FD Series
Restaurant Quick Tips

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Sale: Use this function to authorize and capture transactions for settlement. The customer may offer a card for payment in one of three ways: 1) By inserting a "smart card" (one with an embedded chip) into the smart card reader located at the front of the terminal or PIN pad, a technology that adds an extra layer of security. 2) By swiping the card through the magnetic stripe reader; or 3) by tapping a contactless card.

Display	Action
Idle Menu	Touch Sale
Enter Amount $0.00	Key amount and press [ENTER]
Terminal May Prompt: Enter Tip Amount Or Press Cancel (X) To Skip	Enter tip amount or press Cancel (X) to print a blank tip line.
Terminal May Prompt: Please Enter PIN	Key PIN or press [ENTER] to bypass. (If the issuing bank doesn't allow PIN bypass, the transaction will be canceled and a receipt will print).
Please Present Card	Manually key card number if sale was not initiated by an insert, tap or swipe
Terminal may prompt: Waiting for PIN Entry	Key PIN and press [ENTER]
Terminal may prompt: Approved $$.$$ Collect $$.$$ Accept Partial Amount No Yes	Touch the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
Host Response	Receipts print

Void: Use this function to delete a transaction that is in the current batch.

Display			Action
Idle Menu			Touch Other
Reprint	Void	Refund	Touch Void
Enter Transaction SEQ # from Receipt.			Key sequence number and press [ENTER]
VS Sale Amount	$0.00		Touch OK
Date Time Approval Code ###### Card # XXXXXXXXXXX0019 Tip Amount $-.- - Server #### Cancel Ok			
Performing Credit Reversal			
Print Customer Receipt?	No	Yes	Touch desired option

Return/Refund: Use this function to issue a credit to the cardholder's account for goods or services.

Display			Action
Idle Menu			Touch Other
Reprint	Void	Refund	Touch Refund
Enter Amount	$0.00		Key refund amount and press [ENTER]
Please Present Card			Insert, tap, swipe or manually key card number and press [ENTER]
Terminal may prompt: Waiting for PIN Entry			If prompted, have customer enter PIN on PINpad and press [ENTER]
Print Customer Receipt?	No	Yes	Touch desired option

Tab Processing: Use this function to open, close or void tab transactions.

Display			Action
Idle Menu			Touch Other
Gift Card	Help	More	Touch More
Force Balance	Tabs Inquiry		Touch Tabs
Open Void	Close	Open Tab	Touch the desired option. Follow terminal prompts to complete transaction. Press Cancel (X) to return to idle prompt.

Tip Adjustment: Use this function to add the tip amount to a transaction that is in the current batch.

Display			Action
Idle Menu			Touch Other
Enter Close Batch	Report Tip		Touch Enter Tip
Enter transaction SEQ # from Receipt			Key sequence number and press [ENTER]
Trans SEQ #			Touch Edit Tip
Last 4	####		
Trans Amt.	$1.00		
Tip	$0.00		
Total Amount	$1.00		
Prev Edit Tip	Next		
Enter Tip Sale Amount:	$1.00	$0.00	Key tip amount, press [ENTER]
Trans SEQ#			Press Cancel (X) to return to idle prompt
Server:	####		
Last 4	####		
Trans Amt.	$1.00		
Tip	$0.10		
Total Amount	$1.10		
Prev Edit Tip	Next		

Reprint: Use this function to reprint the last transaction or any transaction stored in the terminals memory.

Display			Action
Idle Menu			Touch Other
Reprint	Void	Refund	Touch Reprint
Enter transaction SEQ # from receipt			Key sequence number and press [ENTER]
Re-printing receipt			Press Cancel (X) to return to idle prompt

Reports: Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

Display			Action
Idle Menu			Touch Other
Enter Tips	Report	Close Batch	Touch Report
Print Reports	Host Reports		Touch Print Reports
Batch Totals	Card Totals	Tran Details	Touch the desired report to print
Batch History	Server Totals	Server Details	
Open Tabs	Open Tips		

Settle: Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

Display			Action
Idle Menu			Touch Other
Enter Tips	Report	Close Batch	Touch Close Batch
Close Batch?			Touch OK to confirm close
Sales	###	$#.##	
Refunds	###	$#.##	
Totals	###	$#.##	
Tips	###	$#.##	
Cashback	###	$#.##	
Cancel		OK	
Dialing...			Terminal communicates with the host for approval
Batch Close Complete			Press Cancel (X) to return to idle prompt

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