

VERIFICATION BRONZE PROGRAM

Terminal Guide

MOBILESCOPE 5000

How to Scan a Check

1. Select Check.
2. Select Verification.
3. Scan Check or Enter MICR manually.
4. To Enter MICR Manually select option "Enter MICR".
5. Enter the Routing/Transit Number and press *Enter*.
6. Enter the Account Number and press *Enter*.
7. Enter Check Number and press *Enter*.
8. Enter check writer's Phone Number and press *Enter*.
9. Swipe DL or key DL in manually.
10. To Scan DL Manually select *Manual Entry*.
11. Select DL State from the scrolling list. Then press *OK*.
12. Enter the DL Number and press *Enter*.
13. Enter check writer's Last Name and press *OK*.
14. Enter check writer's First Name and press *OK*.
15. Enter Amount and press *Enter*.
16. "Terminal connecting to server..."
17. Terminal will then prompt to print a receipt. Select *Yes* for receipt.

ORION

How to Scan a Check

1. Select *Check*.
2. Select *6* for Verify Only.
3. Insert Check.
4. Enter Amount of Check then press *Enter*.
5. Slide DL (if DL can be swiped). If not, proceed with step 6.
6. Select the appropriate state code from the menu or press the *back* key to enter state code manually.
7. Key In Drivers License and Press *Enter*.
8. Terminal Dials out. "Authorizing..."

DIONICA

How to Scan a Check

1. Select *Check*.
2. Select *Trans*.
3. Select *Verify Only*.
4. Terminal will prompt for the Bank Number, key in the routing number and press *Enter*.
5. Terminal will prompt for Account Number, key in account number and press *Enter*.
6. Terminal will prompt for the check number, key in check number and press *Enter*.
7. Terminal will prompt to Enter Amount, key in the amount of the check and press *Enter*.
8. Terminal will prompt swipe license or press enter. If the DL has a Mag Stripe, swipe the license through the Mag Stripe reader. If the license has no Mag Stripe, press *Enter*.
9. Terminal will prompt Enter State Code, key in the 2 digit state code and press *Enter*.
10. Dialing.....Once the terminal obtains the authorization, a receipt will print with the auth number. Write this number on the face of the check along with the phone number and DL number.

TRANZ 330 / 380 / 460

How to Scan a Check

1. Press the "Free Key" (The key programmed to start the Check Program.)
2. Terminal will display the default state, if correct, press *Enter*. If the Drivers License is different from the state you are in, key in the state code for the corresponding state.
3. Terminal will display "KEY IN DL", enter the Drivers License number of the check writer.
4. Terminal will display "Key CHK NBR", key in the check number.
5. Terminal will display "CHK AMT", key in the amount of the check.
6. Terminal will dial out for Authorization #.
Example <NO ACH 259-176>

STATE CODES

01 AL	10 DEL	17 IL	25 MA	33 NH	40 OK	49 UT	61 AB	69 PE
02 AK	11 DC	18 IN	26 MI	34 NJ	41 UT	50 VT	62 BC	70 PQ
04 AZ	12 FL	19 IA	27 MN	35 NM	42 PA	51 VA	63 MB	72 YT
05 AR	13 GA	20 KS	29 MO	36 NY	45 SC	53 WA	64 NB	66 GU Guam
06 CA	14 PR	21 KY	30 MT	37 NC	46 SD	54 WV	65 NF	78 VI Virgin
08 CO	15 HI	22 LA	31 NE	38 ND	47 TN	55 WI	NS NS	Islands
09 CT	16 ID	24 MD	32 NV	39 OH	48 TX	56 WY	68 ON	99 Mil. ID

Customer Service: 888-481-0757 Fax: 850-337-9518
Technical Support: 877-438-3249 Fax: 850-337-9539

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John Smith
123 Anywhere Street
America, USA 12345
Date _____ 77058
Pay To The Order Of: _____ Dollars
Memo: _____
⑆012045078⑆⑆102 ⑆⑆120⑆0120450⑆

Name must be imprinted by bank and signature must match. No P.O. box (write physical address if necessary.)

Routing number.

Account number.

Check series # must be 101 or higher. No counter checks accepted.

Check must be written on U.S. account. No altered checks.

CHECKS NOT ACCEPTED FOR ELECTRONIC PROCESSING

*Temporary Checks *Cashier's Checks *Third Party Checks
 *Credit card checks *Money Orders *Payroll Checks

*Checks written to employees or self
 *Payable Through/Equity Line/Loan Checks

*Checks drawn on banks outside of USA.
 *Corporate checks that are not ACH-able (terminal will determine eligibility).

CHECK READER MESSAGES

Check Reader Messages

ERROR IN MICR: This message informs the merchant that the terminal cannot read the check numbers by the magnetic ink provided. The check cannot be verified. If this consistently happens with several checks by different banks, please contact technical support.

ID FLAGGED: This messages alerts the Merchant that the DL License presented is associated with a checking account that has a problem. OVERRIDE only for your most frequent customers. These checks are not guaranteed.

DECLINED CHECK: The message is to inform the Merchant that the check is declined due to problem with the customer's I.D. or account. **THIS CANNOT BE APPROVED OR OVERRIDDEN.**

ERROR IN ID: Check default state to ensure the correct state code was entered. Check to see if DL# has a letter and enter the corresponding letter with the DL#.

TERMINAL QUICK TIPS

- A dedicated phone line for your terminal will insure optimum performance. Shared lines can create problems and should be avoided.
- Be sure to change the state code if you are accepting an Out-of-State Drivers License.
- Letters are made by pressing the corresponding number followed by the Alpha key until the desired letter is displayed, i.e. to obtain the letter C: Press 2. Then press the alpha key 3 times to display the letter "C".

STATE CODES

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Terminal Guide

NURIT

How to Scan a Check

1. Press *Payment* key until Terminal displays "Check Conversion Amount."
2. Press the *Verify* Key, the terminal will display "Check Verify Amount".
3. Key in Amount of Sale (Do enter decimal). Press *Enter*.
4. Terminal will Display "Enter MICR or Use Check Reader."
5. Swipe Check through check reader. If no check reader is attached, key in the Routing number, press *Enter*, then account number, press *Enter*, then the check number, press *Enter*.
6. Terminal will display "1. Personal, 2. Payroll/Business." Select the transaction type by pressing the corresponding number on keypad.
7. Terminal will display "Swipe/EnterDL".
8. Type in the Customers Drivers License Number, including any alpha characters. (To make letters: Press the appropriate number on keypad, then press the Alpha button until the correct letter appears. I.e. For the letter N, press 6 and then the Alpha key twice). Press *Enter*.
9. Terminal will display "Default to (state of location)." If the license presented is Out-of-State, press *Menu/Esc* and key in the corresponding numeric value for the state and press *Enter*.
10. Terminal will dial out for approval.
11. Receipt will print.
12. Terminal will return to original prompt.

TALENTO

How to Scan a Check

1. Press the 7 key.
2. Terminal will display "Enter ST Code". Key in appropriate state code from the listing provided.
3. Terminal will display "Drivers License #", enter the DL number of the check writer including any letters.
4. Terminal will display "Enter Amount". Enter in the amount of the check.
5. Terminal will dial and provide the authorization number, it may be necessary to press the gray arrow button to view the entire response.

LINKPOINT

How to Scan a Check

1. Select Check.
2. Terminal will prompt for Password, key in 0000 and press *Enter*.
3. Terminal will prompt for MICR, key in Routing and Account number from the bottom of check and press *Enter*.
4. Terminal will prompt for Check Number, key in the check number and press *Enter*.
5. Terminal will prompt for State Code, key in the 2 digit state code and press *Enter*.
6. Terminal will prompt for the DL number - key in the DL number of the customer including any letters, omitting any dashes or spaces and press *Enter*.
7. Terminal will prompt for the amount of the check, key in the amount and press *Enter*.
8. Dialing....Once the terminal obtains the authorization, the auth number will be displayed on the screen. Write this number on the face of the check along with the phone number and DL number.

IVI Check Manager

How to Scan a Check

1. Press < 5 > Terminal will display "INSERT CHECK".
2. Insert check into Check Reader as displayed.
3. Terminal will Display "AMOUNT OF CHECK". Type in amount. Press <ENTER>.
4. Terminal will display "DL STATE." Press <ENTER> if state code is correct. If OUT OF STATE, Press <BACKSPACE>, terminal will display "KEY DL STATE", enter appropriate state code from the listing provided.
5. Terminal will display "SWIPE/ENTER DL". Key in DL # including any letters, omitting any dashes or spaces. Press <ENTER>
6. Terminal will dial out for authorization.
7. Terminal will display Authorization #. Example: <123456 KEEP, DEPOSIT CK>

STATE CODES

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VERIFICATION BRONZE PROGRAM

Terminal Guide

HYPERCOM-ICE

How to Scan a Check

1. Select *Sale* from the default screen.
2. Select *New Trans.*
3. Select *Check*.
4. Select *PAPER Check*.
5. Terminal will Display "Drivers License Number."
6. Type in the Customer's D.L #, including any alpha characters. Then press or select *Enter* (To make letters: select the "ABC" option from the display then select "123" to go back to the numeric mode.)
7. The terminal will then prompt to *Enter MICR #*. Insert the Check into check reader, facing inside, from the bottom to the top.
8. The terminal will display *State Code*.
9. Key the Numeric Value for the corresponding state, press *Enter*. (See State codes on page 3)
10. Terminal will prompt for amount.
11. Key the amount and press *Enter*.
12. Terminal will dial out for approval.
13. Terminal will return to original prompt.

Verifone Omni 3200

To Scan a Check

1. Press "*More*" key until you see *CHECK*. Press the "*Function*" key to the right of "Check" on the Display.
2. Terminal will display <Sale> <Verification> <Void> <Admin> Press the "*Function*" Key next to <Verification>, Terminal will Display "*Scan Check*"
3. If a reader is attached, scan the check through reader, if no reader is attached, key in the routing number, press *Enter*, key in the account number, press *Enter*, key in the check number, press *Enter*.
4. The terminal will then prompt for the amount.
5. Key the check amount then Press "Enter".
6. Terminal will display "Enter State code" -, enter the state code from the listing provided, press *Enter*. Terminal will Display: "*Drivers License*."
7. Enter the Drivers License #. (Include any alpha characters).
8. Terminal will dial for Authorization and print "Merchants copy of the Receipt".
9. Press the "*Function*" key next to: "Print customer receipt" for customer's copy.

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HYPERCOM T7P/ T7T/ T7PLUS

How to Scan a Check

1. Press the Check key.
2. Terminal will then prompt: "ACH Check Yes or No." Press the *Clear* key for #. Terminal will Display "Drivers Lic. Number".
3. Type in the Customers Drivers License Number, including any Alpha characters. (To make letters: Hold the Shift key, then press appropriate letter from the keypad.)
4. The terminal will then prompt to "Enter MICR Number." Swipe Check through check reader. If no reader is attached, enter the entire MICR number from the bottom of the check, excluding the check number.
6. Terminal will display "State Code."
7. Key the Numeric Value for the corresponding state, then press *Enter*. (See list of State codes i.e. Florida = 12)
8. Terminal will prompt for amount.
9. Key the amount and press *Enter*.
10. Terminal will dial out for approval. Receipt will print.
11. Terminal will return to original prompt.

Verifone Omni

**3300/3730/3730LE/3740/
3750/VX series**

To Scan a Check

1. Press the *F* Key for <Checks>.
2. Press *F4* for <Verify Only>.
3. The terminal will display "Scan Check or key in MICR DATA and Press Enter" - Insert Check into Reader; or if no reader is attached, enter the entire MICR number from the bottom of the check (excluding the check #) and Press *Enter*. If manually keyed, the terminal will prompt to "Key in the Check Number and Press Enter."
4. The terminal will then prompt for the amount. Key the check amount. Press *Enter*.
5. Terminal will display "Enter State Code" - The terminal defaults to state of location (If Out-of-State license, see List for numeric State Code value) Press *Enter*.
6. Terminal will prompt for the Driver's License #. (Include any alpha characters) The terminal will then dial for Authorization.