



Quick Reference Guide

Terminal Help Desk
1-800-228-0210

Customer Service
1-866-597-5721

Voice Authorization
1-800-228-1122

Supply Desk
1-855-295-8500

FD Series — RESTAURANT/RETAIL—TIPS

Credit Card Sale with Tip	
PROMPT	ACTION
CHECK CREDIT DEBIT	Press [CREDIT] .
SALE REFUND FORCE	Press [SALE] .
CREDIT SALE SWIPE CARD	Swipe card or manually key card number and press [ENTER] .
EXPIRE DATE MMY	Key expiration date and press [ENTER] .
CARD PRESENT? YES NO	Press [YES] if the card is present or press [NO] if the card is not present.
SALE ENTER AMOUNT \$0.00	Key sale amount and press [ENTER] .
TIP AMOUNT	Key tip amount and press [ENTER] .
ADDRESS	Key the first 5 digits of the customer's address and press [ENTER] .
ZIP CODE	Key customer's zip code and [ENTER] .
DIALING . . .	Terminal communicates with host for approval.
PRINT CUST RECEIPT YES NO	Press [YES] to print customer receipt.
SALE AUTH/TKT AVS	Press [CLEAR] to return to idle prompt.

Tip Adjustment	
To add the tip amount to a transaction that is in the current batch.	
PROMPT	ACTION
CHECK CREDIT DEBIT	Press [CREDIT] .
SALE REFUND FORCE BACK TIPS MORE	Press [TIPS] .
ENTER TRANS #	Key trans number and press [ENTER] .
SALE 000 TIP \$0.00 AMOUNT \$1.00 XXXXXXXXXXXX <PREV EDIT NEXT>	Press [EDIT] .
NEW TIP \$0.00	Key tip amount and press [ENTER] .
SALE 000 TIP \$0.10 AMOUNT \$1.10 XXXXXXXXXXXX <PREV EDIT NEXT>	Press [CLEAR] to return to idle prompt.

Tab Processing	
To open, close or void tab transactions.	
PROMPT	ACTION
CHECK CREDIT DEBIT	Press [CREDIT] .
SALE REFUND FORCE BACK TIPS MORE	Press [MORE] .
AUTH TABS CLOSE	Press [TABS] .
OPEN CLOSE VOID	Press desired option, follow terminal prompts to complete transaction. Press [CLEAR] to return to idle prompt.

Batch Totals By Server	
To print tips, cash and grand totals for each server.	
PROMPT	ACTION
CHECK CREDIT DEBIT	Press [CREDIT] .
SALE REFUND FORCE BACK TIPS MORE	Press [MORE] two (2) times.
VIEW PRINT REPRINT RPRT RPRT	Press [PRINT REPORT] .
TABS SERVER TOTAL SERVER DETAIL	Press [SERVER TOTAL] .
SERVER ID	Key server id and press [EDIT] or Press [ENTER] for all servers.
PRINTING SERVER TOTALS . . .	Press [CLEAR] to return to idle prompt.

Open Tip Report	
To print a report showing all transactions with open tips.	
PROMPT	ACTION
CHECK CREDIT DEBIT	Press [CREDIT] .
SALE REFUND FORCE BACK TIPS MORE	Press [MORE] three (3) times.
OPEN BATCH BATCH TIPS UNLOCK HISTORY	Press [OPEN TIPS] .
SERVER ID	Key server id and press [EDIT] or Press [ENTER] for all servers.
PRINTING OPEN TIPS . . .	Press [CLEAR] to return to idle prompt.

NOTE: SOME PROMPTS MAY VARY BASED ON THE TERMINAL SETUP.