

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.

CHECK CREDIT DEBIT	Touch Credit
SALE REFUND FORCE AUTH	Touch Sale
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and touch Enter
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password touch Enter
EXPIRE DATE MMY	Key expiration date and touch Enter
CARD PRESENT? YES NO	Touch Yes if the card is present or Touch No if the card is not present
RECURRING PAYMENT?	Touch No if the transaction is not recurring payment or Touch Yes if the transactions is recurring payment
EMAIL OR WEB?	Touch No if the transaction is not e-commerce or Touch Yes if the transaction is e-commerce.
ENTER CARD CODE	Key card code and touch Enter
ENTER CLERK #	Key clerk number and touch Enter
ENTER INVOICE #	Key invoice number and touch Enter
VISA SALE ENTER AMOUNT \$0.00	Key amount and touch Enter
ADDRESS	Key the first 5 digits of the customer's address and touch Enter
ZIP CODE	Key customer's zip code and touch Enter
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Touch Yes to print customer receipt
VISA SALE AUTH/TKT 0000-00 AVS = XXX	Touch Clear to return to idle prompt

PRESALE Use this procedure to print a generic offline non-sale receipt which will include a printed pre tip amount and a blank line for tips and totals.

CHECK CREDIT DEBIT	Touch Credit
SALE REFUND FORCE AUTH CLOSE REPRINT PRE-SALE	Touch Presale
PRE-SALE ENTER AMOUNT \$0.00	Key pre-sale amount and touch Enter
PRINTING PRE-SALE RECEIPT	Touch Clear to return to idle prompt

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

CHECK CREDIT DEBIT	Touch Debit
SALE REFUND	Touch Sale
DEBIT SALE SWIPE CARD	Swipe card <i>Debit card can't be manually keyed</i>
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password touch Enter
ENTER CLERK #	Key clerk number and touch Enter
ENTER INVOICE #	Key invoice number and touch Enter
DEBIT SALE ENTER AMOUNT \$0.00	Key amount and touch Enter
CASHBACK AMT? \$0.00	Key cashback amount and touch Enter
TERMINAL MAY PROMPT: WAITING FOR TIP ENTRY ON PIN PAD	Key tip amount on pin pad and touch Enter
TOTAL ENTER PIN \$0.00	Instruct customer to enter PIN via PIN pad and touch Enter . <i>Do not ask customer for the PIN</i>
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT? YES NO	Touch Yes to print customer receipt
DEBIT SALE APPROVED 000000	Touch Clear to return to idle prompt

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

CHECK CREDIT DEBIT	Touch Credit
SALE REFUND FORCE AUTH	Touch More
VIEW PRINT VOID REPORT REPORT TRANS	Touch Void Trans
ENTER TRANS # # TO VOID	Key trans number and touch Enter
VS SALE 001 CLK 0000 AVS = Y \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT>	Touch Void
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password touch Enter
VOID TRANS? YES NO	Touch Yes
VOID COMPLETE	
VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT>	Touch X to return to idle prompt

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

CHECK CREDIT DEBIT	Touch Credit
SALE REFUND FORCE AUTH	Touch Auth
AUTH ONLY SALE SWIPE CARD	Swipe card or manually key card number and touch Enter
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password touch Enter
EXPIRE DATE MMY	Key expiration date and touch Enter
CARD PRESENT? YES NO	Touch Yes if the card is present or Touch No if the card is not present
RECURRING PAYMENT?	Touch No if the transaction is not recurring payment or Touch Yes if the transactions is recurring payment
EMAIL OR WEB?	Touch No if the transaction is not e-commerce or Touch Yes if the transaction is e-commerce.
ENTER CARD CODE	Key card code and touch Enter
CLERK ID	Key clerk number and touch Enter
ENTER INVOICE #	Key invoice number and touch Enter
VISA AUTH ONLY ENTER AMOUNT \$0.00	Key amount and touch Enter
ADDRESS	Key the first 5 digits of the customer's address and touch Enter
ZIP CODE	Key customer's zip code and touch Enter
DIALING.....	Terminal communicates with the host for approval
APPROVED #####	Touch Clear to return to idle prompt

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

CHECK CREDIT DEBIT	Touch Credit
SALE REFUND FORCE	Touch Refund
CREDIT REFUND SWIPE CARD	Swipe card or manually key card number and touch Enter
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password touch Enter
EXPIRE DATE MMY	Key expiration date and touch Enter
CLERK ID	Key clerk number and touch Enter
ENTER INVOICE #	Key invoice number and touch Enter
<CARD TYPE> REFUND ENTER AMOUNT \$0.00	Key amount and touch Enter
PRINT CUST RECEIPT YES NO	Touch Yes to print customer receipt.
VISA REFUND APPROVED	Touch Clear to return to idle prompt

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

CHECK CREDIT DEBIT	Touch Credit
SALE REFUND FORCE AUTH	Touch Force
CREDIT FORCE SWIPE CARD	Swipe card or manually key card number and touch Enter
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password touch Enter
EXPIRE DATE MMY	Key expiration date and touch Enter
CARD PRESENT? YES NO	Touch Yes if the card is present or Touch No if the card is not present
RECURRING PAYMENT?	Touch No if the transaction is not recurring payment or Touch Yes if the transactions is recurring payment
EMAIL OR WEB?	Touch No if the transaction is not e-commerce or Touch Yes if the transaction is e-commerce.
CLERK ID	Key clerk number and touch Enter
ENTER INVOICE #	Key invoice number and touch Enter
VISA FORCE SALE ENTER AMOUNT \$0.00	Key amount and touch Enter
ENTER AUTH CODE	Key authorization number that was obtained by the voice authorization center and touch Enter
DIALING.....	Terminal communicates with the host for approval
PRINT CUST RECEIPT YES NO	Touch Yes to print customer receipt.
APPROVED #####	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.

CHECK CREDIT DEBIT	Touch Credit
SALE REFUND FORCE AUTH CLOSE REPRINT PRESALE	Touch Reprint
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password touch Enter
ENTER TRANS # #	Key trans number and touch Enter or touch Enter to reprint last receipt
PRINT CUST RECEIPT YES NO	Touch Yes to print customer receipt.
SALE REFUND FORCE AUTH CLOSE REPRINT PRESALE	Touch X to return to idle prompt

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

CHECK CREDIT DEBIT	Touch Credit
SALE REFUND FORCE AUTH CLOSE REPRINT PRESALE BACK MORE	Touch More
VIEW PRINT VOID REPORT REPORT TRANS	Touch Print Report
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password touch Enter
NET CARD CARD TOTAL TOTAL DETAIL	Touch the desired report to print
PRINTING REPORT....	Touch X 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).

CHECK CREDIT DEBIT	Touch Credit
SALE REFUND FORCE AUTH CLOSE REPRINT PRESALE BACK MORE	Touch More
VIEW PRINT VOID REPORT REPORT TRANS	Touch View Report
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password touch Enter
NET CARD CARD TOTAL TOTAL DETAIL	Touch the desired report to view
TERMINAL MAY PROMPT: TRANS OR CLERK#	Key trans or clerk number and press Enter
VS VOID SALE 00000 CLK 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV EDIT NEXT>	Touch X to return to idle prompt or touch Next to scroll through other transactions

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.

CHECK CREDIT DEBIT	Touch Credit
SALE REFUND FORCE AUTH CLOSE REPRINT PRESALE	Touch Close
TERMINAL MAY PROMPT: ENTER PASSWORD	Key password touch Enter
DIALING.....	Terminal communicates with the host for approval
BATCH CLOSE OKAY CLOSE \$0.00 #####	Touch Clear to return to idle prompt

FIRST DATA FD-300 QUICK REFERENCE GUIDE



Retail
(FDO3001)

VOICE AUTHORIZATION NUMBERS

MC/VS _____
 AMEX _____
 DISCOVER/NOVUS _____
 OTHER _____
 CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____
 Merchant ID (MID) _____
 Terminal ID (TID) _____
 Download Telephone Number _____
 Touch Tone or Rotary Dial _____