# Retail Application
## Quick Reference Guide



Hypercom® T7Plus

## Credit Card Sale

> Swipe card

> If prompted for purchasing card press [ENTER] for Yes or [CLEAR] for No

> If prompted enter the PO/ID # and press [ENTER]

> If prompted enter the last 4 digits of the account # and press [ENTER]

> Enter the $ amount and press [ENTER]

> If prompted enter the tax amount and press [ENTER]

> 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]

> Card present – [ENTER] for Yes or [CLEAR] for No

> CVV2: [0] = Not present ; [1] = Prs; [2] = Ilg ; [9] = Absnt

> If present, input CVV2 from card

> If prompted for purchasing card press [ENTER] for Yes or [CLEAR] for No

> If prompted enter the PO/ID # and press [ENTER]

> Enter the $ amount and press [ENTER]

> If prompted enter the tax amount and press [ENTER]

> If prompted enter the address information

> If prompted enter the zip code

> Print second receipt – [ENTER] for Yes or [CLEAR] for No

## Debit Sale

> Select [DEBIT]

> Swipe the card

> Enter the $ amount and press [ENTER]

> If prompted enter the cash back amount and press [ENTER]

The terminal will display Waiting for PIN

> Have the customer input their PIN # and press [ENTER]

> Print second receipt – [ENTER] for Yes or [CLEAR] for No

## Authorization Only

> Press [CARD 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 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 $ amount and press [ENTER]

> 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 PO # and press [ENTER]

> Enter the $ amount and press [ENTER]

> If prompted enter the tax amount and press [ENTER]

> Input the approval code and press [ENTER]

> Print second receipt – [ENTER] for Yes or [CLEAR] for No

## Void

> Press [VOID]

> Input the invoice # and press [ENTER]

The terminal will display the total

> If 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]

> Enter the $ amount and press [ENTER]

> DCC Refund – [ENTER] for Yes or [CLEAR] for No

> Print second receipt – [ENTER] for Yes or [CLEAR] for No

## Debit Refund

> Select [DEBIT]

> Select [REFUND]

> Swipe the card

> 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

## Find

> Press [FIND]

> Input the invoice # and press [ENTER]

## Reprint

> Press [REPRINT]

> Press [ENTER] to reprint the most recent receipt or input invoice # and press [ENTER] to print a specific receipt

> Enter the invoice # and press [ENTER]

> Select [1] for Merchant Copy or [2] for customer copy and press [ENTER]

The receipt will reprint

## 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.

## Batch Review

> Press [REVIEW]

> Press [BACKSPACE] to scroll through
  data for each transaction

> Press [ENTER] to view the previous
  transaction or press [CLEAR] to view
  the next transaction

## Totals

> 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 report to print:
  [3] = Audit – prints an audit report for
  all transactions in the current batch
  •Press [ENTER] to print

> [4] = Summary – prints transaction totals
  by card type
  •Press [Enter] to print

# 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 your 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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