



# 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	<b>ENTER</b>
Confirm Amount	<b>ENTER</b>
<i>Terminal Dials for Authorization and First receipt prints</i>	
Tear off Receipt	<b>ENTER</b>
<i>Second receipt Prints</i>	

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

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

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

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

\*\*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.

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

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

Loading a New Roll of Paper	
<b>Carefully</b> remove <b>all</b> 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 <b>NO</b> paper feed button.	

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

Transmit (Close) Batch	
Select	<b>CLOSE</b>
Select	<b>YES</b>
Terminal dials host and settles batch, batch close report prints with <b>GB</b> 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**