

Check Transaction Procedure

John Smith
123 Anywhere Street
America, USA 12345

Home Phone # _____ Auth Code 77058
Work Phone # _____ Driver's License # _____ Date _____

Pay To The Order Of: _____ Dollars

Memo: _____

⑆012045078⑆⑆102 ⑆1200120450⑆

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

Check Void

1. Press BLUE key under "Sale".
2. The terminal will prompt for amount. Key in amount and press ENTER.
3. The terminal will prompt for Driver's State, and will default to the State for that location (if Out-of-State license, see list for numeric State Code value), press ENTER.
4. The terminal will prompt for the Driver's License. - Swipe or Enter the Drivers License #. (Remember to include any alpha characters).
5. The terminal will then display "Reading Check" and prompt you to insert the check. Insert the check as shown on the scanner.
6. The terminal will then dial for Authorization and print the receipt.
7. Press the BLUE key below "OK" for Customer copy of receipt.

1. Press the BLUE key under "Chck Void"
2. Terminal will display two options - "Void Last" and "Void Any". The "Void Last" should only be used if the Sale transaction was the last function performed prior to the Void attempt. The "Void Any" will allow you to void any Sale in the current batch. Select either option by pressing the BLUE key just below that option.
3. The terminal will then prompt for "Supervisor's Passwd". Key in the password and press ENTER.
4. If the "Void Last" was used, the terminal will then display the transaction information. If it is correct, press the BLUE key below "OK". The Terminal will Dial and process the Void.
If the "Void Any" was used, the terminal will prompt for the record # off of the original receipt. Key in that # and press ENTER.
5. Confirm the transaction information and press the BLUE key below "OK". The terminal will then dial out and process the void.

IMPORTANT NOTICE

* CUSTOMER MUST PRINT THEIR NAME AND PHONE NUMBER ON THE SIGNED RECEIPT.

* CHECKS MUST BE BATCHED THE SAME DAY THEY ARE PROCESSED.

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
06 CA	14 PR	21 KY	30 MT	37 NC	46 SD	54 WV	65 NF	Guam
08 CO	15 HI	22 LA	31 NE	38 ND	47 TN	55 WI	NS NS	78 VI Virgin Islands
09 CT	16 ID	24 MD	32 NV	39 OH	48 TX	56 WY	68 ON	

Customer Service: 888-481-0757
Technical Support: 877-438-3249

Fax: 850-337-9518
Fax: 850-337-9539

Batching and Image Upload

BATCH SETTLEMENT

IMAGE UPLOAD

1. Press the BLUE key below "More" until you see "Setl" displayed.
2. Press the BLUE key below "Setl".
3. Press the BLUE key below "Btch Setl".
4. The terminal will say "Batch Settlement Are You Sure". Press the BLUE key below "Yes Settle".
5. The terminal will then prompt for the "Supervisor's Passwd". Key in the password and press ENTER.
6. The terminal will dial to settle the batch, and then a summary report will then be printed. Upon its completion, the terminal will automatically dial back out to upload the stored images. Finished, it will print the upload status report.
7. Press CANCEL to return to the main menu.

1. Press the BLUE key below "More" until you see "Setl" displayed.
2. Press the BLUE key below "Setl".
3. Press the BLUE key below "Imag Upd".
4. The terminal will then display "Image Upload" and give two Options - "Clr Imag" and "Upd Imag" ("Clr Imag" should never be used, unless instructed to do so by a Technician).
5. Press the BLUE key below "Upd Imag".
6. The terminal will then prompt for "Supervisor Passwd". Key in the password and press ENTER.
7. The terminal will then dial out, upload the stored images, and print the upload status report.
8. Press CANCEL to return to the main menu.

Check Reader Messages

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

MANAGER NEEDED -DAY/LOC/AMT: The check amount has exceeded the normal ACH limits of guarantee. Press, "ENTER". Terminal will prompt for OVERRIDE. Press "Clear" to return to main screen.

NO ACH: This message indicates that the Financial Institution does not participate in the Federal Reserve/ACH network OR the reader was unable to read the check number. The check has been verified by the system IF you receive an authorization number. However, the Merchant MUST deposit the check in their bank.

ERROR IN MICR: The terminal cannot read the check numbers by the magnetic ink provided. The check cannot be verified. First, merchant must try to void check. If check cannot be voided then merchant MUST manually deposit the check. 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 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#.

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 determines eligibility.)

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