

HyperWare® Retail Software

Quick Reference Card

Optimum T4100 SPOS32

Note: Printing a second receipt, the customer receipt, is an option for all transactions.

Credit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Swipe credit card through card reader.
AMOUNT \$0.00	Enter amount of sale, press ENTER .
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Debit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Debit button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
AMOUNT \$0.00	Enter amount of sale, press ENTER .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

EBT Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press EBT button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
1-FOOD STAMP	Press 1 for FOOD STAMP or 2 for CASH BENEFIT, press ENTER .
2-CASH BENEFIT	Enter amount of sale, press ENTER .
SALE AMOUNT \$0.00	Customer enters PIN on attached PIN Pad.
Waiting for PIN	Terminal dials host.
COMMS	Approval number is displayed on screen, and printed on receipt.
RESPONSE	
Approval 123456	

Credit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Refund button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
AMOUNT \$0.00	Enter amount of refund, press ENTER .
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Debit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Debit and Refund buttons.
SWIPE CUSTOMER CARD	Swipe card through card reader.
AMOUNT \$0.00	Enter amount of refund, press ENTER .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	



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Reprint Last Receipt

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function 72 , then ENTER .
1-MERCHANT RECPT	Press 1 for MERCHANT RECEIPT or
2-CUSTOMER RECPT	press 2 for CUSTOMER RECEIPT, then ENTER .
REPRINT COMPLETE	Receipt is printed.

Offline/Force

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Offline button.
OFFLINE MODE	Enter card number, press ENTER .
ENTER ACCOUNT NUMBER	
EXPIRATION DATE MMY	Enter expiration date, press ENTER .
AMOUNT \$0.00	Enter amount of sale, press ENTER .
ENTER APPROVAL CODE	Enter approval code from voice authorization.
TRANSACTION ACCEPTED	Offline/Force is complete.

Batch Report (Summary)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Reports button.
3-AUDIT	Press menu key corresponding to Summary .
4-SUMMARY	
SCANNING BATCH	Terminal scans for Batch Totals and prints Summary Report.

Batch Report (Audit)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Reports button.
3-AUDIT	Press menu key corresponding to Audit .
4-SUMMARY	
HOST NUMBER	Enter Host Number or '0' for all hosts.
PRINTING	Audit report is printed.

Batch Settle

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Settle button.
ENTER PASSWORD	Enter password, press ENTER .
HOST NUMBER	Press 0 for all hosts or enter Host Number, then ENTER .
SCANNING BATCH	Terminal scans for Batch Totals.
SALES TOTAL CORRECT?	Press YES to confirm sale.
REFUND TOTAL CORRECT?	Press YES to confirm refund total.
SCANNING BATCH	Terminal scans for Batch Totals.
COMMS	Terminal dials host.
RESPONSE	Settlement is complete.
Approval 123456	
SCANNING BATCH	Settlement report is printed.



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