

SALE

From the idle menu.

Select **SALE**

ENTER AMOUNT

OK
CORRECT

Verify entered amounts.

Insert, tap or swipe¹ card.

Select desired card application.

ENTER PIN

OK

[Communicates with host.]

Remove card.

[Displays status.]

[Print receipts.]

MOTO SALE

From the idle menu.

Select **SALE**.

ENTER AMOUNT

OK
CORRECT

Verify entered amounts.

Enter card number.

Enter the password (if applicable).

ENTER CARD NUMBER

OK

ENTER EXPIRATION DATE

OK

CARD PRESENT?

YES

ENTER STREET ADDRESS

OK

ENTER POSTCODE

OK

ENTER CVV

OK

Select CVV status.

NOTE: MOTO should only be completed when the cardholder is NOT present.

REVERSAL

From the idle menu.

Select **REVERSAL**.

ENTER TRANSACTION #

OK

Verify entered information.

VOID

[Communicates with host.]

[Displays status.]

[Print receipts.]

REFUND

From the idle menu.

Select **REFUND**

Enter the password.

ENTER AMOUNT

OK

Insert, tap or swipe¹ card.

Remove card.

MOTO REFUND

From the idle menu.

Select **REFUND**

Enter the password.

ENTER AMOUNT

OK

Enter card number.

Enter the password.

OK

ENTER CARD NUMBER

OK

Select payment type.

ENTER EXPIRATION DATE

OK

[Communicates with host.]

[Displays status.]

[Print receipts.]

NOTE: MOTO should only be completed when the cardholder is NOT present.

CARD VERIFICATION

From the idle menu.

Select **CARD VERIFICATION**

Insert, tap or swipe¹ card.

Select desired card application.

ENTER PIN

OK

ENTER POSTCODE

OK

[Communicates with host.]

Remove card.

[Displays status.]

[Print receipts.]

MOTO CARD VERIFICATION

From the idle menu.

Select **CARD VERIFICATION**

Swipe¹ or enter card number.

ENTER CARD #

OK

ENTER EXPIRATION DATE

OK

CARD PRESENT?

OK

ENTER STREET ADDRESS

OK

ENTER POSTCODE

OK

Enter the last 4 digits.

OK

ENTER CVV

OK

Select CVV status.

[Communicates with host.]

[Displays status.]

[Print receipts.]

NOTE: MOTO should only be completed when the cardholder is NOT present.


REPRINT RECEIPT

From the idle menu.

Select **TRANSACTION LIST**

OK

OR

Tap  then select **REPRINT**.

Select transaction from list.

Select the copy to print

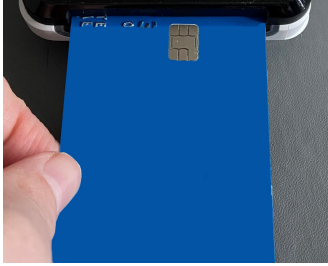
[Communicates with host.]

OTHER NOTES

- MANUAL ENTRY OF CARD NUMBER**
 To select manual entry of card number you must tap the manual entry icon.
- WAITER # (Optional Feature)** This allows you to identify which waiter has processed the transaction and report on the waiter's ID.
- INVOICE # (Optional Feature)** The customer can enter an invoice reference of their choice.
- TIP AMOUNT (Optional Feature)** This enables the ability for customers to leave tips.

HOW TO INSERT A CARD

The customer enters their card in the slot at the bottom of the payment device until the card clicks in, shown below:



ADDITIONAL USER INFORMATION

These are the common prompts used in this document:

- **ENTER AMOUNT** Enter the amount of the transaction.
- **ENTER CARD #** Enter the card number manually.
- **ENTER PIN** Customer enters their PIN number.
- **ENTER EXPIRATION DATE** Enter the card expiration date in MMY format.
- **ENTER CVV** Enter 3-digit or 4-digit on back of card (front for American Express).
- **ENTER IF CARD IS PRESENT** Select if the cardholder is present or not.
- **ENTER STREET ADDRESS** Enter the numeric part of customer's street address for address verification.
- **ENTER POSTCODE** Enter customer's postal code for address verification.

