

4Access Orion

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.

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

Check Sale

1. Select the check option from the "Select Transaction Type" menu.
2. Select "Personal Check".
3. The terminal will prompt "Insert Check". Scan the check through the check reader.
4. The terminal will prompt "Amount of check". Key in the amount of the check and press *Enter*.
5. The terminal will prompt "Slide Drivers License or Choose Drivers License State". *If the state the License was issued in appears on the list, select the appropriate state. If the state does not appear, press the back key and key in the numeric code for the state the License was issued in.*
6. The terminal will prompt "Key-in Drivers License number and press *Enter*". Key in the license number, including any letters, omitting any spaces or dashes and press *Enter*.
7. Authorizing..., the terminal will dial into the host for authorization and print a receipt when approved. If you would like a second copy of the receipt, select YES when prompted.

IMPORTANT NOTICE

*If using an imager, the phone # must be written on check.

* After transaction, stamp check "ACH Processed" and return it to customer.

To Void a Check

1. Select the check option from the "Select Transaction Type" menu.
2. Select "Void".
3. The terminal will then prompt:
 - Last Transaction (select this to void last transaction processed)
 - By Transaction Number (select this to void another transaction within the open batch)
4. Voiding..., terminal will dial in to void the transaction.

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	
05 AR	14 PR	22 LA	30 MT	38 ND	47 TN	56 WY	69 PE	78 VI
06 CA	15 HI	23 ME	31 NE	39 OH	48 TX	61 AB	70 PQ	Virgin Is.
08 CO	16 ID	24 MD	32 NV	40 OK	49 UT	62 BC	72 YT	
09 CT	17 IL	25 MA	33 NH	41 OR	50 VT	63 MB		99
10 DEL	18 IN	26 MI	34 NJ	42 PA	51 VA	64 NB		Military ID

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

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Batch Settlement

How to Batch

1. Select check option from the "Select Transaction Type" menu.
2. Select "Run Batch Process".
3. Select "Current Batch - Print/Close".
4. Terminal will display current batch details, *press Enter* to continue.
5. Terminal will prompt to Print Batch Detail, select Yes or No.
6. Terminal will prompt to Close Current Batch, select Yes.
7. Terminal will display "Batch Close Succeeded", *press Enter* to continue.

IMPORTANT NOTE

*Checks must be batched the same day that they are processed.

Image Upload

How to upload an image (check imager only)

1. Select the check option from the "Select Transaction Type" menu.
2. Select option for "Run Batch Process".
3. Select option for "Upload Images."
4. Terminal will dial in to upload all stored images, purging the images upon successful upload.

Terminal Messages

Terminal 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
- Unable to read check number
- 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 Merchant that DL 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#.

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).

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