



4Access Orion Terminal Guide

John Smith 123 Anywhere Street America, USA 12345	Home Phone # _____ Work Phone # _____	Auth Code _____ Driver's License # _____	Date _____ 77058
Pay To/ The Order Of: _____	Dollars		
Memo: _____	_____		

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

Driver's License # and home phone # must be written on check BEFORE imaging if not already pre-printed on it. Write Authorization # on check after it has been scanned. Retain Check for 90 days before destroying. **DO NOT GIVE CHECK BACK TO CUSTOMER.**

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

CHECKS NOT ELIGIBLE FOR GUARANTEE

These checks may be accepted, however, Guaranteed Funding is not available.

- *Travelers Checks
- *Government Checks
- *Money Orders
- *Checks written to employees or self
- *Checks drawn on banks outside of USA.
- *Certified Checks
- *Temporary Checks
- *Third Party Checks
- *Cashier's Checks

HOW TO PROCESS A CHECK SALE

1. Select *REMOTE DEPOSIT CAPTURE*
2. Select *VERIFY AND REMOTE DEPOSIT CAPTURE*.
3. Terminal will display "Insert Check with front facing left". Insert check and it will scan and eject.
4. Terminal will display "Enter Amount of Check" Enter amount and press *ENTER*.
5. Terminal will display "Insert check with front of check facing right." Insert check.
6. Terminal will display "Is this Business or Payroll check (select 1 = Yes 2 = No)" Select appropriate response, 1 or 2.
7. Terminal will display "Slide Driver's License or Choose Driver's License State". Swipe DL or choose state.
-If you are manually keying the DL Number, and the state is not displayed, press *BACK* to manually key in the state code.
8. Enter DL # and any alpha characters, if prompted, and press *ENTER*.
9. Host response will display on screen. Press *ENTER* to continue.
10. Terminal will display "Transaction Successfully Archived" Press *ENTER* to continue.
11. Terminal will display "Would you like to print a second receipt (select 1=Yes 2 = No)." Select appropriate response, 1 or 2.
12. Check will eject. Retain check for 90 days. **DO NOT RETURN CHECK TO CUSTOMER.**

Note: If check is not approved, transaction will not capture.

**Merchant retains check for at least 90 days.
Receipt is given to customer.**

HOW TO VOID A CHECK

1. Select *REMOTE DEPOSIT CAPTURE*
2. Select *VOID*
3. Terminal will display "Key in Transaction Number and press ENTER." Input number and press *ENTER*.
4. Terminal will display "Key in Password and press ENTER". The terminal will void the transaction and print a receipt.
5. Terminal will display "Would you like to print a second receipt (select 1=Yes 2 = No)" Select appropriate response, 1 or 2.
Terminal will display "Transaction Successfully Voided"

Note: Voided transaction will print a void receipt and will be listed on batch detail report. Voided transaction and check image will be removed from terminal batch.

IMPORTANT

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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HOW TO UPLOAD IMAGES, PRINT, & CLOSE BATCH

NOTE: These procedures are normally set to occur automatically, however you can run them manually as described below:

1. Select *REMOTE DEPOSIT CAPTURE*.
2. Select *RUN BATCH PROCESS*.
3. Select *PRINT BATCH, CLOSE AND UPLOAD IMAGES*
4. Terminal will display "Print Batch Detail? Select 1 = Yes, 2 = No" Select 1 or 2.
5. Terminal will display "Close Current Batch and upload images? 1 = Yes, 2 = No" Select 1 or 2.
6. Terminal will display a summary. Press *ENTER* to continue.
7. Key in Password and Press *ENTER*.
8. Terminal prints batch, and closes summary with "Batch Closed" at the bottom.
9. Terminal will dial to close the check batch, immediately followed by uploading the check images.
When completed, the terminal will display "X Checks uploaded successfully"
10. Press *ENTER* to continue.

HOW TO DISPLAY BATCH

1. Select *REMOTE DEPOSIT CAPTURE*.
2. Select *RUN BATCH PROCESS*.
3. Select *DISPLAY BATCH*.
4. Select the number for the batch you would like to display.
5. Press *ENTER* to see the next transaction in the batch.
6. Press *BACK* to see the previous transaction in the batch.
7. Press *ALPHA* to enter a transaction number to view.
8. Press *CLEAR* to exit.

HOW TO PRINT CURRENT BATCH

1. Select *REMOTE DEPOSIT CAPTURE*.
2. Select *RUN BATCH PROCESS*.
3. Select *PRINT BATCH DETAIL REPORT*.
4. Terminal will display "Print Batch Detail? 1 = Yes, 2 = No" Select appropriate response, 1 or 2.
Batch report will print, returning you to the main *REMOTE DEPOSIT CAPTURE* screen.

CHECK TERMINAL MESSAGES

MANAGER NEEDED-RE-PRESENTED CHECK: This means that the check was already seen by the system or has been processed. Merchant needs to override the transaction for a receipt to print.

MANAGER NEEDED-DAY/LOC/AMT: This message alerts the merchant that the check amount has exceeded the normal ACH limits of guarantee. Press, "ENTER". Terminal will prompt for *VERRIDE*. Press "Clear" to return to main screen.

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.** The merchant has the option to manually deposit the check if they choose to. If this consistently happens with several checks by different banks, please contact technical support. It should also be noted that other electronic devices emit an electromagnetic field that may interfere with the reader's ability to read the magnetic ink. It is recommended to place the check reader one foot away from any other device.

ID FLAGGED: This message is to inform the Merchant that the check has been declined due to a problem with the customer's I.D or account. *VERRIDE* only for your most frequent customers. **These checks are not guaranteed.**

DECLINED CHECK: The message is to inform the merchant that the check has been declined due to a 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#.

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	70 PQ
08 CO	16 ID	24 MD	32 NV	40 OK	49 UT	62 BC	72 YT	99
09 CT	17 IL	25 MA	33 NH	41 OR	50 VT	63 MB		Military ID
10 DEL	18 IN	26 MI	34 NJ	42 PA	51 VA	64 NB		

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