

Nurit 8000 Series Quick Reference Guide

Retail



Standard Functions:

Power On: Hold **ON/OFF** for 5 seconds

Power OFF: Press **ON/OFF** and **F** key simultaneously.

Default Report: Press **F KEY** then **#1**

Paper Feed: Hold **F Key** while tapping **ENTER**

Adjust Screen Contrast: Hold **F Key** then press **UP** (Darken) or **DOWN** (Lighten)

Default Password: The default password is the eight digit date. (Ex 01012011 if today is 01/01/2011)

Important information:

NOTE: To change card type to EBT, or Gift press the enter button until the appropriate card type is displayed

If you are processing a manual transaction, you can type the card number in place of swiping the card. You will need the expiration date, the CVV2 code from the back of the card, the numerical portion of the address, and the zip code. Manual entry **CANNOT** be performed on Debit transactions.

Refunds cannot be processed on Debit or EBT transactions. For Debit, process a refund as Credit. For EBT, contact your state EBT office for a customer refund.

Credit Sale:

- Swipe or key customer card
- Input **Sale Amount** then press **Enter**
- Tear merchant receipt
- Press any key to print customer receipt

Debit Sale:

(Note: Debit cannot be voided or refunded it can only be refunded as credit and cannot be manually keyed in)

- Press **Enter** until Debit / Sale is displayed.
- Swipe customer card
- Input **Sale Amount** then press **Enter**
- Input **Cash Back Amount** then press **Enter**
- Customer will input their **pin** then press **Enter**
- Tear merchant receipt
- Press any key to print customer receipt

Void Transaction: (NOTE: Void amount MUST match original Credit Sale amount)

- Press the down-arrow until **CREDIT VOID/SALE** is displayed
- Swipe or key customer card
- Input **Void Amount** then press **Enter**
- Type Invoice number then press **Enter**
- Tear merchant receipt
- Press any key to print customer receipt

Credit Return:

- Press the down-arrow until **CREDIT RETURN** is displayed
- Swipe or key customer card
- Input Return amount then press **Enter**
- Tear merchant receipt
- Press any key to print customer receipt

Void Credit Return: (NOTE: Void amount MUST match original Return amount)

- Press the down-arrow until **CREDIT VOID/RETURN** is displayed
- Swipe or key customer card
- Input **Return Amount** then press **Enter**
- Tear merchant receipt
- Press any key to print customer receipt

Counter Tip:

- Press the **F KEY**
- Press **#5** (Counter Tip)

- Input Tip Amount
- Press **Enter**

Batch Review:

- Press the **F KEY**
- Press **#3** (Review)
- Input Password
- Press **Enter**
- Press **Up** or **Down** to highlight transaction type
- Press **Enter**
- Press **Up** or **Down** to scroll transactions
- Press **Cancel 2 times** to exit

Batch Report:

- Press the **F KEY**
- Press **#1** (Report)
- Input Password
- Press **Enter**
- Tear Report

Close Batch:

- Press the **F KEY**
- Press **#2** (Batch)
- Press **Enter** for (APIPRT Cr)
- Press **Enter** to close batch



Nurit 8000 Series Quick Reference Guide Restaurant



Standard Functions:

Power On: Hold **ON/OFF** for 5 seconds

Power OFF: Press **ON/OFF** and **F** key simultaneously.

Default Report: Press **F KEY** then **#1**

Paper Feed: Hold **F Key** while tapping **ENTER**

Adjust Screen Contrast: Hold **F Key** then press **UP** (Darken) or **DOWN** (Lighten)

Tip Menu: Press **F KEY** and **MENU** simultaneously

Default Password: The default password is the eight digit date. (Ex 01012011 if today is 01/01/2011)

Important information:

NOTE: To change card type to EBT, or Gift press the enter button until the appropriate card type is displayed

If you are processing a manual transaction, you can type the card number in place of swiping the card. You will need the expiration date, the CVV2 code from the back of the card, the numerical portion of the address, and the zip code. Manual entry **CANNOT** be performed on Debit transactions.

Refunds cannot be processed on Debit or EBT transactions. For Debit, process a refund as Credit. For EBT, contact your state EBT office for a customer refund.

Credit Sale:

- Swipe customer card
- Input **Sale Amount** then press Enter
- Input **Server ID (If applicable)** then press Enter
- Tear merchant receipt
- Press any key to print customer receipt

Debit Sale: (Note: Debit cannot be voided or refunded it can only be refunded as credit and cannot be manually keyed in)

- Press Enter until Debit / Sale is displayed
- Input **Sale Amount** then press Enter
- Input **Server ID (If applicable)** then press Enter
- Input **Tip Amount** then press Enter
- Input **Cash Back Amount** then press Enter
- Customer will input their **pin** then press Enter
- Tear merchant receipt
- Press any key to print customer receipt

Void Transaction: (NOTE: Void amount MUST match original Credit Sale amount)

- Press the down-arrow until **CREDIT VOID/SALE** is displayed
- Swipe customer card
- Input **Void Amount** then press Enter
- Type Invoice number then press Enter
- Tear merchant receipt
- Press any key to print customer receipt

Credit Return:

- Press the down-arrow until **CREDIT RETURN** is displayed
- Swipe customer card
- Input Return amount then press Enter
- Input Server ID then press Enter
- Tear merchant receipt
- Press any key to print customer receipt

Void Credit Return: (Note: Void amount MUST match original Return amount)

- Press the down-arrow until **CREDIT VOID/RETURN** is displayed
- Swipe customer card
- Input Return Amount then press Enter
- Tear merchant receipt
- Press any key to print customer receipt

Tip Adjust:

- Press **MENU + F KEY** simultaneously
- Press **#1** (Add Tips)
- Choose lookup parameter (the following can be found on your receipt)
 - By Invoice
 - By Srvr/Clerk #
 - By Trans. #
 - By Card #:

- Input prompted information then press Enter
- Verify the transaction information then press Enter
- Input Tip Amount then press Enter

Open Tab:

- Press **MENU + F KEY** simultaneously
- Press **#2** (Open Tab)
- Verify Tab Amount then press Enter
- Swipe Customer Card
- Input Server ID then press Enter

Close Tab:

- Press **MENU + F KEY** simultaneously
- Press **#3** (Close Tab)
- Choose lookup parameter (the following can be found on your receipt)
 - By Invoice
 - By Srvr/Clerk #
 - By Trans. #
 - By Card #:
- Input information accordingly then press Enter
- Verify the transaction information then press Enter
- Input Tip Amount then press Enter

Batch Review:

- Press the **F KEY**
- Press **#3** (Review)
- Input Password
- Press Enter
- Press Up or Down to highlight transaction type
- Press Enter
- Press Up or Down to scroll transactions
- Press Cancel 2 times to exit

Batch Report:

- Press the **F KEY**
- Press **#1** (Report)
- Input Password
- Press Enter
- Tear Report

Close Batch:

- Press the **F KEY**
- Press **#2** (Batch)
- Press Enter for (APIPRS Cr)
- If un-tipped transactions are found, press **#3**
- Press **UP** or **Down** to scroll un-tipped transactions
- Press Enter to select transaction
- Input Tip Amount
- Press Enter
- Press Enter to close batch