



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 Record # Are Displayed

Credit (Refund):

Press **2**
Enter Credit Card Account #
Press **Enter**
Enter Expiration Date (MMYY)
Press **Enter**
Enter \$ Amount of Credit
Press **Enter**
Receipt Prints and/or Approval #
And Record # Are Displayed

Pre-Authorization (Auth Only):

Press **5**
Swipe Card or Enter Card Account #
Press **Enter**
Enter Last 4 Numbers or Expiration Date
Press **Enter**
Enter \$ Amount to Authorize
Press **Enter**
Receipt Prints and/or Approval # is Displayed
** Pre-Auths are **NOT** Captured**

Print Batch Detail Report:

Press **Enter**
Press **1**

Batch Close:

Press **9**
Press **Enter**
GBOK#### Displayed

Sale Without Card Present:

Press **1**
Enter Credit Card Account #
Press **Enter**
Enter Expiration Date (MMYY)
Press **Enter**
Enter Dollar Amount of Sale
Press **Enter**
Receipt Prints and/or Approval #
And Record # Are Displayed

Void (Delete a Transaction in the Current Batch):

Press **4**
Enter the Record # of Original Item
Press **Enter**
Enter the \$ Amount of Original Item
Press **Enter**
Press **0** (Zero) to Confirm VOID or
Press **1** (One) to Abort VOID
VOIDED is Displayed

Force (Offline):

Press **3**
Swipe Card or Enter 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**

Review Batch Details or Totals:

Press **7**
Press **1**
Enter Record # or Press **Enter**
Press **1**
Press # Key to Review More Info on
This Transaction or **Enter** for next item..