# Key invoice or clerk number and press **Enter**

VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV EDIT NEXT> Press **Clear** to return to idle prompt or press **Next** to scroll through other transactions

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

REPRINT VIEW PRINT RPRT RPRT Touch **Print Report**

NET CARD CARD TOTALS TOTALS DETAILS TABS SERVER SERVER TOTALS DETAILS Touch the desired report to view

PRINTING REPORT.... Press **Clear** to return to idle prompt

PARTIAL APPROVAL Use this function to process a partial approval transaction.

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Sale**

CREDIT SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Key expiration date and press **Enter**

CARD PRESENT? YES NO Touch **Yes** if the card is present or Touch **No** if the card is not present

VISA SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

ADDRESS Key the first 5 digits of the customer's address and press **Enter**

ZIP CODE Key customer's zip code and press **Enter**

DIALING..... Terminal communicates with the host for approval

COLLECT \$0.00 ACCEPT PARTIAL AMOUNT YES/NO Touch the desired option

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt

APPROVED OK 0000-00 AVS = XXX Press **Clear** to return to idle prompt

FIRST DATA FD 400 QUICK REFERENCE GUIDE

Retail
{750FD400}

SALE (Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Sale**

CREDIT SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

VISA SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt

APPROVED OK 0000-00 AVS = XXX Touch **Clear** to return to idle prompt

REPRINT Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

REPRINT VIEW PRINT RPRT RPRT Touch **Reprint**

ENTER INVOICE # Key invoice number and press **Enter** or press **Enter** to reprint last receipt

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

REPRINT VIEW PRINT RPRT RPRT Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

VOID TABS OPEN TRANS TIPS Touch **Tabs**

OPEN CLOSE VOID Touch 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.

IDLE PROMPT Touch **Debit**

SALE REFUND Touch **Sale**

DEBIT SALE SWIPE CARD Swipe card on terminal or pin pad
Debit card can't be manually keyed

LAST FOUR ACCOUNT NUMBERS MATCH? #### YES NO Verify last 4 digits of account number and Touch **Yes**

EDS DEBIT SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

CASHBACK AMT? \$0.00 Key cashback amount and press **Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

PLEASE ENTER PIN Instruct customer to enter PIN and press **Enter** *Do not ask customer for the PIN*

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt

DEBIT SALE APPROVED 000000 Press **Clear** to return to idle prompt

FORCE SALE Use this function to capture transactions when voice approval has been obtained.

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Force**

CREDIT FORCE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

VISA FORCE SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

ENTER AUTH CODE Key authorization number that was obtained by the voice authorization center and press **Enter**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

AUTHORIZATION ONLY This procedure is to authorize a credit card transaction. This will not capture in the terminal.

IDLE PROMPT Touch **Credit**

AUTH CLOSE INQUIRY Touch **Auth**

AUTH ONLY SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

VISA AUTH ONLY ENTER AMOUNT \$0.00 Key authorization amount and press **Enter**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

VOID TABS OPEN TRANS TIPS Touch **Void Trans**

ENTER INVOICE # TO VOID Key invoice number and press **Enter**

VS SALE 00000 SRV 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT> Touch **Void**

VOID TRANS? YES NO Touch **Yes**

VOID COMPLETE

VS VOID SALE 00000 SRV 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT> Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Refund**

CREDIT REFUND SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Y Key expiration date and press **Enter**

<CARD TYPE> REFUND ENTER AMOUNT \$0.00 Key amount and press **Enter**

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

VISA REFUND APPROVED Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **Tips**

ENTER INVOICE # Key invoice number and press **Enter**

VS SALE 00000 Touch **Edit**
 TIP \$0.00
 AMOUNT \$1.00
 XXXXXXXXXXXXXXXX
 <PREV EDIT NEXT>

NEW TIP Key tip amount press **Enter**
 \$0.00

VS SALE 00000 Press **Clear** to return to idle prompt
 TIP \$0.10
 AMOUNT \$1.10
 XXXXXXXXXXXXXXXX
 <PREV EDIT NEXT>

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

REPRINT VIEW PRINT RPRT RPRT Touch **View Report**

NET CARD CARD TOTALS TOTALS DETAILS TABS SERVER SERVER TOTALS DETAILS Touch the desired report to view

TERMINAL MAY PROMPT: INVOICE OR CLERK# Key invoice or clerk number and press **Enter**

VS VOID SALE 00000 Press **Clear** to return to idle prompt or press **Next** to scroll through other transactions
 CLK 0000 OK0000
 AMOUNT \$0.00
 XXXXXXXXXXXXXXXX
 <PREV EDIT NEXT>

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

REPRINT VIEW PRINT RPRT RPRT Touch **Print Report**

NET CARD CARD TOTALS TOTALS DETAILS TABS SERVER SERVER TOTALS DETAILS Touch the desired report to view

PRINTING REPORT... Press **Clear** to return to idle prompt

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

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **More**

VOID TABS OPEN TRANS TIPS Touch **Open Tips**

SERVER ID Key server id Press **Enter** or Press **Enter** for all

PRINTING OPEN TIPS... Press **Clear** 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.

IDLE PROMPT Touch **Credit**

AUTH CLOSE INQUIRY Touch **Close**

TOTALS CORRECT? \$0.00 YES NO Touch **Yes** to confirm close

DIALING..... Terminal communicates with the host for approval

BATCH CLOSE COMPLETE Press **Clear** to return to idle prompt

PARTIAL APPROVAL Use this function to process a partial approval transaction.

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Sale**

CREDIT SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Key expiration date and press **Enter**

VISA SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

DIALING..... Terminal communicates with the host for approval

COLLECT \$0.00 ACCEPT PARTIAL AMOUNT YES/NO Touch the desired option

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt

APPROVED OK 0000-00 AVS = XXX Press **Clear** to return to idle prompt

FIRST DATA FD 400 QUICK REFERENCE GUIDE

Restaurant
{750FD400}

SALE OFFLINE: Use this function to process a transaction offline when there is no connection to the host.

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE OFFLINE Touch **Sale Offline**

CREDIT SALE SWIPE CARD **OFFLINE MODE** Swipe card or manually key card number and press **Enter**

EXPIRE DATE MMY Key expiration date and press **Enter**

ENTER AMOUNT \$0.00 Key amount and press **Enter**

DIALING.....

AUTHORIZATION REQUIRED **OFFLINE MODE** Touch **Yes** to print customer receipt

PRINT CUST RECEIPT YES NO

AUTHORIZE PENDING SALES YES NO Press desired option and follow terminal prompts. Press **Clear** to return to idle prompt

AUTH PENDING: Use this function to upload transactions that were processed in offline mode.

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **Pending Sales**

AUTH VIEW PRINT PENDING PENDING PENDING Touch **Auth Pending**

TRANSMITTING PRINTING AUTH STATUS Terminal communicates with the host for approval

AUTH STATUS APPROVED #### FAILED #### PENDING #### Press **Clear** to return to idle prompt

RE-AUTH FAILED: Use this function to attempt to authorize previously failed transactions.

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **Pending Sales**

RE-AUTH VIEW PRINT FAILED FAILED FAILED Touch **Re-Auth Failed**

TRANSMITTING PRINTING AUTH STATUS Terminal communicates with the host for approval

AUTH STATUS APPROVED #### FAILED #### PENDING #### Press **Clear** to return to idle prompt

Delete Pending: Use this function to delete transactions that were processed in offline mode.

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **Pending Sales**

AUTH VIEW PRINT PENDING PENDING PENDING Touch **View Pending**

VS SALE CLK/SRV 0000 ##### AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV SELECT NEXT> Touch **Select**

VS SALE CLK/SRV 0000 ##### AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PRINT AUTH DELETE> Touch **Delete**

TRANSACTION DELETED Press **Clear** to return to idle prompt

PRINT FAILED: Use this function to print an authorization status report showing the failed transactions.

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **Pending Sales**

RE-AUTH VIEW PRINT FAILED FAILED FAILED Touch **Print Failed**

PRINTING AUTH STATUS Terminal prints failed status report. Press **Clear** to return to idle prompt

PRINT PENDING: Use this function to print all transactions that were accepted while in Offline Mode/Store N' Forward.

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **Pending Sales**

AUTH VIEW PRINT PENDING PENDING PENDING Touch **Print Pending**

PRINTING AUTH STATUS Terminal prints pending status report. Press **Clear** 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.

IDLE PROMPT Touch **Credit**

AUTH CLOSE INQUIRY Touch **Close**

TOTALS CORRECT? \$0.00 YES NO Touch **Yes** to confirm close

DIALING..... Terminal communicates with the host for approval

BATCH CLOSE COMPLETE Press **Clear** to return to idle prompt

VIEW FAILED: Use this function to view an authorization status report showing the failed transactions.

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **Pending Sales**

RE-AUTH VIEW PRINT FAILED FAILED FAILED Touch **View Failed**

VS SALE CLK/SRV 0000 ##### AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV SELECT NEXT> To scroll through transactions touch Prev or Next. Press clear to return to idle prompt.

VIEW PENDING: Use this function to view all transactions that were accepted while in Offline Mode/Store N' Forward.

IDLE PROMPT Touch **Credit**

TIPS PENDING MORE SALES Touch **Pending Sales**

AUTH VIEW PRINT PENDING PENDING PENDING Touch **View Pending**

VS SALE CLK/SRV 0000 ##### AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV SELECT NEXT> To scroll through transactions touch Prev or Next. Press clear to return to idle prompt.

Store and Forward Mode: This feature must be set in the terminal profile managed by the terminal help desk.

Not Allowed – Store and Forward cannot be enabled while in the mode.

Stay Offline – Terminal will only process in the offline mode.

Offline On Demand – Terminal goes into Store and Forward mode when signal is low or there is no coverage.

**FIRST DATA
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QUICK REFERENCE GUIDE**

Store and Forward

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Activation: Use this function to activate a gift card.

IDLE PROMPT	Touch Gift
ACTIVATE RELOAD REDEEM	Touch Activate
SWIPE CARD	Swipe card
ACTIVATE AMOUNT \$0.00	Key amount and press Enter
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch Yes to print customer receipt.
APPROVED #####	Press Clear to return to idle prompt

Redeem: Use this function to redeem full or partial value from an account.

IDLE PROMPT	Touch Gift
ACTIVATE RELOAD REDEEM	Touch Redeem
REDEEM PRE POST AUTH AUTH	Touch Redeem
SWIPE CARD	Swipe card or key account number and press Enter
REDEEM AMOUNT \$0.00	Key amount and press Enter
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch Yes to print customer receipt.
APPROVED #####	Press Clear to return to idle prompt

Reload: Use this function to add more value to an already activated card.

IDLE PROMPT	Touch Gift
ACTIVATE RELOAD REDEEM	Touch Reload
SWIPE CARD	Swipe card or key account number and press Enter
RELOAD AMOUNT \$0.00	Key amount and press Enter
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch Yes to print customer receipt.
APPROVED #####	Press Clear to return to idle prompt.

Balance Inquiry: Use this function to determine the remaining value on a card.

IDLE PROMPT	Touch Gift
CASH INQUIRY TRANSFER OUT	Touch Inquiry
SWIPE CARD	Swipe card or key account number and press Enter
DIALING...	Terminal communicates to the host for information.
APPROVED #####	Press Clear to return to idle prompt

Balance Transfer: Use this function to transfer all the value from one card to another non-activated card.

IDLE PROMPT	Touch Gift
CASH INQUIRY TRANSFER OUT	Touch Transfer
ENTER OLD CARD #	Key account number and press Enter
SWIPE NEW CARD	Swipe card
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch Yes to print customer receipt.
APPROVED #####	Press Clear to return to idle prompt

Close: Use this function to clear all the current Gift Card transactions in the terminal.

IDLE PROMPT	Touch Gift
CLOSE VOID MORE	Touch Close
CLOSE BATCH? YES NO	Touch Yes
PRINTING REPORT...	Close report prints.
GIFT CARD BATCH CLOSE COMPLETE	Press Clear to return to idle prompt

Duplicate Receipt: Use this function to reprint any transaction in the current Gift Card batch.

IDLE PROMPT	Touch Gift
CLOSE VOID MORE	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch Reprint
ENTER TRANS #	Key trans # press Enter
PRINT CUSTOMER RECEIPT YES NO	Touch desired option
REPRINT VIEW PRINT RPRT RPRT	Press Clear three times to exit

Reports: Use this function to print a report of transactions in the current Gift Card batch.

IDLE PROMPT	Touch Gift
CLOSE VOID MORE	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch Print Reports
NET CARD SERVER TOTAL DETAIL BATCH HISTORY	Touch desired option
TERMINAL MAY PROMPT: ENTER CLERK/SERVER #	Key clerk /server number and press Enter
NET CARD SERVER TOTAL DETAIL BATCH HISTORY	Press Clear to exit

View Transactions: Use this function to view transactions in the current Gift Card batch.

IDLE PROMPT	Touch Gift
CLOSE VOID MORE	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch View Reports
NET CARD SERVER TOTAL DETAIL DETAIL	Touch desired option
TERMINAL MAY PROMPT: ENTER TRAN # CLERK/SERVER ID	Key transaction number and press Enter Key clerk /server id and press Enter
{trans. type} {seq. number} AUTH CODE ##### CLK ### TRACE #### AMOUNT \$\$.\$\$ CCCCCCCCCCCCCCCC < >	Touch right/left arrow for next transaction or press Clear to return to idle prompt.

Cash Out: This function allows the consumer to receive all of the stored value on an activated card as cash.

IDLE PROMPT Touch **Gift**

CASH INQUIRY TRANSFER OUT Touch **Cash Out**

SWIPE CARD Swipe card or key account number and press **Enter**

DIALING... Terminal communicates to the host for approval.

APPROVED #####
PAYOUT \$\$. \$\$ Terminal displays total Payout amount.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED #####
PAYOUT \$\$. \$\$ Press **Clear** to return to idle prompt.

Void: Use this procedure to void a previous Gift Card transaction in the current batch.

IDLE PROMPT Touch **Gift**

CLOSE VOID MORE Touch **Void**

ENTER TRANS # Key transaction number and press **Enter**

VS SALE 00000 #####
SRV 0000 TRACE #####
AMOUNT \$0.00
XXXXXXXXXXXXXXXXXX
<PREV VOID NEXT> Touch **Void**

VOID TRANS? YES NO Touch **Yes**

DIALING... Terminal communicates to the host for approval.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

Pre Auth: Use this function to obtain pre-authorization for an estimated amount.

IDLE PROMPT Touch **Gift**

ACTIVATE RELOAD REDEEM Touch **Redeem**

REDEEM PRE POST AUTH AUTH Touch **Pre Auth**

SWIPE CARD Swipe card or key account number and press **Enter**

PRE-AUTH AMOUNT \$0.00 Key pre-auth amount and press **Enter**

DIALING... Terminal communicates to the host for approval.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

Post Auth: Use this function to capture a Voice Authorization or Authorization Only in the current, unsettled batch.

IDLE PROMPT Touch **Gift**

ACTIVATE RELOAD REDEEM Touch **Redeem**

REDEEM PRE POST AUTH AUTH Touch **Post Auth**

ENTER TRANS # Key trans # and press **Enter**

CONFIRM TRANS TRANS # ####

YES NO Touch **Yes** to confirm transaction

SALE AMOUNT \$0.00 Key amount and press **Enter**

DIALING... Terminal communicates to the host for approval.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

FIRST DATA GIFT CARD FD 400® QUICK REFERENCE GUIDE

{750FD400}

LOYALTY ACCOUNT ACTIVATION. Use this procedure to activate a loyalty account at the point of sale terminal.

IDLE PROMPT Touch **Loyalty**

SALE REDEEM ADD Touch **Add**

LOYALTY ADD SWIPE CARD Swipe Card

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

LOYALTY CASH TRANSACTION. Use this function to perform a cash transaction when a loyalty card is present.

IDLE PROMPT Touch **Loyalty**

SALE REDEEM ADD Touch **Sale**

LOYALTY SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

LOYALTY SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

LOYALTY SALE FINAL AMOUNT \$0.00 Press **Clear** to return to idle prompt

POINTS REDEMPTION. Use this procedure when a loyalty account is used to redeem points for payment.

IDLE PROMPT Touch **Loyalty**

SALE REDEEM ADD Touch **Redeem**

LOYALTY REDEEM SWIPE CARD Swipe card or manually key card number and press **Enter**

ENTER # OF POINTS Key number of points and press **Enter**

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

LOYALTY REDEEM COMPLETE Press **Clear** to return to idle prompt

LOYALTY REPRINT Use this function to reprint the last loyalty transaction stored in the terminal's memory.

IDLE PROMPT Touch **Loyalty**

REPORTS REPRINT INQUIRY Touch **Reprint**

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

Press **Clear** to return to idle prompt

LOYALTY INQUIRY Use this function to perform an Inquiry about the status of an account.

IDLE PROMPT Touch **Loyalty**

REPORTS REPRINT INQUIRY Touch **Inquiry**

LOYALTY INQUIRY SWIPE CARD Swipe card or manually key card number and press **Enter**

DIALING..... Terminal communicates with the host for approval

LOYALTY INQUIRY COMPLETE Press **Clear** to return to idle prompt

LOYALTY REPORT. Use this function to print a POS status report for loyalty transactions.

IDLE PROMPT Touch **Loyalty**

REPORTS REPRINT INQUIRY Touch **Reports**

DIALING..... Terminal communicates with the host

LOYALTY REPORT COMPLETE Press **Clear** to return to idle prompt

Credit Card Payment with Separate Loyalty Card Used for Loyalty. Use this function to make a purchase using credit card and a standalone loyalty card is present.

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Sale**

CREDIT SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

VISA SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

LOYALTY CARD PRESENT? Touch **Yes**

LOYALTY SWIPE CARD Swipe card or manually key card number and press **Enter**
If customers credit card is setup as loyalty, you will reswipe the credit card

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt

APPROVED OK 0000-00 Press **Clear** to return to idle prompt

LOYALTY REVERSAL. Use this function to reverse a previously approved loyalty award transaction.

IDLE PROMPT Touch **Loyalty**

BACK REVERSAL Touch **Reversal**

REVERSE SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

SELECT LID Key the loyalty transaction ID press **Enter**

DIALING..... Terminal communicates with the host

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt.

LOYALTY REVERSAL COMPLETE Press **Clear** to return to idle prompt

Debit Card Payment with Separate Loyalty Card Used for Loyalty. Use this function to make a purchase using debit card and a standalone loyalty card is present.

IDLE PROMPT Touch **Debit**

SALE REFUND Touch **Sale**

DEBIT SALE SWIPE CARD Swipe debit card

EDS DEBIT SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

CASH BACK AMT \$0.00 Key cash back amount and press **Enter**

PLEASE ENTER PIN Key pin number and press **Enter** **Do not ask customer for the PIN**

LOYALTY CARD PRESENT? Touch **Yes**

LOYALTY SWIPE CARD Swipe card or manually key card number and press **Enter**
If customers debit card is setup as loyalty, you will reswipe the debit card

DIALING..... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt

APPROVED OK 0000-00 Press **Clear** to return to idle prompt

**FIRST DATA
FD 400
QUICK REFERENCE GUIDE**

Loyalty
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