



# Telium Series

## RETAIL

### Quick Reference Guide

Credit Card Sale (Swiped)	Credit Card Sale (Key Entered)	Credit Card Return	Guide to Keys
<p>Swipe/Tap Card* or press </p> <p>&gt; Select 1 - CREDIT</p> <p>Enter the Sale amount and press </p> <p>&gt; If 1 key was pressed, Swipe/Tap Card*</p> <p>&gt; Additional optional prompts may appear depending on terminal configuration.</p> <p style="font-size: small; margin-top: 20px;">* Note: The option to Tap the card for various functions will be dependent on the hardware being used and the terminal's configuration for Contact-less processing.</p>	<p>Press </p> <p>&gt; Select 1 - CREDIT</p> <p>Enter the Sale amount and press </p> <p>Manually enter the card number and press </p> <p>Enter the expiration date and press </p> <p>&gt; CVC Code. + </p> <p>&gt; Card present? Choose Yes or No.</p> <p>&gt; Address + </p> <p>&gt; Zip Code + </p>	<p>Press </p> <p>&gt; Enter the password and press </p> <p>&gt; Select 1 - CREDIT</p> <p>Enter the Return amount and press </p> <p>Swipe/Tap* or Key Card and press </p> <p>&gt; Enter the expiration date and press </p>	<p> <b>Use to Set Language</b></p> <p> <b>ENTER Key</b> (Green)</p> <p style="font-size: x-small;">Note: ENTER Key at Idle will also access a Main Menu of functions.</p> <p> <b>CLEAR Key</b> (Yellow)</p> <p> <b>CANCEL Key</b> (Red)</p> <p> <b>ADMIN Key</b></p> <p> <b>FUNCTION Key</b></p> <p style="font-size: x-small; margin-top: 10px;">Use F key to access the System Manager Menu and to create alpha characters. Press a number key then F repeatedly to create alpha characters when needed.</p>
Void	Auth Only	Credit Card Force	> Optional Prompts
<p>Press </p> <p>&gt; Enter the password and press </p> <p>Use Search Menu to locate transaction:            1=All            2=Reference #            3=Clerk #            4=Invoice #/PO #            5=Account #            6=Customer #            7= RRN            8=Approval Code</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Voided.</p> <p>Confirm Void \$X.XX? Select Yes or No.</p> <p>Terminal will display VOID response and print a VOID receipt.</p>	<p>Press </p> <p>Select 2 – AUTH ONLY</p> <p>Enter the amount and press </p> <p>Swipe or Key Card and press </p> <p>&gt; Enter the expiration date and press </p> <p>&gt; CVC Code. + </p> <p>&gt; Card present? Choose Yes or No.</p> <p>&gt; Address + </p> <p>&gt; Zip Code + </p>	<p>Press </p> <p>Select 1 - CREDIT</p> <p>Enter the Sale amount and press </p> <p>Swipe/Tap* or Key Card and press </p> <p>&gt; Enter the expiration date and press </p> <p>Enter Approval Code and press </p> <div style="background-color: #cccccc; text-align: center; padding: 5px; margin: 10px 0;"><b>Reprint</b></div> <p>Press </p> <p>Select 3 – REPRINT</p> <p>Select 1 – Last Receipt or 2 - Search</p> <p>Use Search Menu to select transaction to reprint. If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be re-printed.</p>	<p>&gt; Optional Prompts may include: password, clerk #, invoice/order number, card present, phone order or e-commerce, address, zip, CVC code, pass terminal, enter merchant number for multi-merchant, confirm amt., tax amt., customer code, imprint card, and enter last 4 digits. Not all optional prompts are shown.</p>



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Debit Sale	Debit Return	Detail Report	Summary Report
<p>Swipe Card or press <span style="border: 1px solid black; padding: 2px;">1</span></p> <p>Select 2 - DEBIT</p> <p>Enter the Sale amount and press <span style="border: 1px solid black; padding: 2px;">0</span></p> <p>&gt; If 1 key was pressed, Swipe/Tap Card*</p> <p>&gt; Confirm Amount? Select Yes or No.</p> <p>&gt; Cash Back? Choose yes or no</p> <p>&gt; Enter Cash back Amount and press <span style="border: 1px solid black; padding: 2px;">0</span></p> <p>&gt; Confirm Amount \$X.XX? Choose Accept or Change. Select Accept to proceed or Change to Cancel the transaction and begin again.</p> <p>Customer will Enter PIN # and press <span style="border: 1px solid black; padding: 2px;">0</span></p>	<p>Press <span style="border: 1px solid black; padding: 2px;">2</span></p> <p>&gt; Enter the password and press <span style="border: 1px solid black; padding: 2px;">0</span></p> <p>&gt; Select 2 - DEBIT</p> <p>Enter the Return amount and press <span style="border: 1px solid black; padding: 2px;">0</span></p> <p>Swipe or Tap Card*</p> <p>&gt; Confirm Amount \$X.XX? Select Yes or No.</p> <p>Customer will Enter PIN # and press <span style="border: 1px solid black; padding: 2px;">0</span></p>	<p>Press <span style="border: 1px solid black; padding: 2px;">.,#*</span></p> <p>&gt; Enter the password and press <span style="border: 1px solid black; padding: 2px;">0</span></p> <p>Select 0 – Reports Menu</p> <p>Select 1 – Detail</p> <p>Select 1- Print or Select 2 – Display</p> <p>If choose 2 – Display, detail can be displayed in order of preference selected:</p> <p style="margin-left: 20px;">1 – Reference # 2 – Invoice # 3 – Card Type</p> <p>Use the F1 (Previous) and F4 (Next) keys to scroll through transactions.</p>	<p>Press <span style="border: 1px solid black; padding: 2px;">.,#*</span></p> <p>&gt; Enter the password and press <span style="border: 1px solid black; padding: 2px;">0</span></p> <p>Select 0 – Reports Menu</p> <p>Select 2 – Summary</p> <p>Select 1- Print or Select 2 - Display</p>
	Credit Trans Adjust	Batch Totals	Settlement
	<p>Press <span style="border: 1px solid black; padding: 2px;">8</span></p> <p>Select 1 – TRANS ADJUST</p> <p>Use Search Menu to select transaction to adjust.</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Adjusted.</p> <p>Enter new Sale Amount and press <span style="border: 1px solid black; padding: 2px;">0</span></p>	<p>Press <span style="border: 1px solid black; padding: 2px;">.,#*</span></p> <p>&gt; Enter the password and press <span style="border: 1px solid black; padding: 2px;">0</span></p> <p>Select 2 – Batch Menu</p> <p>Select 1 – Batch Totals</p> <p>Press <span style="border: 1px solid black; padding: 2px;">0</span> to return to previous menu.</p>	<p>Press <span style="border: 1px solid black; padding: 2px;">7</span></p> <p>Close Batch and Deposit Funds?</p> <p>Select Yes or No.</p>