

**TIP PROCESSING**

This terminal can be set up to process tips on Debit/Credit card transactions. This feature is turned ON/OFF in Term Config.

- Step 1.** Press **FCN**.
2. Press the ← arrow to select ADM.
3. Use the ↑ and ↓ arrows to highlight TERM CONFIG and press **OK**.
4. Use the ↑ and ↓ arrows to highlight TIPS and press **OK**.
5. Press the ← arrow to select NO and press **OK**.  
or → arrow to select YES and press **OK**.
6. Press **CANC** twice to return terminal to main menu.

When a transaction is processed with "Tip On" the additional prompt for the cardholder appears as follows:

- Customer to confirm transaction amount by pressing **OK**.
- Customer to enter the tip amount and press **OK**.
- Customer to press **OK** to confirm total with tip included.

**DEBIT/CREDIT CARD CLOSE BATCH**

- Step 1.** Press **FCN**.
2. Press the ↓ arrow to select OTH.
3. Use the ↑ and ↓ arrows to highlight HOST ADMIN and press **OK**.
4. Enter MANAGER ID and press **OK**.
5. Enter MANAGER PW and press **OK**.
6. Use the ↑ and ↓ arrows to highlight CLOSE BATCH and press **OK**. *The terminal will print a detailed listing of all transactions if enabled.*
7. Press **CANC** twice to return terminal to main menu.

**BALANCING**

- Step 1.** Press **FCN**.
2. Press the ↓ arrow to select OTH.
3. Use the ↑ and ↓ arrows to highlight LOCAL INQ and press **OK**.
4. Enter MANAGER ID and press **OK**.
5. Enter MANAGER PW and press **OK**.
6. Use the ↑ and ↓ arrows to highlight PRINT TRANS and press **OK**. *The terminal will print all the transactions made since the last Close Batch.*
7. Terminal will prompt **DEL DETAIL?**  
**NO OR YES**  
*No to leave sales data so you can print again.*  
*Yes to delete the sales data.*
8. Press **CANC** twice to return terminal to main menu.

**TERMINAL INITIALIZATION**

This function (re)establishes parameter settings between the merchant's POS terminal and your Bank.

- Step 1.** Press **FCN**.
2. Press the ↓ arrow to select OTH.
3. Use the ↑ and ↓ arrows to highlight HOST ADMIN and press **OK**.
4. Enter MANAGER ID and press **OK**.
5. Enter MANAGER PW and press **OK**.
6. Use the ↑ and ↓ arrows to highlight INITIALIZE and press **OK**.
7. Press the → arrow to select YES to RETAIN PARAM.
8. Terminal will display **MERCHANT ID**, press **OK**.
9. Terminal will display **TERMINAL ID**, press **OK**.
10. Terminal will display **END OF DAY**, press **OK**.
11. Terminal will display **PRT DETAIL** select → YES.
12. **INIT COMPLETE PLEASE LOGON.**

**TERMINAL LOGON**

- Step 1.** Press **FCN**.
2. Press the ↓ arrow to select OTH.
3. Use the ↑ and ↓ arrows to highlight LOG ON and press **OK**.
4. Enter MANAGER ID and press **OK**.
5. Enter MANAGER PW and press **OK**.

**TERMINAL LOGOFF**

Financial transactions cannot be processed when the terminal has been logged off. For security reasons, you should "logoff" your terminal at the end of each business day.

- Step 1.** Press **FCN**.
2. Press the ↓ arrow to select OTH.
3. Use the ↑ and ↓ arrows to highlight LOG OFF and press **OK**.
4. Terminal will now display **LOGOFF APPROVED**.

To download additional copies of this Quick Reference Guide go to [www.moneris.com/merchant/qrguides](http://www.moneris.com/merchant/qrguides) and open the PDF file **schlumbergerqrg.pdf**

For **Technical Assistance** Contact  
**INTERPOS**  
**1-877-550-5553**

**Quick Reference Guide**

For Debit Card & Credit Card Procedures

Your VISA Merchant Number is

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Your MasterCard Merchant Number is

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# CREDIT CARD TRANSACTIONS

## PURCHASE

- Step 1.** Press **FCN**.
- Press the → arrow to select **RET**.
- Use the ↑ and ↓ arrows to highlight **PURCHASE** and press **OK**.
- Enter **USER ID** and press **OK**. (optional)
- Enter purchase amount (e.g. 2500 = \$25.00) and press **OK**.
- AMOUNT OK?** Merchant to approve and press **OK**.
- SWIPE CUSTOMER CARD**.
- PLEASE WAIT.** Terminal will print out two copies of transaction. Provide one copy to customer and have customer sign the other copy (compare signature to card) and retain for your own record.
- Press **CANC** to return terminal to main menu.

**IMPORTANT: IF YOUR CUSTOMER'S CARD CANNOT BE READ THROUGH THE TERMINAL YOU MUST TAKE AN IMPRINT OF THE CARD & RETAIN THE CUSTOMER'S SIGNED, IMPRINTED SALES DRAFT WITH THE (MERCHANT) RECEIPT FROM THE POS TERMINAL.**

## REFUND

- Step 1.** Press **FCN**.
- Press the → arrow to select **RET**.
- Use the ↑ and ↓ arrows to highlight **REFUND** and press **OK**.
- Enter **USER ID** and press **OK**. (optional)
- Enter **MANAGER PW** and press **OK**.
- Enter **ORIGINAL AUTH CODE** and press **OK**.
- Enter amount to be refunded (e.g. 2500 = \$25.00) and press **OK**.
- AMOUNT OK?** Merchant to approve and press **OK**.
- SWIPE CUSTOMER CARD**.
- PLEASE WAIT.** Terminal will print out two copies of transaction. Merchant to sign a copy and give to customer, retain other copy for your own record.
- Press **CANC** to return terminal to main menu.

## PURCHASE/REFUND CORRECTION

- Step 1.** Press **FCN**.
- Press the → arrow to select **RET**.
- Use the ↑ and ↓ arrows to highlight **PURCH CORR** or **REFUND CORR** and press **OK**.
- Enter **USER ID** and press **OK**. (optional)
- Enter **MANAGER PW** and press **OK**.
- Enter **ORIGINAL AUTH CODE** and press **OK**.
- Enter the entire amount of the transaction being corrected (e.g. 2500 = \$25.00) and press **OK**.
- AMOUNT OK?** Merchant to approve and press **OK**.
- SWIPE CUSTOMER CARD**.
- PLEASE WAIT.** Terminal will print out two copies of transaction. Merchant to sign a copy and give to customer, retain other copy for your own record.
- Press **CANC** to return terminal to main menu.

# DEBIT CARD TRANSACTIONS

## PURCHASE

- Step 1.** Press **FCN**.
- Press the → arrow to select **RET**.
- Use the ↑ and ↓ arrows to highlight **PURCHASE** and press **OK**.
- Enter **USER ID** and press **OK**. (optional)
- Enter purchase amount (e.g. 2500 = \$25.00) and press **OK**.
- Pass terminal to the customer to follow prompts.
  - AMOUNT OK?** Customer to approve and press **OK**.
  - SWIPE CUSTOMER CARD.** Customer to swipe card.
  - Customer to select the appropriate account. Press the ← arrow for **CHQ** and → arrow for **SAV**.
  - Customer to enter their **PIN** and press **OK**.
  - Customer to return terminal to merchant.
- PLEASE WAIT.** Terminal will print out two copies of transaction. Provide one copy of receipt to customer and retain other copy for your own record.
- Press **CANC** to return terminal to main menu.

## REFUND

- Step 1.** Press **FCN**.
- Press the → arrow to select **RET**.
- Use the ↑ and ↓ arrows to highlight **REFUND** and press **OK**.
- Enter **USER ID** and press **OK**. (optional)
- Enter **MANAGER PW** and press **OK**.
- Enter **ORIGINAL AUTH CODE** and press **OK**.
- Enter amount to be refunded (e.g. 2500 = \$25.00) and press **OK**.
- Pass terminal to the customer to follow prompts.
  - AMOUNT OK?** Customer to approve and press **OK**.
  - SWIPE CUSTOMER CARD.** Customer to swipe card.
  - Customer to select the appropriate account. Press the ← arrow for **CHQ** and → arrow for **SAV**.
  - Customer to enter their **PIN** and press **OK**.
  - Customer to return terminal to merchant.
- PLEASE WAIT.** Terminal will print out two copies of transaction. Provide one copy of receipt to customer and retain other copy for your own record.
- Press **CANC** to return terminal to main menu.

## PURCHASE/REFUND CORRECTION

- Step 1.** Press **FCN**.
- Press the → arrow to select **RET**.
- Use the ↑ and ↓ arrows to highlight **PURCH CORR** or **REFUND CORR** and press **OK**.
- Enter **USER ID** and press **OK**. (optional)
- Enter **MANAGER PW** and press **OK**.
- Enter **ORIGINAL AUTH CODE** and press **OK**.
- Enter the entire amount of the transaction being corrected (e.g. 2500 = \$25.00) and press **OK**.
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