

# Traditional Paper Check

## Terminal Guide

### 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.

### 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.

### 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..."

### 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

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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: \_\_\_\_\_

⑆0⑆2045078⑆⑆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.

#### 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).

#### APPROVAL RESPONSES:

"Auth Num ####-####" - Transaction is approved  
 Write your (6) digit Auth Code on Check, State Code with ID # and both phone numbers on Check (see example of check on opposite page).

#### DECLINED RESPONSES:

"Decline Check" - Transaction is Declined  
 With printer-Declined reason will print out from your printer.

No printer - Press the # key to scroll forward and the \* key to scroll backwards and write down the phone number(s) on card.

#### OTHER RESPONSES:

"Overlimit" - Transaction is not guaranteed for amounts over approved check limit.  
 "Re-Presented CHK" - This check has already been verified. Use the # key to scroll over and view the authorization number.

#### ERROR RESPONSES: (Try your Transaction again if you get the following)

"Lost Communication with Host"  
 "Error in ID" "ID IS NEEDED"- Must input ID to verify.

#### ERROR RESPONSES:

"Error in MICR"- Reader does not read the check, your terminal will display a message (within 5 seconds) and you can input the Bank MICR line data (transit/routing numbers, account number, and check number.)

#### CHECK READER 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 OVERRIDE. Press "Clear" to return to main screen.

**NO ACH:** This message indicates that 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:** 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. OVERRIDE 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#.

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## Terminal Guide

### HYPERCOM-ICE

#### 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 return 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.

### NURIT

#### To Scan a Check

1. Press Payment key until terminal displays "Check...Conversion Amount". Press the *Verify* Key.
2. Key in Amount of Sale (Do not need to enter decimal). Press *Enter*.
3. Terminal will Display "Swipe check".
4. Swipe Check through check reader (Numbers should be on the bottom & facing inside the reader). If no check reader is attached, key in the Routing number, press *Enter*, then account number, press *Enter*, then check number, press enter.
5. Terminal will display "Swipe/Enter DL#".
6. Type in the Customer's Driver's 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*.
7. Terminal will display "Enter DL State".
8. Terminal will default to state of location. (Out-of-State Licenses - Key in the corresponding numeric value from the list of State Codes) Press *Enter*.
9. Terminal will dial out for approval.
10. Receipt will print, and 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 then Press *Enter*. If manually keyed, the terminal will then 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. - "Swipe or Enter the Drivers License #." (Include any alpha characters) The terminal will then dial for Authorization.

### Tranz 330/380/460

#### How to Scan a Check

1. Press the 7 key.
2. Terminal will display "Enter ST Code." Enter the 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.

#### Out of State Check

Change state prefix by pressing the clear button 3 times. Re-enter state prefix by pressing the number key corresponding to letter. Press → (alpha) key to change number to letter. Enter correct state prefix of customers check including dash (-) *i.e.* FL-

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## Terminal Guide

### 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 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 appropriate state code from the listing provided, press *Enter*. Terminal will display: "Drivers license."
7. Enter the Driver's 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" on the display for customer's copy.

### Hypercom T7P/T77/ 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 No.
3. Terminal will Display "Drivers Lic. Number".
4. 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.)
5. The terminal will then prompt to "Enter MICR Number." Swipe Check through check reader (numbers should be on bottom and facing inside the reader). If no reader is attached, enter the entire MICR number from the bottom of the check (excluding the Check #).
6. The terminal will display State Code.
7. Key the numeric value for the corresponding state, then press *Enter*. (See list of State codes on this guide *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.

### Talento

#### How to Scan a Check

1. Press the 7 key.
2. Terminal will display "Enter ST Code" Enter the 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.

#### Out of State Check

Change state prefix by pressing the clear button 3 times. Re-enter state prefix by pressing the number key corresponding to letter. Press → (alpha) key to change number to letter. Enter correct state prefix of customers check including dash (-) *i.e.* FL-

### 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 dollar and cents. 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 the 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. Terminal will display Authorization #.

Example <123456 KEEP, DEPOSIT CK>

### 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	
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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