

ACCEPT CREDIT CARDS

AT ELECTRONIC MERCHANT SYSTEMS INC.

1-800-476-5020 • www.elect-mer.com

Sale with Card Present:

Swipe Card
Press **[ENTER]**
Enter Last 4 Numbers of Card
Press **[ENTER]**
Enter Dollar Amount of Sale
Press **[ENTER]**
Receipt Prints and/or Approval #
And Reference # Are Displayed

Credit (Refund):

Press 4
Swipe Card or Enter Credit Card Account #
Enter Last 4 Digits or Expir. Date
Press **[ENTER]**
Press Card V-Code
Press **[ENTER]**
Enter Amount of Credit
Press **[ENTER]**
Receipt Prints and/or Ref # is Displayed

Authorization Only (Pre-Auth):

Press 5
Swipe Card or Enter Credit Card Account #
Enter Last 4 Digits or Expir. Date
Press **[ENTER]**
Enter Card V-Code
Press **[ENTER]**
Enter Amount to be Authorized
Press **[ENTER]**
Receipt Prints and/or AP # is Displayed
***Auth Only's" Are **Not** Captured**

Offline (Force):

Press 6
Press 1
Press **[ENTER]**
Enter Credit Card Account #
Press **[ENTER]**
Enter Last 4 Numbers or Expir. Date
Press **[ENTER]**
Enter \$ Amount
Press **[ENTER]**
Enter Authorization/Approval Code
From Voice Auth or Pre-Auth
Press **[ENTER]**

Sale Without Card Present:

Press 2
Enter Credit Card Account #
Press **[ENTER]**
Enter Expiration Date (MMYY)
Press **[ENTER]**
Enter Card Verification Code (V-Code)
*If No V-Code, Press **[ENTER]**, then 1*
Press **[ENTER]**
Enter Invoice #
Press **[ENTER]**
Enter Amount of Sale
Press **[ENTER]**
Enter Billing Street Address (#'s ONLY)
Press **[ENTER]**
Enter Billing Zip Code
Press **[ENTER]**
Receipt Prints and/or Approval #
And Reference # Are Displayed

Void (Delete a Transaction in the Current Batch):

Press **[ENTER]**, then Press 6
Press **[ENTER]**
Enter the Reference # of Original Item
Press **[ENTER]**
Enter the Credit Card # of Original Item
Press **[ENTER]**
Enter \$ Amount of Original Transaction
Press 6 (Six) to Abort VOID
VOIDED is Displayed
Receipt Prints and/or Approval #
Displayed

Print Batch Reports:

Press **[ENTER]**, then 5
Press 1 for **Totals** or 2 for **Detail**, then
[ENTER]

Batch Close (Print Totals First):

Press 9
Enter Item (Transaction Count)
Press **[ENTER]**
Enter Net Batch Amount
Press **[ENTER]**
The terminal will dial the host
GB### ACCEPTED Displayed