



ACCEPT CREDIT CARDS

AT ELECTRONIC MERCHANT SYSTEMS INC.

1-800-476-5020 • www.elect-mer.com

Fast Start Guide for the *Thales® Talento* Credit Card Terminal *with Tip Processing*

To receive the Lowest possible rates: **Tips should be adjusted and the batch closed DAILY.**



Sale (Swiped)	
Swipe Card	
Enter Server #:	ENTER
Enter Amount	ENTER
Select Tip Option:	
	% or 0 or \$
<i>Select 0 for no tip; % for percentage; \$ for dollar amount</i>	
Enter desired tip amount	
or percentage	ENTER
Confirm Amount	ENTER
<i>Terminal Dials for Authorization and First receipt prints</i>	
Tear off Receipt	ENTER
<i>Second receipt Prints</i>	

Reprint Receipt	
Select:	REPRINT
Select:	
REF#	
Enter Reference #	ENTER
Select:	View
	Print
	Next
or	
LAST	
Receipt for last item Prints	
or	
FIND:	
<i>First record in batch displayed</i>	
Select:	View
	Print
	Next

Sale (Keyed In)	
Select	Sale
Key In Card Number	ENTER
Enter Exp Date	ENTER
Mail/Phone Order?	
Select:	YES
Enter Order #:	ENTER
Enter Server #:	ENTER
Enter Card Street-Address #	ENTER
Enter Card Zip Code:	ENTER
Enter Card V-Code**	ENTER
Enter Amount	ENTER
Select Tip Option:	
	% or 0 or \$
Confirm Amount	ENTER
<i>Terminal Dials for Authorization and First receipt prints</i>	
Tear off Receipt	ENTER
<i>Second receipt Prints</i>	

**The card V-code is a 3 digit security code found in the signature panel on the back of Visa, MasterCard, and Discover cards or a 4-digit number on the front of American Express Cards.

Change Date & Time	
Press:	FN
<i>Terminal prompts for Mgr Password</i>	
Press:	1
Press:	ENTER
Press:	→
Select:	Term Setup
Select:	Clock Set
Enter Date (MM/DD/YY)	ENTER
Enter Time (24hr) HH:MM	ENTER
Press:	CANCEL
Press:	CANCEL

Print Server Report	
Press	SERVER/CLRK
Select Report to print	
	ALL TRANS or OPEN TIPS
Enter Server # or 0 for All	
Press	ENTER
<i>Report Prints</i>	

Print Terminal Report	
Select:	TERM RPT
<i>Detail Report Prints</i>	

Return*	
Select	Return
Enter Password	ENTER
Swipe Card or Key in Card #	ENTER
Enter Exp Date	ENTER
Enter Server #	ENTER
Enter Amount	ENTER
Confirm Amount	ENTER
<i>First receipt prints</i>	
<i>Second receipt Prints</i>	

* **Returns** are refunds after the original purchase date, **VOIDs** are for deleting an item on the original transaction date.

Void*	
Select	Void
Swipe Card or Key in Card #	ENTER
Enter Reference # of Transaction	ENTER
Confirm Amount	ENTER
<i>First receipt prints</i>	
<i>Second receipt Prints</i>	

Tip Adjust	
Select	TIP ADJUST
Select Retrieval method:	
	Ref # or Server # or All
Select	Ref #
Enter Ref # of transaction to be adjusted, then press	ENTER
Transaction is displayed	
View or Edit or Next	
Select	EDIT
Enter Tip Amount	ENTER
Ref # and new Total is Displayed	
To Adjust another Transaction select	
	NEXT
or	
To return to the Main Menu press then	CANCEL
	CANCEL

Transmit (Close) Batch	
Select:	CLOSE
Select:	YES
Terminal dials host and settles batch, batch close report prints with GB response.	

Loading a New Roll of Paper	
Carefully remove all remnants of the old roll.	
Peel back 6 inches of new paper and trim to a straight, flat edge w/scissors.	
Hold the new roll so that, when inserted into the machine, the new edge comes from <i>underneath</i> the roll.	
Insert new paper straight into the slot in the printer area. A sensor inside the printer will detect the paper and automatically pull it into position. There is NO paper feed button.	

You may also obtain Authorizations over the phone by dialing: **1-800-525-5093**
Phone Authorizations **MUST** be followed up with a **FORCE** in order to receive payment.

For **ALL** error messages, technical assistance, supplies or any questions about your merchant account, please contact Customer Service: **1-800-476-5020** or (DC Metro) **703-379-1500**