

**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 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 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  
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