

Restaurant Application

Quick Reference Guide



Hypercom® T7 Series



Restaurant Application

The Hypercom Quick Reference Guide is a condensed document that includes the most frequently performed functions and quick keys for use in a restaurant environment. External PIN pads can be attached for supporting cardholder entry of PIN numbers.

Credit Card Sale

- > Swipe card
- > If prompted for purchasing card press [ENTER] for Yes or [CLEAR] for No
- > If prompted enter the last 4 digits of the account # and press [ENTER]
- > If prompted enter the server # and press [ENTER]
- > Enter the base \$ amount and press [ENTER]
- > If prompted select the tip percentage and press [ENTER] or scroll for other options

OR

- > If prompted input a specific tip amount and press [ENTER]

NOTE: If the tip amount is not known at the time of sale press enter and the tip can be entered later.

- > The terminal will display the total. If it is correct, press [ENTER] to continue or [CLEAR] to return to the main screen
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Manual Sale

- > Input the account # and press [ENTER]
- > Input the expiration date (MMYY) and press [ENTER]
- > If prompted press [ENTER] for card present or [CLEAR] if the card is not present
- > If the card is not present select the verification code listed
- > If prompted enter the server # and press [ENTER]
- > Enter the base \$ amount and press [ENTER]
- > If prompted select the tip percentage and press [ENTER] or scroll for other options

OR

- > If prompted input a specific tip amount and press enter

NOTE: If the tip amount is not known at the time of sale press enter and the tip can be entered later.

- > The terminal will display the total. If it is correct, press [ENTER] to continue or [CLEAR] to return to the main screen
- > If prompted enter the address
- > If prompted enter the zip code
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No



Debit Sale

- > Press [DEBIT]
- > Swipe the card
- > If prompted enter the last 4 digits of the account # and press [ENTER]
- > If prompted enter the server # and press [ENTER]
- > Enter the base \$ amount and press [ENTER]
- > If prompted select the tip percentage and press [ENTER] or scroll for other options

OR

- > If prompted input a specific tip amount and press [ENTER]
- > If prompted enter the cash back amount and press [ENTER]
- > The terminal will display the total. If correct press [ENTER] to continue or [CLEAR] to return to the main screen
- > Have the customer enter their PIN # and press [ENTER]
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Authorization Only

- > Press [VERIFY]
- > Enter card # or swipe customer card
- > If prompted input the expiration date (MMYY) and press [ENTER]
- > If prompted enter the last 4 digits of the card # and press [ENTER]
- > If prompted enter the server # and press [ENTER]
- > If prompted press [ENTER] for card present or [CLEAR] if the card is not present

- > If the card is not present select the verification code listed

- > Enter the base \$ amount and press [ENTER]
- > If prompted select the tip percentage and press [ENTER] or scroll for other options

OR

- > If prompted input a specific tip amount and press [ENTER]
- > The terminal will display the total. If correct press [ENTER] to continue or [CLEAR] to return to the main screen
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No



Forced Sale

- > Press [OFFLINE]
- > Enter card # or swipe customer card
- > If prompted input the expiration date (MMYY) and press enter
- > If prompted enter the last 4 digits of the account # and press enter
- > If prompted enter the server # and press [ENTER]
- > Enter the base \$ amount and press [ENTER]
- > If prompted select the tip percentage and press [ENTER] or scroll for other options

OR

- > If prompted input a specific tip amount and press [ENTER]

NOTE: If the tip amount is not known at the time of sale press enter and the tip can be entered later.

- > The terminal will display the total. If correct press [ENTER] to continue or [CLEAR] to return
- > Input the approval code and press [ENTER]
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Tip Adjustment

- > Press [ADJUST]
- > Enter the invoice # to be adjusted
- > If a previous tip has not been entered the total will display with an option to enter a tip
- > Enter the tip amount and press[ENTER]
- > The total will display again, if it is correct press [ENTER]
- > The terminal will prompt for another adjustment transaction. If you don't have any more press [CANCEL] to return to the main menu

Void

- > Press [VOID]
- > Input the invoice # and press [ENTER]
- > The terminal will display the total. If it is correct press [ENTER] to continue or clear to return
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Credit Return

- > Press [REFUND]
- > Enter card # or swipe customer card
- > If prompted input the expiration date (MMYY) and press [ENTER]
- > If prompted enter the last 4 digits of the account # and press [ENTER]
- > If prompted enter the server # and press [ENTER]
- > Enter the \$ amount and press [ENTER]
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Debit Refund

- > Press [DEBIT]
- > Select [REFUND]
- > Swipe the card
- > If prompted enter the server # and press [ENTER]
- > Enter the \$ amount and press [ENTER]
- > Have the customer enter their PIN # and press [ENTER]
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Reprint

- > Press [REPRINT]
- > Enter the invoice # and press [ENTER]
- > The transaction will reprint

Find

- > Press [FIND]
- > Input the invoice # and press [ENTER]
- > Transaction displays on screen

Settlement

- > Press [SETTLE]
- > Enter the manager password and press [ENTER]
- > The terminal will display the sale total. If correct press [ENTER] to continue or [CLEAR] to return

- > The terminal will display the refund total. If correct press [ENTER] to continue or [CLEAR] to return
- > The terminal will settle the batch and print a settlement report

NOTE: If totals are incorrect run an audit to determine what transactions are missing and re-run them.

Totals Report

- > Press [TOTALS]
- > The batch is scanned and the total \$ amount for the batch displays
- > Press [ENTER] to review net sales by card type and continue to as needed
- > Press [CLEAR] to review previous totals
- > When the last card is shown the terminal displays 'NO MORE TOTALS'

Detail Report

- > Press [REPORTS]
- > Select audit [3] and [ENTER]
- > Select Nova [01] and [ENTER]
- > A detailed breakdown of the transactions will print

Summary Report

- > Press [REPORTS]
- > Select summary [4] and [ENTER]

The report will print



Function Keys

- FUNCTION 9** Access an Authorization Only transaction
- FUNCTION 10** Accesses date and time setting
- FUNCTION 29** Use to view settlement status information
- FUNCTION 74** Use to perform a card verification (pre-authorization) transaction
- FUNCTION 77** Use to logon or logoff of all servers
- FUNCTION 78** Use to obtain server information
- FUNCTION 82** Use to test the printer connected to the terminal
- FUNCTION 83** Use to perform a display test
- FUNCTION 84** Use to test your key pad
- FUNCTION 89** Use to test the terminal card reader
- FUNCTION 94** Use to test communication between the terminal the PIN pad
- FUNCTION 95** Use to review the number of data transmission and reception errors for the terminal





Accept Credit Cards Online Reporting

The Online Window To Your Payment Processing Account

Accept Credit Cards website, with online reporting, is your one-stop destination for online customer service. It contains everything you need to manage your electronic payment activity:

My Account

Manage your account online. View statements, view or update your profile, get information on new products, services and equipment.

My Reports

Provides you with timely and secure accounting information such as deposit summaries, transaction activity, chargeback and retrieval status and more.

Support

Find resource information about transaction processing, industry mandates, product support and practical tips to help improve your bottom line.

Getting Started Is:

Fast, Easy, Secure and Free!

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