



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



Sale (Swiped)	
Swipe Card	
Enter Amount	ENTER
Confirm Amount	ENTER
<i>Terminal Dials for Authorization and First receipt prints</i>	
Tear off Receipt	ENTER
<i>Second receipt Prints</i>	

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

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

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

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

**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.

* **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>	

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.	

Force	
Press	→
Select	Force
Swipe Card or Key in Card #	ENTER
Enter Exp Date	ENTER
Enter Amount	ENTER
Confirm Amount	ENTER
Enter Auth Code	ENTER
<i>First receipt prints</i>	
<i>Second receipt Prints</i>	

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

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

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**