

HyperWare® Retail Software

Quick Reference Card

T7Plus with SPOS 09A

Note: Printing a second receipt, the customer receipt, is an option for all transactions.

Credit Sale

| Terminal Display | Action |
|---------------------|---|
| SWIPE CUSTOMER CARD | Swipe credit card through card reader. |
| AMOUNT \$0.00 | Enter amount of sale, press ENTER . |
| COMMS | Terminal dials host. |
| RESPONSE | Approval number is displayed on screen, and printed on receipt. |
| Approval 123456 | |

Debit Sale

| Terminal Display | Action |
|---------------------|---|
| SWIPE CUSTOMER CARD | Press Debit button. |
| SWIPE CUSTOMER CARD | Swipe card through card reader. |
| AMOUNT \$0.00 | Enter amount of sale, press ENTER . |
| Waiting for PIN | Customer enters PIN on attached PIN Pad. |
| COMMS | Terminal dials host. |
| RESPONSE | Approval number is displayed on screen, and printed on receipt. |
| Approval 123456 | |

EBT Sale

| Terminal Display | Action |
|--------------------------------|--|
| SWIPE CUSTOMER CARD | Press E-Mail button. |
| SWIPE CUSTOMER CARD | Swipe card through card reader. |
| 1-FOOD STAMP 2-CASH BENEFIT | Press 1 for FOOD STAMP or 2 for CASH BENEFIT, press ENTER . |
| SALE AMOUNT \$0.00 | Enter amount of sale, press ENTER . |
| Waiting for PIN | Customer enters PIN on attached PIN Pad. |
| COMMS | Terminal dials host. |
| RESPONSE | Approval number is displayed on screen, and printed on receipt. |
| Approval 123456 | |

Credit Refund

| Terminal Display | Action |
|---------------------|---|
| SWIPE CUSTOMER CARD | Press Refund button. |
| SWIPE CUSTOMER CARD | Swipe card through card reader. |
| AMOUNT \$0.00 | Enter amount of refund, press ENTER . |
| COMMS | Terminal dials host. |
| RESPONSE | Approval number is displayed on screen, and printed on receipt. |
| Approval 123456 | |

Debit Refund

| Terminal Display | Action |
|---------------------|---|
| SWIPE CUSTOMER CARD | Press Debit and Refund buttons. |
| SWIPE CUSTOMER CARD | Swipe card through card reader. |
| AMOUNT \$0.00 | Enter amount of refund, press ENTER . |
| Waiting for PIN | Customer enters PIN on attached PIN Pad. |
| COMMS | Terminal dials host. |
| RESPONSE | Approval number is displayed on screen, and printed on receipt. |
| Approval 123456 | |



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Reprint Last Receipt

| Terminal Display | Action |
|--------------------------------------|---|
| SWIPE CUSTOMER CARD | Press Function, 72 , then ENTER . |
| 1-MERCHANT RECPT 2-CUSTOMER RECPT | Press 1 for MERCHANT RECEIPT or press 2 for CUSTOMER RECEIPT, then ENTER . |
| REPRINT COMPLETE | Receipt is printed. |

Offline/Force

| Terminal Display | Action |
|--|---|
| SWIPE CUSTOMER CARD | Press Off Line button. |
| **OFFLINE MODE** ENTER ACCOUNT NUMBER | Enter card number, press ENTER . |
| EXPIRATION DATE MMY | Enter expiration date, press ENTER . |
| AMOUNT \$0.00 | Enter amount of sale, press ENTER . |
| ENTER APPROVAL CODE | Enter approval code from voice authorization. |
| TRANSACTION ACCEPTED | Offline/Force is complete. |

Batch Report (Summary)

| Terminal Display | Action |
|----------------------|--|
| SWIPE CUSTOMER CARD | Press Reports button. |
| 3-AUDIT 4-SUMMARY | Press 4 , then ENTER . |
| SCANNING BATCH | Terminal scans for Batch Totals and prints Summary Report. |

Batch Report (Audit)

| Terminal Display | Action |
|----------------------|---|
| SWIPE CUSTOMER CARD | Press Reports button. |
| 3-AUDIT 4-SUMMARY | Press 3 , then ENTER . |
| HOST NUMBER | Enter Host Number or '0' for all hosts. |
| PRINTING | Audit report is printed. |

Batch Settle

| Terminal Display | Action |
|-----------------------|--|
| SWIPE CUSTOMER CARD | Press Settle button. |
| ENTER PASSWORD | Enter password, press ENTER . |
| HOST NUMBER | Press 0 for all hosts or enter Host Number, then ENTER . |
| SCANNING BATCH | Terminal scans for Batch Totals. |
| SALES TOTAL CORRECT? | Press YES to confirm sale. |
| REFUND TOTAL CORRECT? | Press YES to confirm refund total. |
| SCANNING BATCH | Terminal scans for Batch Totals. |
| COMMS | Terminal dials host. |
| RESPONSE | Settlement is complete. |
| Approval 123456 | |
| SCANNING BATCH | Settlement report is printed. |



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