

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
FD 400
QUICK REFERENCE GUIDE**

Store and Forward

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