
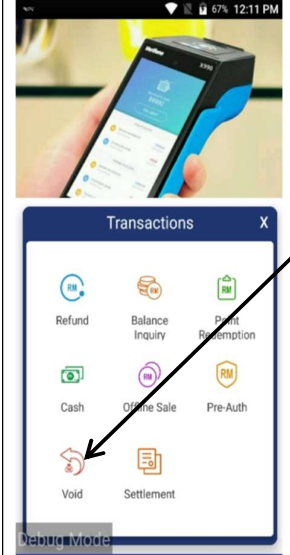
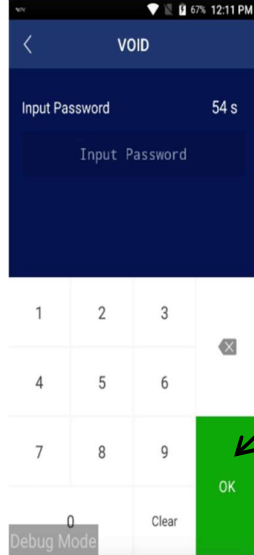

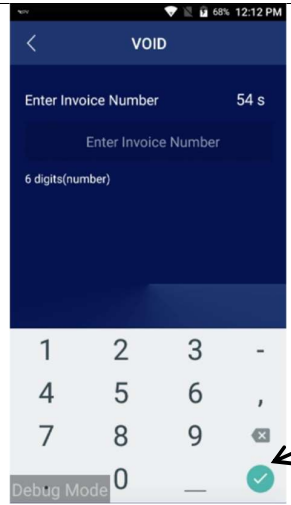
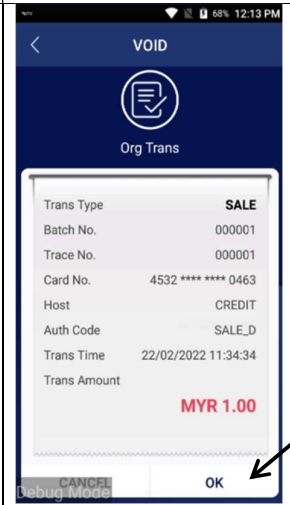
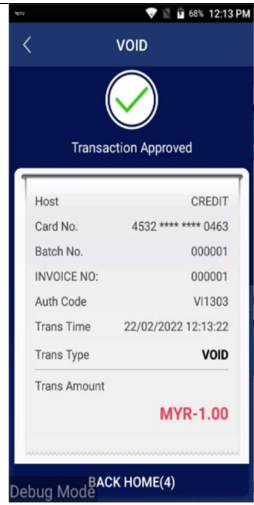



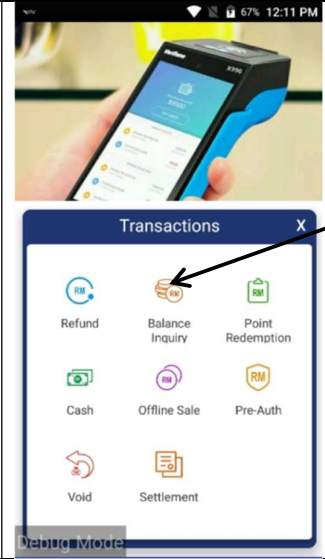

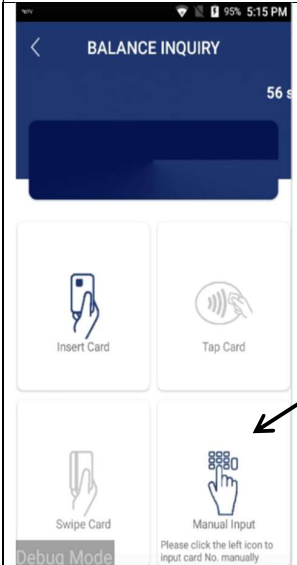
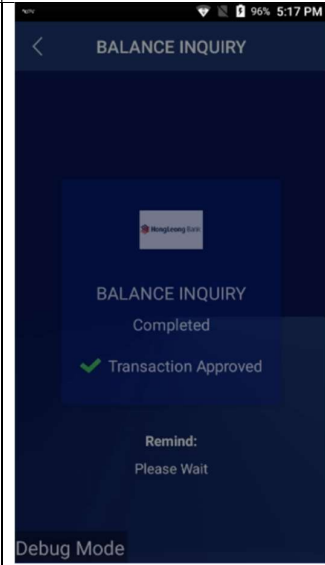
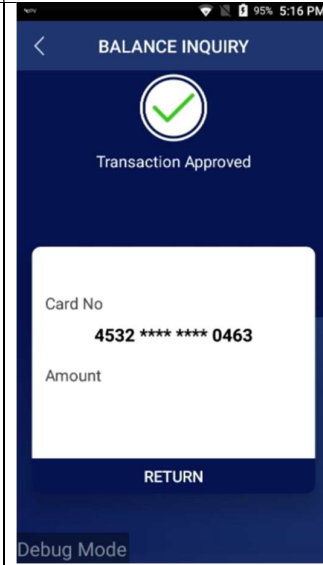
## HOW TO PERFORM A SALE

	<p><b>1</b> Invoke a sale transaction by pressing on the 'Sale' icon</p>		<p><b>2</b> Amount screen will be prompted. Using the keypad input the transaction amount.</p> <p><b>3</b> Press the card icon (blue) button at the bottom right to perform transaction by credit card</p>		<p><b>4</b> Next you will be prompted to either insert, tap or swipe card. For manual entry you need to press manual entry icon</p>
	<p><b>5</b> Press credit host for continuing the transaction.</p>		<p><b>6</b> If it's a pin enabled transaction, you will then be prompted to enter the password/pin using the keypad/randomized keypad. Once confirmed correct then press CONFIRM to continue.</p>		<p><b>7</b> Terminal will then communicate with host for approval. Upon approval a receipt will be printed and then prompt to print second copy of receipt for customer.</p> <p>If have error, its will be prompted on the screen.</p>

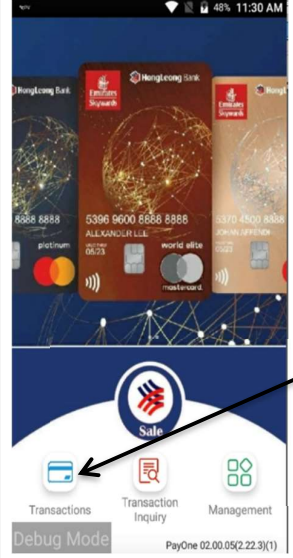
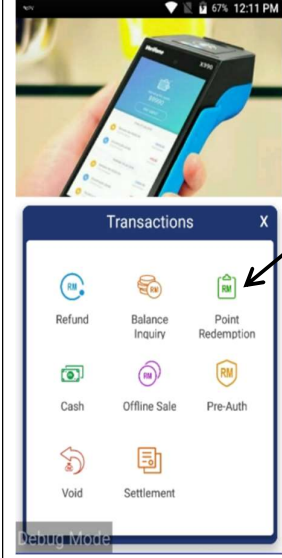

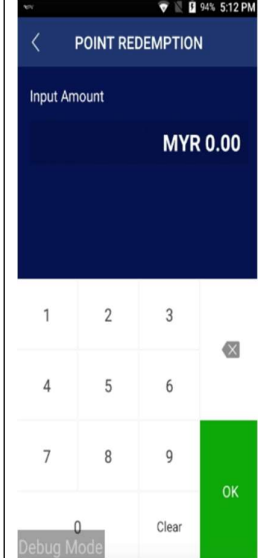
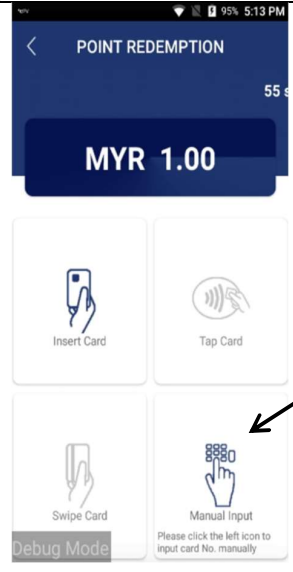
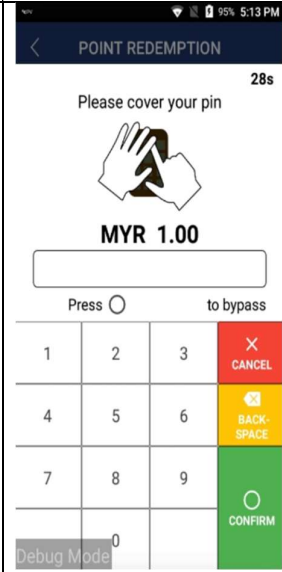
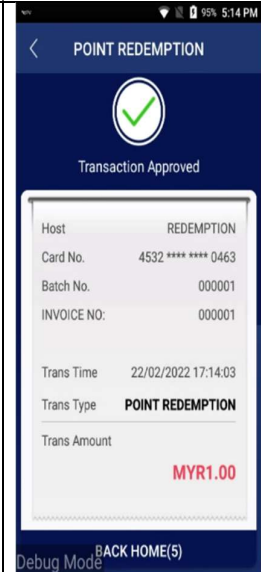
## HOW TO PERFORM A VOID

	<p><b>1</b> The void function is categorized in 'Transactions' option. Select 'Transactions' to bring up the options</p>		<p><b>2</b> Select Void to invoke the function.</p>		<p><b>3</b> Void will be password protected function so you will need to enter the password to proceed. Press OK when finish enter password</p>		<p><b>4</b> Next you will be prompted to select the host of the transaction you want to do void.</p>
	<p><b>5</b> Next you will be prompted to enter the invoice no of the transaction to void. If transaction is not found it will prompt 'Trans not found'.</p>		<p><b>6</b> Details of the original transaction will be displayed for confirmation to void. To confirm press OK</p>		<p><b>7</b> Terminal will then communicate with host for approval. Upon approval a receipt will be printed and then prompt to print second copy of receipt for customer.</p> <p>If have error, it will be prompted on the screen.</p>		


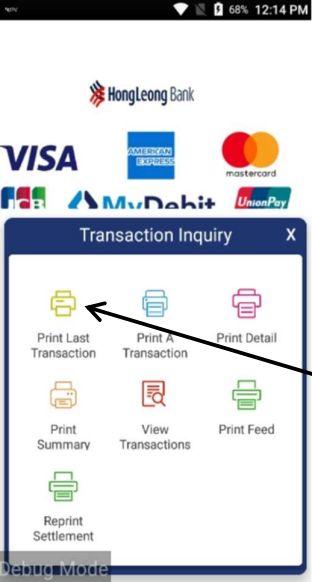
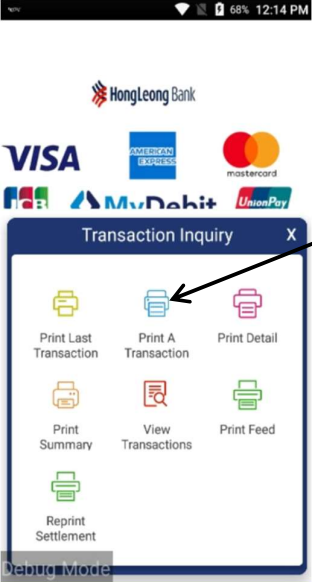
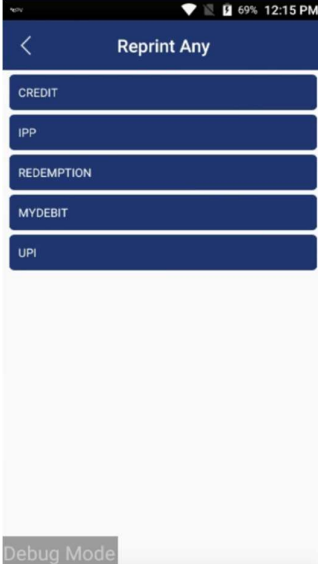
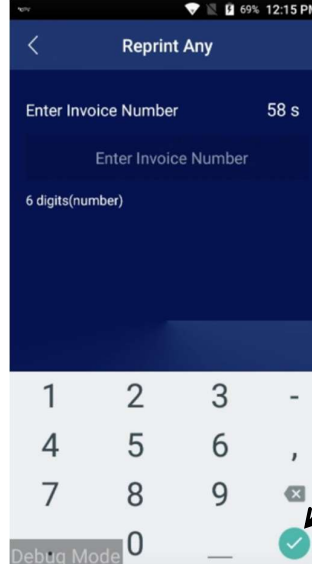
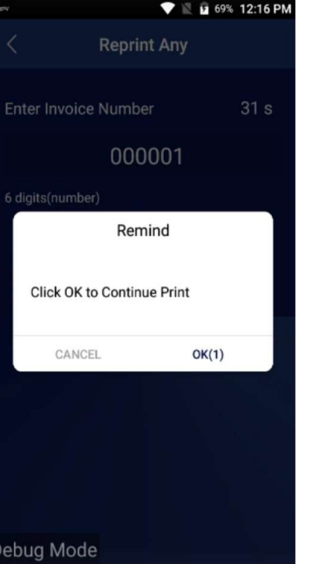
## HOW TO PERFORM BALANCE INQUIRY

	<p><b>1</b></p> <p>The Balance Inquiry function is categorized in 'Transactions' option. Select 'Transactions' to bring up the options.</p>		<p><b>2</b></p> <p>Select Balance Inquiry to invoke the function.</p>		<p><b>3</b></p> <p>Balance Inquiry will be password protected function so you will need to enter the password to proceed. Press OK when finish enter password</p>
	<p><b>5</b></p> <p>Next you will be prompted to insert card. For manual entry you need to press manual entry icon.</p>		<p><b>6</b></p> <p>Next if the transaction success, terminal will prompt transaction approved.</p> <p>On error the error will be prompted on the screen.</p>		<p><b>7</b></p> <p>Terminal will then communicate with host for approval. Upon approval a receipt will be printed and then prompt to print second copy of receipt for customer.</p> <p>If have error, its will be prompted on the screen.</p>

## HOW TO PERFORM POINT REDEMPTION


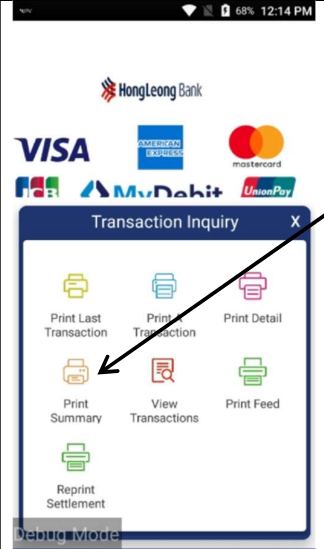
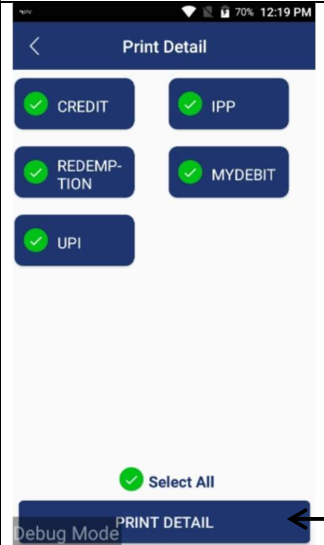
	<p><b>1</b> The point Redemption function is categorized in 'Transactions' option. Select 'Transactions' to bring up the options.</p>		<p><b>2</b> Select Point Redemption to invoke the function.</p>		<p><b>3</b> Point Redemption will be password protected function so you will need to enter the password to proceed. Press OK when finish enter password</p>		<p><b>4</b> Amount screen will be prompted. Using the keypad input the transaction amount.</p>
	<p><b>5</b> Next you will be prompted to insert card. For manual entry you need to press manual entry icon.</p>		<p><b>6</b> If it's a pin enabled transaction, you will then be prompted to enter the password/pin using the keypad/ randomized keypad. Once confirmed correct then press CONFIRM to continue.</p>		<p><b>7</b> Terminal will then communicate with host for approval. Upon approval a receipt will be printed and then prompt to print second copy of receipt for customer.</p> <p>If have error, its will be prompted on the screen.</p>		

## HOW TO PERFORM REPRINT / REPRINT SELECT

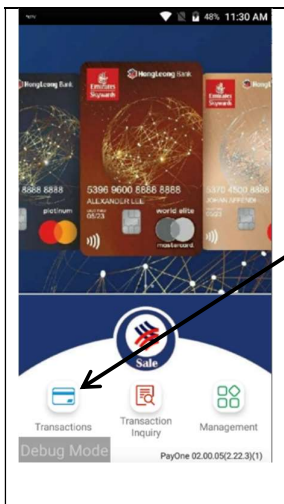
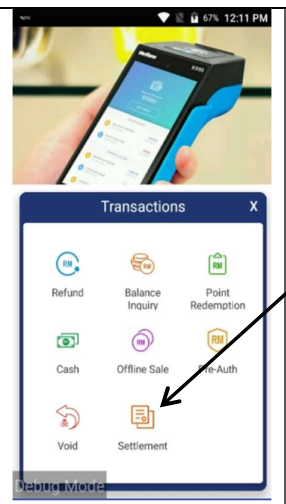
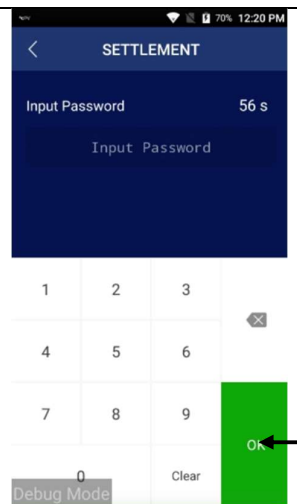
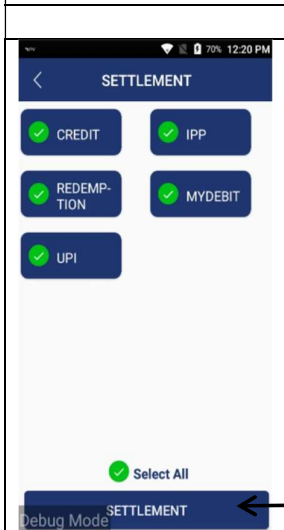
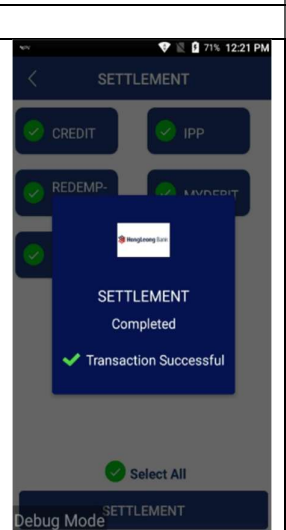
	<p><b>1</b> To do reprint of transaction select 'Transaction Inquiry'</p>		<p><b>2a</b> To reprint last receipt, just press 'Print Last Transaction'. It will print Merchant Copy followed by a prompt whether to Customer Copy. Press Cancel if only Merchant Copy is required.</p>		<p><b>2b</b> To reprint a specific transaction receipt, select 'Print A Transaction'</p>
	<p><b>3b</b> Next you will be prompted to select the host of the transaction you want to do reprint</p>		<p><b>4b</b> Next you will be prompted to enter the trace no/invoice no of the transaction to reprint. If transaction is not found it will prompt 'Trans not found'.</p>		<p><b>5b</b> When transaction is located it will print Merchant Copy followed by a prompt whether to Customer Copy. Press Cancel if only Merchant Copy is required.</p>



## HOW TO PERFORM SUMMARY REPORT PRINTING / DETAIL REPORT PRINTING

	<p><b>1</b> To print Summary Report, select 'Transaction Inquiry'</p>		<p><b>2a</b> Then select 'Print Summary' option.</p>		<p><b>3a</b> Select the host which the Summary Report is to be generated. If every host is required then you can click on Select All. When selection is made then press PRINT SUMMARY</p>
	<p><b>2b</b> To print Detail Report, select Re-Print</p>		<p><b>3b</b> Select the host which the Detail Report is to be generated. If every host is required then you can click on Select All. When selection is made then press PRINT DETAIL. A detailed transaction lists will be printed.</p>		

## HOW TO PERFORM A SETTLEMENT

	<p><b>1</b></p> <p>The settlement function is under the 'Transactions'</p>		<p><b>2</b></p> <p>Select Settlement to invoke the function.</p>		<p><b>3</b></p> <p>Settlement will be password protected function so you will need to enter the password to proceed. Press OK when finish enter password</p>
	<p><b>4</b></p> <p>Select the host which the Settlement is to be performed. If every host is required then you can click on Select All. When selection is made then press SETTLEMENT</p>		<p><b>4</b></p> <p>Each host will be process individually and all successful settled host will generate a Total Report with every host batch closed</p>		



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