

# Mobilescape 5000

## Terminal Guide

### Check Transaction Procedure

John Smith  
123 Anywhere Street  
America, USA 12345

Home Phone # | Auth Code  
Work Phone # | Driver's License #

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.)	Driver's License #, Authorization #, and home phone # must be written on check.	Check series # must be 101 or higher. No counter checks accepted.
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Check must be written on U.S. account. No altered checks.

#### Check Transaction

- Select the check option from the main menu.
- Select "Conversion".
- The terminal will prompt "Swipe Check to Proceed". Scan the check through check reader from right to left with a smooth, even motion.
- The terminal will prompt "Enter Phone Number". Use keypad to enter phone number and press Enter.
- Terminal will prompt "Drivers License Info." Swipe Drivers License or select "Manual Entry". Select State in scrolling window or enter state code and press OK.
- Input Drivers License number and press Enter.
- The terminal will prompt "Enter Last Name", key in the last name using the keypad and press OK.
- The terminal will prompt "Enter First Name", key in the first name using the keypad and press OK.
- The terminal will prompt "Enter Amount". Enter amount of check.
- Terminal will display "Connecting To Server...", the terminal will dial into the host for authorization.
- Have customer sign signature block on screen and press Done.
- A receipt will print with customer's signature on receipt.

#### To Void a Check

- Select the check option from the main menu.
- Select "Void/Reversal".
- The terminal will prompt "Swipe check to proceed" or "Enter Micr".
- After swiping the check input the phone number and press Enter.
- Input the amount of the check and press Enter.
- The terminal will dial out to void the transaction.

#### IMPORTANT NOTICE

Any voids or corrections after batch out will require a merchant reversal.

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

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### Important Information

#### CHECK READER MESSAGES

**"MANAGER NEEDED"- RE-PRESENTED CHECK:** This check has already been seen by the system. Merchant needs to Override the transaction for a receipt to print.

**DAY/LOC/AMT:** Alerts the merchant that the check amount, or cumulative amount from this customer within the past 24 hours, has exceeded the normal ACH limits of guarantee.

**NO ACH:** The transaction was determined to be ineligible for ACH processing due to one of the following:  
 -Business/Corporate Check  
 -Check Number was unable to be read  
 -Financial institution does not participate in the Federal Reserve's ACH network

**ERROR IN MICR:** Terminal cannot read the numbers by the magnetic ink. Transaction can be manually verified through the terminal, but will need to be manually deposited. These transactions are still eligible for guarantee.

**DECLINED CHECK/ID FLAGGED:** Alerts the Merchant that the Drivers License or account presented is associated with a checking account that has a problem. **These checks are not guaranteed.**

**ERROR IN ID:** This message indicates that the Drivers License provided does not match the format expected for the specified state. 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#.

**Be sure to keep your copies of the customer's signed authorization.**

**Be sure to stamp the check ACH Processed, and hand back along with their copy of the transaction receipts.**

#### 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).

#### STATE CODES

01 AL	11 DC	19 IA	27 MN	35 NM	44 RI	53 WA	65 NF	66 GU
02 AK	12 FL	20 KS	28 MS	36 NY	45 SC	54 WV	NS NS	Guam
04 AZ	13 GA	21 KY	29 MO	37 NC	46 SD	55 WI	68 ON	78 VI
05 AR	14 PR	22 LA	30 MT	38 ND	47 TN	56 WY	69 PE	Virgin Is.
06 CA	15 HI	23 ME	31 NE	39 OH	48 TX	61 AB	70 PQ	99
08 CO	16 ID	24 MD	32 NV	40 OK	49 UT	62 BC	72 YT	Military ID
09 CT	17 IL	25 MA	33 NH	41 OR	50 VT	63 MB		
10 DEL	18 IN	26 MI	34 NJ	42 PA	51 VA	64 NB		

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