

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

MM DD, YY HH:MM Swipe card or key card number and press **Yes/Enter**

DEBIT? Press **No/Clear**

EXPIRATION DATE MMY Key expiration date and press **Yes/Enter**

CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

AMOUNT Key amount and press **Yes/Enter**

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

TOTAL \$0.00 CORRECT? YES OR NO Verify totals and press **Yes/Enter**

ENTER ADDRESS Key first 5 numeric digits of customer's address and press **Yes/Enter**

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

COLLECT \$0.00 ACCEPT PARTIAL AMOUNT YES/NO Press the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.

APPROVAL OK0000 AVS CODE: YY CC: X On approval, tear slip and have customer sign the receipt. If CALL CENTER is displayed, call for voice authorization and enter the transaction as an Offline Sale. Press **Cancel** to return to the idle prompt

TIP ADJUSTMENT Use this function to adjust the tip amount.

MM DD, YY HH:MM Press **Adjust**

INVOICE # ACCOUNT # SEQ # AMOUNT CLERK # Press **Clerk**

ENTER CLERK # Key clerk number and press **Yes/Enter**

UNADJUSTED ALL Press **Unadjusted**

<invoice > BASE AMOUNT \$0.00 ENTER TIP \$0.00 Key tip amount and press **Yes/Enter**

TRANSACTION ACCEPTED Press **Cancel** to return to the idle prompt

VIEW TOTALS Batch totals can be viewed at any time for the transactions in the current batch

MM DD, YY HH:MM Press **Function** **5** and **Yes/Enter**

TOTALS # SALES # REFUNDS Press **Enter** to view card type. Press **Cancel** to return to the idle prompt

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

MM DD, YY HH:MM Press **Refund**

ENTER PASSWORD Key password and press **Enter**

DEBIT CREDIT EBT Select **Credit**

SWIPE CUSTOMER CARD Swipe card or key card number and press **Yes/Enter**

EXPIRATION DATE MMY Key expiration date and press **Yes/Enter**

ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

RECURRING TRANS? Y/N Press **No/Clear** if this is not a recurring transaction or press **Yes/Enter** if this is a recurring transaction

EMAIL/WEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

AMOUNT Key amount and press **Yes/Enter**

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

APPROVAL Tear slip and have customer sign the receipt. Press **Cancel** to return to the 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.

MM DD, YY HH:MM Press **Settle**

SETTLE ALL BATCHES GIFT CARD Press desired option

SETTLE ENTER PASSWORD Key password and press **Enter**

SALES TOTAL \$XX.XX CORRECT? Verify Sales total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

REFUND TOTAL \$XX.XX CORRECT? Verify Refund total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

SETTLE OK000000000000 The transactions have been settled for payment. Press **Cancel** to return to the idle prompt

HYPERCOM® T4200 SERIES QUICK REFERENCE GUIDE

Retail (Config 071)

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

MM DD, YY HH:MM Press **Reports**

REPORTS Key password and press **Enter**

AUDIT SUMMARY CLERK Press desired report, then follow additional prompts

PLEASE WAIT PRINTING... Report is printing

OFFLINE SALE Use this function to capture transactions when voice approval has been obtained. Sometimes referred to as a forced transaction.

MM DD, YY HH:MM Press **Offline**

SWIPE CUSTOMER CARD Swipe card or key card number and press **Yes/Enter**

EXPIRATION DATE MMY Key expiration date and press **Yes/Enter**

CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

RECURRING TRANS? Y/N Press **No/Clear** if this is not a recurring transaction or press **Yes/Enter** if this is a recurring transaction

EMAIL/WEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

AMOUNT Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key requested information and press **Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify totals and press **Yes/Enter**

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

ENTER APPROVAL CODE Key authorization number obtained through the voice authorization center and press **Yes/Enter**

TRANSACTION ACCEPTED Tear slip and have customer sign the receipt. Press **Cancel** to return to the idle prompt.

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

MM DD, YY HH:MM Press **Function** **73** and **Yes/Enter**

ENTER INVOICE NUMBER Key requested information (i.e. Invoice Number) and or press **Yes/Enter**

CUSTOMER COPY MERCHANT COPY BOTH COPIES Press desired option

Terminal returns to idle prompt

DEBIT Use this function to authorize and capture a debit transaction for settlement. Note: Debit cards cannot be entered manually.

MM DD, YY HH:MM Swipe debit card

SAL+CSH ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

SAL+CSH SALE AMOUNT \$0.00 Key amount and press **Yes/Enter**

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

SAL+CSH CASH AMOUNT \$0.00 Key cash back amount and press **Yes/Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify total amount and press **Yes/Enter**

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

SAL+CSH WAITING FOR PIN Press **Enter** Do not ask customer for the PIN

SAL+CSH APPROVAL OK 000000 On approval, tear slip and press **Cancel** to return to the idle prompt

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

MM DD, YY HH:MM Press **Function** **21** and **Yes/Enter**

INVOICE # ACCOUNT # CLERK # AMOUNT Press desired option

ENTER LAST 5 DIGITS ENTER SEQ # ENTER AMOUNT ENTER CLERK # Verify transaction. Press **2** to display menu or press **Cancel** to return to the idle prompt

ADJUST REPRINT Press **Void**

PREVIOUS NEXT Tear slip and press **Cancel** to return to the idle prompt

VOID TRANSACTION ACCEPTED

SALE (Swiped or Manually Keyst) 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.

MM DD, YY HH:MM Swipe card or key card number and press **Yes/Enter**

DEBIT? Press **No/Clear**

EXPIRATION DATE MMY Key expiration date and press **Yes/Enter**

CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

RECURRING TRANS? Y/N Press **No/Clear** if this is not a recurring transaction or press **Yes/Enter** if this is a recurring transaction.

EMAIL/WEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

AMOUNT Key amount and press **Yes/Enter**

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

TOTAL \$0.00 CORRECT? YES OR NO Verify totals and press **Yes/Enter**

ENTER ADDRESS Key first 5 numeric digits of customer's address and press **Yes/Enter**

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

VERIFICATION CODE Press desired option.

TERMINAL MAY PROMPT: <CARD TYPE> ENTER CARD CODE Key in 3 digit card code and press **Yes/Enter** or press **Yes/Enter** for other options. The card code can be found on the signature line of the customer's credit card.

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

TAX AMOUNT \$0.00 Key tax amount and press **Yes/Enter**

TAX EXEMPT? YES OR NO Press **Yes/Enter** if transaction is tax exempt. If **No/Clear** is pressed, tax will be requested again (only displayed if tax = \$0.00).

APPROVAL OK0000 AVS CODE: YY CC: X On approval, tear slip and have customer sign the receipt. If CALL CENTER is displayed, call for voice authorization and enter the transaction as an Offline Sale. Press **Cancel** to return to the idle prompt