

# ACCEPT CREDIT CARDS

AT ELECTRONIC MERCHANT SYSTEMS INC.

1-800-476-5020 • www.elect-mer.com

## Sale with Card Present:

Swipe Card  
Press [ENTER]  
Enter Dollar Amount of Sale  
Press [ENTER]  
Enter Server ID#  
Press [ENTER]  
Receipt Prints and/or Approval #  
And Reference # Are Displayed

## Credit (Refund):

Press 4  
Swipe Card or Enter Credit Card Account #  
Enter Last 4 Digits or Expir. Date  
Press [ENTER]  
Press Amount of Credit  
Press [ENTER]  
Enter Server ID#  
Press [ENTER]  
Receipt Prints and/or Ref # is Displayed

## Tip Adjustment (Add Tips):

Press 6  
Press 2  
Enter Server ID #  
Press [ENTER]  
Enter Ref# of Transaction to be Adjusted  
Press [ENTER]  
Enter Tip Amount  
Press [ENTER]  
New Amount is Displayed  
Press **Clear** to return

## Offline (Force):

Press 6  
Press 1  
Press [ENTER]  
Enter Credit Card Account #  
Enter Last 4 Numbers or Expir. Date  
Press [ENTER]  
Enter \$ Amount  
Press [ENTER]  
Enter Authorization/Approval Code  
From Voice Auth or Pre-Auth  
Press [ENTER]

## Sale Without Card Present:

Press 2  
Enter Credit Card Account #  
Press [ENTER]  
Enter Expiration Date (MMYY)  
Press [ENTER]  
Enter Card Verification Code (V-Code)  
\*If No V-Code, Press [ENTER], then 1\*  
Press [ENTER]  
Enter Amount of Sale  
Press [ENTER]  
Enter Billing Street Address (#'s ONLY)  
Press [ENTER]  
Enter Billing Zip Code  
Press [ENTER]  
Enter Server ID#  
Press [ENTER]  
Receipt Prints and/or Approval #  
And Reference # Are Displayed

## Void (Delete a Transaction in the Current Batch):

Press [ENTER], then Press 6  
Press [ENTER]  
Enter the Reference # of Original Item  
Press [ENTER]  
Enter the Credit Card # of Original Item  
Press [ENTER]  
Enter \$ Amount of Original Transaction  
Press [ENTER]  
**VOIDED** is Displayed  
Receipt Prints and/or Approval #  
Displayed

## Print Batch Reports:

Press [ENTER] then 5  
Press 1 for **Totals** or 2 for **Server**  
Press [ENTER]

## Batch Close (Check Totals First):

Press 9  
Press [ENTER]  
Enter Item (Transaction) Count  
Press [ENTER]  
Enter Net Batch Amount  
Press [ENTER]  
**GB### ACCEPTED** Displayed