



Sale		
Date Swipe Customer Card	Time	Swipe card or key in the card number and press [ENTER].
Card Type Expiration Date MMY	Sale	Key in the expiration date in MMY format and press [ENTER].
Card Type Take Imprint of Card	Sale	Verify an imprint of the card was taken and press [ENTER].
xxxxxxxxxxxxxxxx=xxxx		If account number and expiration date are correct, press [ENTER]. If account number and expiration date are incorrect, press [CANCEL].
Enter Last 4 No. of Customer Card		Key in the last 4 digits of the card number and press [ENTER].
Duplicate Acct Add?	Yes or No?	Press [YES] if the duplicate transaction should be processed. Press [NO] if the duplicate transaction should be cancelled.
Duplicate Acct Enter Password		Key in the password and press [ENTER].
Card Type Enter Server Number	Sale	Key in the server number and press [ENTER].
Card Type Sign-On?	Sale Y or N?	Press [YES] to add the server number to the server table. Press [NO] to enter a different server number.
Card Type V Code from Card	Sale	Key in the V Code from back of card and press [ENTER].
V Code 2=Illegibl	0=Not Present 9=Absnt	Key in the appropriate code and press [ENTER].
Card Type Base Amount	Sale \$0.00	Key in the amount and press [ENTER].
Card Type Tip Amount	Sale \$0.00	Key in the tip amount and press [ENTER].
Card Type Total	Sale \$0.00	Key in the total of base and tip combined and press [ENTER].
Card Type Amount Again	Sale \$0.00	Key in the total amount again and press [ENTER].
Card Type Enter Cust Ref #	Sale	Key in the customer reference number and press [ENTER] or press [ENTER] to bypass.
Card Type Enter Address	Sale	Key in the cardholder's address and press [ENTER].
Card Type Enter ZIP Code	Sale	Key in the cardholder's ZIP Code and press [ENTER].
Enter Invoice Number		Key in the invoice number and press [ENTER] or press [ENTER] to accept terminal generated invoice number.
Card Type Enter Table Number	Sale	Key in the table number and press [ENTER].
Printing, Wait Please Wait		(No action while processing)
Card Type Approval	Sale XXXXXX	(No action while processing) Receipt prints.
Prt Customer Receipt Correct?	Yes or No	Press [YES] to print the customer copy or press [NO] to return to the idle prompt.

Auth Only		
Date Swipe Customer Card	Time	Press [AUTH].
Enter Password	Authorize	Key in the password and press [ENTER].
Card Type Swipe Customer Card	Authorize	Swipe card or key in the card number and press [ENTER].
Card Type Expiration Date MMY	Authorize	Key in the expiration date in MMY format and press [ENTER].
Card Type Take Imprint of Card	Authorize	Verify an imprint of the card was taken and press [ENTER].
xxxxxxxxxxxxxxxx=xxxx		If account number and expiration date are correct, press [ENTER]. If account number and expiration date are incorrect, press [CANCEL].
Enter Last 4 No. of Customer Card		Key in the last 4 digits of the card number and press [ENTER].
Card Type Enter Server Number	Authorize	Key in the server number and press [ENTER].
Card Type Sign-On?	Authorize Y or N?	Press [YES] to add the server number to the server table. Press [NO] to enter a different server number.
Card Type V Code from Card	Authorize	Key in the V Code from back of card and press [ENTER].
V Code 2=Illegibl	0=Not Present 9=Absnt	Key in the appropriate code and press [ENTER].
Card Type Amount	Authorize \$0.00	Key in the amount and press [ENTER].
Card Type Amount Again	Authorize \$0.00	Key in the amount again and press [ENTER].
Card Type Enter Address	Authorize	Key in the cardholder's address and press [ENTER].
Card Type Enter ZIP Code	Authorize	Key in the cardholder's ZIP Code and press [ENTER].
Enter Invoice Number		Key in the invoice number and press [ENTER] or press [ENTER] to accept terminal generated invoice number.
Card Type Enter Table Number	Authorize	Key in the table number and press [ENTER].
Printing, Wait Please Wait		(No action while processing)
Card Type Approval	Authorize XXXXXX	(No action while processing) Receipt prints.
Prt Customer Receipt Correct?	Yes or No	Press [YES] to print the customer copy or press [NO] to return to the idle prompt.

Force Sale		
Date Swipe Customer Card	Time	Press [FORCE].
Enter Password	Force	Key in the password and press [ENTER].
Swipe Customer Card	Force	Swipe card or key in the card number and press [ENTER].
Card Type Expiration Date	Force MMYY	Key in the expiration date in MMY Y format and press [ENTER].
Card Type Take Imprint of Card	Force	Verify an imprint of the card was taken and press [ENTER].
XXXXXXXXXXXXXXXXXXXX=XXXX		If account number and expiration date are correct, press [ENTER]. If account number and expiration date are incorrect, press [CANCEL].
Enter Last 4 No. of Customer Card		Key in the last 4 digits of the card number and press [ENTER].
Duplicate Acct Add?	Yes or No?	Press [YES] if the duplicate transaction should be processed. Press [NO] if the duplicate transaction should be cancelled.
Duplicate Acct Enter Password		Key in the password and press [ENTER].
Card Type Enter Server Number	Force	Key in the server number and press [ENTER].
Card Type Sign-On?	Force Y or N	Press [YES] to add the server number to the server table. Press [NO] to enter a different server number.
Card Type Base	Force \$0.00	Key in the amount and press [ENTER].
Card Type Tip Amount	Force \$0.00	Key in the tip amount and press [ENTER].
Card Type Total	Force \$0.00	Key in the total of base and tip combined and press [ENTER].
Card Type Amount Again	Force \$0.00	Key in the amount again and press [ENTER].
Card Type Enter Cust Ref #	Force	Key in the customer reference number and press [ENTER] or press [ENTER] to bypass.
Enter Invoice Number		Key in the invoice number and press [ENTER] or press [ENTER] to accept terminal generated invoice number.
Card Type Enter Table Number	Force	Key in the table number and press [ENTER].
Card Type Enter Approval Code	Force	Key in the approval code and press [ENTER].
Printing, Wait Please Wait		(No action while processing)
Card Type Transaction Accepted	Force	(No action while processing) Receipt prints.
Prt Customer Receipt Correct?	Yes or No	Press [YES] to print the customer copy or press [NO] to return to the idle prompt.

Refund		
Date Swipe Customer Card	Time	Press [REFUND].
Enter Password	Refund	Key in the password and press [ENTER].
Swipe Customer Card	Refund	Swipe card or key in the card number and press [ENTER].
Card Type Expiration Date	Refund MMYY	Key in the expiration date in MMY Y format and press [ENTER].
Card Type Take Imprint of Card	Refund	Verify an imprint of the card was taken and press [ENTER].
XXXXXXXXXXXXXXXXXXXX=XXXX		If account number and expiration date are correct, press [ENTER]. If account number and expiration date are incorrect, press [CANCEL].
Enter Last 4 No. of Customer Card		Key in the last 4 digits of the card number and press [ENTER].
Duplicate Acct Add?	Yes or No?	Press [YES] if the duplicate transaction should be processed. Press [NO] if the duplicate transaction should be cancelled.
Duplicate Acct Enter Password		Key in the password and press [ENTER].
Card Type Enter Server Number	Refund	Key in the server number and press [ENTER].
Card Type Sign-On?	Refund Y or N	Press [YES] to add the server number to the server table. Press [NO] to enter a different server number.
Card Type Amount	Refund \$0.00	Key in the amount and press [ENTER].
Card Type Amount Again	Refund \$0.00	Key in the amount again and press [ENTER].
Card Type Enter Cust Ref #	Refund	Key in the customer reference number and press [ENTER] or press [ENTER] to bypass.
Enter Invoice Number		Key in the invoice number and press [ENTER] or press [ENTER] to accept terminal generated invoice number.
Card Type Enter Table Number	Refund	Key in the table number and press [ENTER].
Printing, Wait Please Wait		(No action while processing)
Card Type Transaction Accepted	Refund	(No action while processing) Receipt prints.
Prt Customer Receipt Correct?	Yes or No	Press [YES] to print the customer copy or press [NO] to return to the idle prompt.

Shaded sections are optional features.

Open Tab		
Date Swipe Customer Card	Time	Press [TAB].
1=Open Tab 2=Close Tab	3=Report 4=Force	Press [1] and [ENTER].
Open Tab Swipe Customer Card		Swipe card or key in the card number and press [ENTER].
Card Type Expiration Date	Open Tab MMYY	Key in the expiration date in MMY Y format and press [ENTER].
Card Type Take Imprint of Card	Open Tab	Verify an imprint of the card was taken and press [ENTER].
XXXXXXXXXXXXXXXXXXXX=XXXX		If account number and expiration date are correct, press [ENTER]. If account number and expiration date are incorrect, press [CANCEL].
Enter Last 4 No. of Customer Card		Key in the last 4 digits of the card number and press [ENTER].
Duplicate Acct Add?	Yes or No?	Press [YES] if the duplicate transaction should be processed. Press [NO] if the duplicate transaction should be cancelled.
Duplicate Acct Enter Password		Key in the password and press [ENTER].
Card Type Enter Server Number	Open Tab	Key in the server number and press [ENTER].
Card Type Sign-On?	Open Tab Y or N?	Press [YES] to add the server number to the server table. Press [NO] to enter a different server number.
Card Type Base Amount	Open Tab \$0.00	Key in the amount and press [ENTER].
Card Type Amount Again	Open Tab \$0.00	Key in the amount again and press [ENTER].
Card Type Enter Cust Ref #	Open Tab	Key in the customer reference number and press [ENTER] or press [ENTER] to bypass.
Enter Invoice Number		Key in the invoice number and press [ENTER] or press [ENTER] to accept terminal generated invoice number.
Card Type Enter Table Number	Sale	Key in the table number and press [ENTER].
Printing, Wait Please Wait		(No action while processing)
Card Type Transaction Accepted	Sale	(No action while processing) Receipt prints.
Prt Customer Receipt Correct?	Yes or No	Press [YES] to print the customer copy or press [NO] to return to the idle prompt.

Close Tab		
Date Swipe Customer Card	Time	Press [TAB].
1=Open Tab 2=Close Tab	3=Report 4=Force	Press [2] and [ENTER].
Close Tab Enter Password		Key in the password and press [ENTER].
Enter Invoice Number		Key in the invoice number of the open tab to be closed and press [ENTER].
XX Correct?	Close Tab Yes or No	Press [YES] to close tab. Press [NO] to cancel and return to the idle prompt.
Total Correct?	\$XX.XX Yes or No	Press [YES] to close tab for the amount displayed. Press [NO] to close tab for a different amount.
Base Amount Correct?	\$XX.XX Yes or No	Press [YES] if base amount is correct. Press [NO] to change base amount.
Base Amount New Amount?	\$XX.XX	Key in the new base amount and press [ENTER].
Tip Amount Correct?	\$XX.XX Yes or No	Press [YES] if tip amount is correct. Press [NO] to change tip amount.
Tip Amount New Amount?	\$XX.XX	Key in the new tip amount and press [ENTER].
Total Correct?	\$XX.XX Yes or No	Press [YES] to close tab for the amount displayed. Press [NO] to close tab for a different amount.
Card Type Transaction Accepted	Close Tab	(No action while processing) Receipt prints.
Prt Customer Receipt Correct?	Yes or No	Press [YES] to print the customer copy or press [NO] to return to the idle prompt.

Shaded sections are optional features.

Force Open Tab		
Date Swipe Customer Card	Time	Press [TAB].
1=Open Tab 2=Close Tab	3=Report 4=Force	Press [4] and [ENTER].
FR Opn Tab Enter Password		Key in the password and press [ENTER].
FR Opn Tab Swipe Customer Card		Swipe card or key in the card number and press [ENTER].
Card Type Expiration Date MMY	FR Opn Tab	Key in the expiration date in MMY format and press [ENTER].
Card Type Take Imprint of Card	FR Opn Tab	Verify an imprint of the card was taken and press [ENTER].
xxxxxxxxxxxxxxxx=xxxx		If account number and expiration date are correct, press [ENTER]. If account number and expiration date are incorrect, press [CANCEL].
Enter Last 4 No. of Customer Card		Key in the last 4 digits of the card number and press [ENTER].
Duplicate Acct Add? Yes or No?		Press [YES] if the duplicate transaction should be processed. Press [NO] if the duplicate transaction should be cancelled.
Duplicate Acct Enter Password		Key in the password and press [ENTER].
Card Type Enter Server Number	FR Opn Tab	Key in the server number and press [ENTER].
Card Type Sign-On?	FR Opn Tab Y or N	Press [YES] to add the server number to the server table. Press [NO] to enter a different server number.
Card Type Base Amount \$0.00	FR Opn Tab	Key in the amount and press [ENTER].
Card Type Amount Again \$0.00	FR Opn Tab	Key in the amount again and press [ENTER].
Card Type Enter Cust Ref #	FR Opn Tab	Key in the customer reference number and press [ENTER] or press [ENTER] to bypass.
Enter Invoice Number		Key in the invoice number and press [ENTER] or press [ENTER] to accept terminal generated invoice number.
Card Type Enter Table Number	FR Opn Tab	Key in the table number and press [ENTER].
Enter Approval Code		Key in the approval code and press [ENTER].
Printing, Wait Please Wait		(No action while processing)
Card Type Transaction Accepted	FR Opn Tab	(No action while processing) Receipt prints.
Prt Customer Receipt Correct? Yes or No		Press [YES] to print the customer copy or press [NO] to return to the idle prompt.

Debit Sale		
Date Swipe Customer Card	Time	Press [DEBIT].
DB Sale Swipe Customer Card		Swipe card.
xxxxxxxxxxxxxxxx=xxxx		If account number and expiration date are correct, press [ENTER]. If account number and expiration date are incorrect, press [CANCEL].
Duplicate Acct Add? Yes or No?		Press [YES] if the duplicate transaction should be processed. Press [NO] if the duplicate transaction should be cancelled.
Duplicate Acct Enter Password		Key in the password and press [ENTER].
Debit Enter Server Number	DB Sale	Key in the server number and press [ENTER].
Debit Sign-On?	DB Sale Y or N	Press [YES] to add the server number to the server table. Press [NO] to enter a different server number.
Debit Base Amount \$0.00	DB Sale	Key in the amount and press [ENTER].
Debit Tip Amount \$0.00	DB Sale	Key in the tip amount and press [ENTER].
Debit Cash Amount \$0.00	DB Sale	Key in the cash back amount and press [ENTER].
Debit Total \$0.00	DB Sale	Key in the total amount and press [ENTER].
Debit Enter Cust Ref #	DB Sale	Key in the customer reference number and press [ENTER] or press [ENTER] to bypass.
Enter Invoice Number		Key in the invoice number and press [ENTER] or press [ENTER] to accept terminal generated invoice number.
Debit Enter Table Number	DB Sale	Key in the table number and press [ENTER].
Waiting for PIN		Key in the PIN number on the PIN pad and press [ENTER] on the PIN pad.
Printing, Wait Please Wait		(No action while processing)
Debit Approval XXXXX	DB Sale	(No action while processing) Receipt prints.
Prt Customer Receipt Correct? Yes or No		Press [YES] to print the customer copy or press [NO] to return to the idle prompt.

Shaded sections are optional features.

Debit Refund		
Date Swipe Customer Card	Time	Press [DEBIT].
DB Refund Enter Password		Key in the password and press [ENTER].
DB Refund Swipe Customer Card		Swipe card.
XXXXXXXXXXXXXXXXXXXX=XXXX		If account number and expiration date are correct, press [ENTER]. If account number and expiration date are incorrect, press [CANCEL].
Duplicate Acct Add? Yes or No?		Press [YES] if the duplicate transaction should be processed. Press [NO] if the duplicate transaction should be cancelled.
Duplicate Acct Enter Password		Key in the password and press [ENTER].
Debit Enter Server Number	DB Refund	Key in the server number and press [ENTER].
Debit Sign-On?	DB Refund Y or N?	Press [YES] to add the server number to the server table. Press [NO] to enter a different server number.
Debit Amount	DB Refund \$0.00	Key in the amount and press [ENTER].
Debit Amount Again	DB Refund \$0.00	Key in the amount again and press [ENTER].
Debit Enter Cust Ref #	DB Refund	Key in the customer reference number and press [ENTER] or press [ENTER] to bypass.
Enter Invoice Number		Key in the invoice number and press [ENTER] or press [ENTER] to accept terminal generated invoice number.
Debit Enter Table Number	DB Refund	Key in the table number and press [ENTER].
Waiting for PIN		Key in the PIN number on the PIN pad and press [ENTER] on the PIN pad.
Printing, Wait Please Wait		(No action while processing)
Debit Approval	DB Refund XXXXXX	(No action while processing) Receipt prints.
Prt Customer Correct?	Receipt Yes or No	Press [YES] to print the customer copy or press [NO] to return to the idle prompt.

Void		
Date Swipe Customer Card	Time	Press [VOID].
Enter Password	Void	Key in the password and press [ENTER].
Enter Invoice Number		Key in the invoice number and press [ENTER].
X Correct?	\$X.XX Yes or No	Press [YES] to void the transaction displayed. Press [NO] to cancel and return to the idle prompt.
Prt Customer Correct?	Receipt Yes or No	Press [YES] to print the customer copy or press [NO] to return to the idle prompt.
Transaction Accepted		

Adjustment		
Date Swipe Customer Card	Time	Press [ADJUST].
Enter Password	Adjust	Key in the password and press [ENTER].
Enter Invoice Number		Key in the invoice number and press [ENTER].
Base Amount Enter Tip	\$X.XX \$0.00	Key in the tip amount and press [ENTER] or press [ENTER] to adjust base amount.
Total Correct?	\$X.XX Yes or No	Press [YES] if base amount displayed is correct. Press [NO] to adjust the base amount displayed.
Base Amount Correct?	\$X.XX Yes or No	Press [YES] if the base amount displayed is correct. Press [NO] to change the base amount displayed.
Base Amount New Amount?	\$X.XX \$0.00	Key in the new base amount and press [ENTER].
Tip Amount Correct?	\$X.XX Yes or No	Press [YES] if the tip amount displayed is correct. Press [NO] to change the tip amount displayed.
Tip Amount New Amount?	\$X.XX \$0.00	Key in the new tip amount and press [ENTER].
Total Correct?	\$X.XX Yes or No	Press [YES] if the new amount displayed is correct. Press [NO] to change the total displayed.
Transaction Accepted		

Batch Review		
Date Swipe Customer Card	Time	Press [BATCH REVIEW].
Enter Server Number	Review	Key in the appropriate server number and press [ENTER] or press [ENTER] for all server numbers.
SVR: XX [Tran Type]	INV: XX \$X.XX	Press [←] to display additional transaction information. Press [ENTER] to scroll to the next transaction. Press [CANCEL] to return to the idle prompt.

Reprint		
Date Swipe Customer Card	Time	Press [REPRINT].
Reprint Trans Enter Invoice Number		Key in the invoice number of the transaction to reprint and press [ENTER].
Prt Customer Receipt Correct? Yes or No		Press [YES] to print the customer copy or press [NO] to return to the idle prompt.
Reprint Complete		(No action)

Server Log On/Off		
Date Swipe Customer Card	Time	Press [FUNCTION], [77], and [ENTER].
Enter Server Number	Sign on/off	Key in the appropriate server number and press [ENTER].
Sign on/off? Yes or No?	Sign on/off	Press [YES] to sign on/off server displayed. Press [NO] to cancel server sign on/off.
Transaction Accepted		
Enter Server Number	Sign on/off	Key in the next server number or press [CANCEL] to return to the idle prompt.

Host Batch Inquiry		
Date Swipe Customer Card	Time	Press [REPORTS].
Enter Password	Reports	Key in the password and press [ENTER].
2=Server 3=Audit	4=Summary +	Press [←] to access the next screen.
6 = HCS BL		Press [6] and press [ENTER] to print a batch inquiry report.
Scanning Batch Please Wait		(No action while processing) Report prints.

*\*Batch Inquiry only pulls host totals from Debit and Stored Value transactions.*

Tab Report		
Date Swipe Customer Card	Time	Press [REPORTS].
Enter Password	Reports	Key in the password and press [ENTER].
2=Server 5=Tab	4=Summary	Press [5] and [ENTER] to 3=Audit access server report options.
Scanning Batch Please Wait		(No action while processing) Report prints.

Server Report		
Date Swipe Customer Card	Time	Press [REPORTS].
Enter Password	Reports	Key in the password and press [ENTER].
2=Server 5=Tab	4=Summary	Press [2] and [ENTER] to 3=Audit access server report options.
1=Audit 2=Summary	3=Untipped	Press [1] and [ENTER] for a server audit report. Press [2] and [ENTER] for a server summary report. Press [3] and [ENTER] for a server untipped report.
Enter Server Number		Key in the appropriate server number and press [ENTER] or press [ENTER] to print all servers.
Scanning Batch Please Wait		(No action while processing) Report prints.

Shaded sections are optional features.

Reports		
Date	Time	Press [REPORTS].
Swipe Customer Card		
Enter Password		Key in the password and press [ENTER].
2=Server 3=Audit	4=Summary 5=Tab	Press [3] and [ENTER] to print an audit report. Press [4] and [ENTER] to print a summary report. Press [5] and [ENTER] to print a tab report.
Scanning Batch Please Wait		(No action while processing) Report prints.

Settlement		
Date	Time	Press [SETTLEMENT].
Swipe Customer Card		
Enter Password		Key in the password and press [ENTER].
HOST #		Key in the host number and press [ENTER].
Sales Total Correct?	\$X.XX Yes or No?	Press [YES] if the sales total is correct. Press [NO] if the sales total is incorrect.
Refund Total Correct?	\$X.XX Yes or No	Press [YES] if the refund total is correct. Press [NO] if the refund total is incorrect.
Sales Total	Settle \$0.00	Key in the sales total and press [ENTER].
Refund Total	Settle \$0.00	Key in the refund total and press [ENTER].
Batch Transfer, Wait		(No action while processing)
OK XXX XXXX XXXX		Report prints.

AVS Reponse Codes	
Visa Codes	Descriptions
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
E	Error - Transaction ineligible for AVS or edit error found.
S	AVS not supported by issuer.

MasterCard Codes	Descriptions
X	Exact - Match on address and 9-digit ZIP Code.
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

Discover Codes	Descriptions
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.

American Express Codes	Descriptions
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

Shaded sections are optional features.



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