

## Voice Authorization Instructions: Visa/MasterCard/ Discover

1. Take an imprint of the card (Important Note: You will need keep the card holder information, and the Authorization Code to finalized and capture these authorizations once your terminal is operational)
2. Dial 800-944-1111
3. Press 1 to authorize a card
4. Enter Bank ID number \_\_\_\_\_, then press # (Use Chart below to determine your Bank ID #)

| Merchant ID Begins with... | Than the Bank ID is... |
|----------------------------|------------------------|
| 8788822000                 | 084000                 |
| 87882200                   | 030700                 |
| 878839                     | 023100                 |
| All Other Merchant ID's    | 088600                 |

5. Enter Terminal ID number found on your terminal (even though it asks for the Merchant ID) \_\_\_\_\_, then press #
6. Press 1 for a retail transaction Or Press 3 for a MOTO transaction
7. Enter Credit card Number, Press#
8. Enter Exp. Date in MMY format, Press #
9. Enter amount of charge, press #  
System will repeat charge entered. Press # if correct.  
If incorrect, press \*, you will be asked to re-enter the amount
10. System will give one of two responses:  
"Approved" followed by a 6 digit approval code. Write this code on the imprinter slip. The funds are now being held for you.  
OR  
"Do Not Honor" This means the card was NOT approved, it may be a lack of funds, a bad card etc. If you press zero to speak to a representative, they may be able to provide more information.
11. There are three options to choose from at the end of the transaction:  
Press 1 to run another transaction of the same type  
Press 2 to run a transaction of a different type  
Press 3 to end the call.