



Quick Reference Card for the TeleCheck

ECLIPSE



SALE

INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	From idle screen swipe card, or press [CREDIT].
Credit Sale Refund Force <Back More>	Press [SALE].
ENTER ACCT #	Swipe card or manually enter number and press [ENTER].
LAST 4 DIGITS?	Key in the last four digits of the card number and press [ENTER].
EXPIRE DATE MMY	Key in expiration date and press [ENTER].
ENTER CVV2 DATA	Key in CVV2 data from back of card and press [ENTER].
SALE AMOUNT? \$0.00	Key in dollar amount and press [ENTER].
TAX AMOUNT? \$0.00	Key in tax amount and press [ENTER].
TAX EXEMPT? YES NO	Press [YES] if tax exempt.
ENTER PURCHASE #	Key in purchase number and press [ENTER].
SHIP TO ZIP CODE	Key in Zip Code of shipping address and press [ENTER].
INVOICE NUMBER	Key in invoice number and press [ENTER].
SERVER ID	Key in server ID number and press [ENTER].
CUSTOMER ZIP	Key in Zip Code of home address and press [ENTER].
DIALING	Connecting to Host.
APPROVED XXXXXX PRINTING RECEIPT	
PRINT CUSTOMER RECEIPT YES NO	Press [YES].
PRINTING CUSTOMER RECEIPT	
APPROVED XXXXXX	Press [CLEAR] to return to idle prompt.

Shaded sections are optional features.

AUTHORIZATION ONLY

INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [CREDIT].
Credit Sale Refund Force <Back More>	Press [MORE].
Credit Auth Tabs Close <Back More>	Press [AUTH].
ENTER ACCT #	Swipe card or manually enter card number and press [ENTER].
ENTER 4 DIGITS?	Key in the last four digits of the card number and press [ENTER].
EXPIRE DATE MMY	Key in expiration date and press [ENTER].
ENTER CVV2 DATA	Key in CVV2 data and press [ENTER].
PREAUTH AMOUNT? \$0.00	Key in dollar amount and press [ENTER].
TAX AMOUNT? \$0.00	Key in tax amount and press [ENTER].
TAX EXEMPT? YES NO	Press [YES] if tax exempt.
ENTER PURCHASE #	Key in purchase number and press [ENTER].
SHIP TO ZIP CODE	Key in Zip Code of shipping address and press [ENTER].
INVOICE NUMBER	Key in invoice number and press [ENTER].
SERVER ID	Key in server ID number and press [ENTER].
CUSTOMER ZIP	Key in Zip Code of home address and press [ENTER].
DIALING	Connecting to Host.
APPROVED PRINTING RECEIPT	
PRINT CUSTOMER RECEIPT YES NO	Press [YES].
PRINTING CUSTOMER RECEIPT	
APPROVED XXXXXX	Press [CLEAR] to return to idle prompt.

FORCE

INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [CREDIT].
Sale Refund Force <Back More>	Press [FORCE].
ENTER ACCT #	Swipe card or manually enter card number and press [ENTER].
LAST 4 DIGITS?	Key in the last four digits of the card number and press [ENTER].
EXPIRE DATE MMY	Key in expiration date and press [ENTER].
FORCE SALE AMT? \$0.00	Key in dollar amount and press [ENTER].
TAX AMOUNT? \$0.00	Key in tax amount and press [ENTER].
TAX EXEMPT? YES NO	Press [YES] if tax exempt.
ENTER PURCHASE #	Key in purchase number and press [ENTER].
SHIP TO ZIP CODE	Key in ship to zip code and press [ENTER].
ENTER AUTH CODE	Key in the authorization number you obtained from the voice center and press [ENTER].
TRANS DATE MDDYY XXXXXX	Press [ENTER].
INVOICE NUMBER	Key in the invoice number. Press [ENTER].
SERVER ID	Key in server ID number and press [ENTER].
FORCE OK PRINTING RECEIPT	
PRINT CUSTOMER RECEIPT YES NO	Press [YES].
PRINTING CUSTOMER RECEIPT	
FORCE SALE OK	Press [CLEAR] to return to idle prompt.

Shaded sections are optional features.

REFUND

INSERT CHECK OR SWIPE CARD OPTIONS Check Credit Other	Press [CREDIT].
Sale Refund Force <Back More>	Press [REFUND].
ENTER ACCT #	Swipe card or manually enter card number and press [ENTER].
LAST 4 DIGITS?	Key in the last four digits of the card number and press [ENTER].
EXPIRE DATE MMY	Key in the expiration date and press [ENTER].
REFUND AMOUNT? \$0.00	Key in dollar amount and press [ENTER].
INVOICE NUMBER	Key in invoice number and press [ENTER].
SERVER ID	Key in server ID number and press [ENTER].
REFUND OK PRINTING RECEIPT	
PRINT CUSTOMER RECEIPT YES NO	Press [YES].
PRINTING CUSTOMER RECEIPT	
REFUND OK	Press [CLEAR] to return to idle prompt.

DEBIT SALE/REFUND

INSERT CHECK Press [OTHER].
 OR SWIPE CARD OPTIONS
 Check Credit Other

DEBIT EBT GIFTCARD Press [DEBIT].
 <Back AGE System

DEBIT Press [DEBIT SALE] or
 DEBIT DEBIT Press [DEBIT REFUND].
 SALE REFUND
 <Back

DEBIT SALE Swipe card.
 (or DEBIT REFUND)
 SWIPE DEBIT CARD

PURCHASE AMOUNT? Key in dollar amount and press
 (or DEBIT REFUND AMT) [ENTER].
 \$0.00

CASHBACK AMOUNT Key in cash-back amount and
 \$0.00 press [ENTER].

SERVER ID Key in server ID number and
 press [ENTER].

WAITING FOR PIN ENTRY Key in PIN number on the
 pin pad and press [ENTER].

DIALING Connecting to Host.

APPROVED
 PRINTING RECEIPT

PRINT CUSTOMER RECEIPT Press [YES].
 YES NO

PRINTING
 CUSTOMER RECEIPT

APPROVED Press [CLEAR] to return to idle
 prompt.

ADJUST

Idle prompt Press the [EDIT] key.

SELECT TYPE Press [CREDIT].
 OF TRANSACTION TO EDIT
 CREDIT CHECK

VISA SALE TRAN NUMBER
 Total Amt \$0.00 Scroll via < > to desired
 Tax Amt \$0.00 transaction and press
 Auth Code XXXXXX [EDIT].
 Clerk ID XXXXXX
 999999999999999999
 < EDIT >

EDIT TRANS Press the [ChgAmt] key to
 ChgAmt Void add to or adjust the
 transaction.

ENTER NEW AMOUNT Key in the "new" dollar
 \$0.00 amount. Press [ENTER].

TAX AMOUNT? Key in tax amount and
 \$0.00 press [ENTER].

TAX EXEMPT? Press [YES] if tax exempt.

CORRECTION OK Press [CLEAR] to return to
 the idle prompt.

VOID

Idle prompt Press the [EDIT] key.

SELECT TYPE Press [CREDIT].
 OF TRANSACTION
 TO EDIT
 CREDIT CHECK

VISA REFUND TRAN NUMBER
 Total Amt \$0.00 Scroll via < > to desired
 Tax Amt \$0.00 transaction and press
 Auth Code XXXXXX [EDIT].
 999999999999999999
 < EDIT >

EDIT TRANS Press [VOID].
 ChgAmt Void

VOID OK Press [CLEAR] to return to idle
 prompt.

REPRINT

INSERT CHECK Press [CREDIT].
 OR SWIPE CARD OPTIONS
 Check Credit Other

Credit Press [MORE].
 Sale Refund Force
 <Back More>

Credit Press [MORE].
 Auth Tabs Close
 <Back More>

Credit Press [REPRINT].
 View Print Reprint
 Report Report
 <Back More>

ENTER TRANS # Key in the transaction number
 and press [ENTER], or press
 [ENTER] for last.

REPRINTING Receipt prints.

PRINTING RECEIPT

PRINT Press [YES].
 CUSTOMER RECEIPT
 YES NO

PRINTING
 CUSTOMER RECEIPT

Credit Press [CLEAR].
 View Print Reprint
 Report Report
 <Back More>

Credit Press [CLEAR].
 Auth Tabs Close
 <Back More>

Credit Press [CLEAR] to return to
 Sale Refund Force the idle prompt.
 <Back More>

Shaded sections are optional features.

EBT SALE (CASH/FOODSTAMP)

INSERT CHECK Press [OTHER] for EBT.
 OR SWIPE CARD
 OPTIONS
 Check Credit Other

Debit EBT Gift Card Press [EBT].
 <Back System

EBT Press [SALE].
 Sale Refund Vouch

<Back Inquiry

SALE TYPE Touch the appropriate
 transaction type.

FOODSTAMP CASH
 EXPIRE DATE MMYT Key in expiration date and
 press [ENTER].

FOODSTAMP (or CASH) SALE Swipe card or or manually
 enter card number and press
 [ENTER].

SWIPE CARD

SALE AMOUNT? Key in dollar amount and
 \$0.00 press [ENTER].

CASH BACK AMT? Key in cash back amount
 \$0.00 and press [ENTER].

SERVER ID Key in server ID number and
 press [ENTER].

WAITING FOR PIN ENTRY Key in the PIN number on
 the pin pad and press
 [ENTER].

DIALING Connecting to Host.

APPROVED Store prints receipt.

PRINTING RECEIPT

PRINT CUSTOMER RECEIPT Press [YES].

YES NO

PRINTING Customer receipt prints.
 CUSTOMER RECEIPT

APPROVED Press [CLEAR] to return to
 idle prompt.

FOODSTAMP REFUND

INSERT CHECK Press [OTHER] for EBT.
 OR SWIPE CARD
 OPTIONS
 Check Credit Other

Debit EBT Gift Card Press [EBT].
 <Back AGE System

EBT Press [REFUND].
 Sale Refund Vouch

<Back Inquiry

FOODSTAMP REFUND Swipe card or manually
 enter card number and
 press [ENTER].

SWIPE CARD

EXPIRE DATE MMYT Key in expiration date and
 press [ENTER].

REFUND AMOUNT? Key in dollar amount and
 \$0.00 press [ENTER].

SERVER ID Key in server ID number and
 press [ENTER].

WAITING FOR PIN ENTRY Key in the PIN number on
 the pin pad and press
 [ENTER].

DIALING Terminal dials in for approval.

APPROVED Store receipt prints.

PRINTING RECEIPT

PRINT CUSTOMER RECEIPT Press [YES].

YES NO

PRINTING Customer receipt prints.
 CUSTOMER RECEIPT

APPROVED Press [CLEAR] to return to
 idle prompt.

Shaded sections are optional features.

EBT VOUCHER (CASH/FOODSTAMP)

INSERT CHECK	Press [OTHER].
OR SWIPE CARD OPTIONS	
Check Credit Other	
Debit EBT Gift Card	Press [EBT].
< Back AGE System	
EBT	Press [VOUCH].
Sale Refund Vouch	
< Back Inquiry	
VOUCHER TYPE	Touch appropriate the transaction type.
FOODSTAMP CASH	
FSTAMP (or CASH) VOUCHER	Swipe card or manually enter card number and press [ENTER].
SWIPE CARD	
EXPIRE DATE MMY	Key in expiration date and press [ENTER].
SALE AMOUNT?	Key in dollar amount and press [ENTER].
\$0.00	
SERVER ID	Key in server ID number and press [ENTER].
ENTER VOUCHER #	Key in the voucher number and press [ENTER].
ENTER AUTH CODE	Key in the authorization number you obtained from the voice center and press [ENTER].
DIALING	Connecting to Host.
APPROVED	Store receipt prints.
PRINTING RECEIPT	
PRINT CUSTOMER RECEIPT	Press [YES].
YES NO	
PRINTING CUSTOMER RECEIPT	Customer receipt prints.
APPROVED	Press [CLEAR] to return to idle prompt.

EBT BALANCE INQUIRY

INSERT CHECK	Press [OTHER].
OR SWIPE CARD OPTIONS	
Check Credit Other	
Debit EBT Gift Card	Press [EBT].
< Back AGE System	
EBT	Press [INQUIRY].
Sale Refund Vouch	
< Back Inquiry	
INQUIRY TYPE	Touch appropriate inquiry type.
FOODSTAMP CASH	
INQUIRY	Swipe card or manually enter card number and press [ENTER].
SWIPE CARD	
EXPIRE DATE MMY	Key in expiration date and press [ENTER].
SERVER ID	Key in server ID and press [ENTER].
WAITING FOR PIN ENTRY	Key in the PIN number into pin pad and press [ENTER].
DIALING	Connecting to Host.
APPROVED	Store receipt prints.
PRINTING RECEIPT	
PRINT CUSTOMER RECEIPT	Press [YES].
YES NO	
PRINTING CUSTOMER RECEIPT	Customer receipt prints.
APPROVED	Press [CLEAR] to return to idle prompt.

PRINTING REPORTS

INSERT CHECK	Press [CREDIT].
OR SWIPE CARD OPTIONS	
CHECK CREDIT OTHER	
Sale Refund Force	Press [MORE].
<Back More>	
CREDIT	Press [MORE].
Auth Tabs Close	
<Back More>	
CREDIT	Press the [PRINT REPORT] button from display.
VIEW PRINT REPRINT REPORT REPORT	
<BACK MORE>	
PRINT	Choose appropriate option.
NET CARD CARD	
TOTAL TOTAL DETAIL	
SERVER SERVER	
TABS TOTAL DETAIL	
PRINTING NET TOTALS	If [NET TOTAL] is chosen.
PRINTING	If [CARD TOTAL] is chosen.
CARD TYPE TOTALS	
ENTER TRANS #	If [CARD DETAIL] is chosen. For individual transactions key in transaction number and press [ENTER], or press [ENTER] for all transactions.
PRINTING	If [TABS] is chosen.
TRANS DETAILS	
PRINTING	If [SERVER TOTAL] is chosen.
SERVER TOTALS	
SERVER ID	If [SERVER DETAIL] is chosen. Key in server ID and press [ENTER], or press [ENTER] for all servers.
PRINTING	
SERVER DETAILS	

DISPLAY TOTALS

INSERT CHECK	Press [CREDIT].
OR SWIPE CARD OPTIONS	
CHECK CREDIT OTHER	
Sale Refund Force	Press [MORE].
<Back More>	
CREDIT	Press [MORE].
Auth Tabs Close	
<Back More>	
CREDIT	Press the [VIEW REPORT] button from display.
VIEW PRINT REPRINT REPORT REPORT	
<BACK MORE>	
PRINT	Choose appropriate option.
NET CARD CARD	
TOTAL TOTAL DETAIL	
SERVER SERVER	
TABS TOTAL DETAIL	
CREDIT TOTALS	Terminal displays net totals if [NET TOTAL] is chosen.
SALE XXX \$.CC	
REFND XXX \$.CC	
VISA XXX \$.CC	Terminal displays card type totals if [CARD TOTAL] is chosen.
MSTR XXX \$.CC	
ENTER TRANS #	If [CARD DETAIL] is chosen. For individual transactions key in transaction number and press [ENTER], or press [ENTER] for all transactions.
TRANS DETAILS	Terminal will display trans detail if [TABS] is chosen.
SERVER TOTALS	Terminal will display server totals if [SERVER TOTAL] is chosen.
SERVER ID	If [SERVER ID] is chosen. Key in server ID and press [ENTER], or press [ENTER] for all servers and terminal will display server details.
SERVER DETAILS	

SETTLEMENT

Idle prompt	Press [CREDIT].
Credit	
Sale Refund Force	Press [MORE].
<Back More>	
Credit	Press [CLOSE].
Auth Tabs Close	
<Back More>	
CONFIRM CLOSE	Press [YES].
Yes No	
DIALING	Connecting to Host.
Close Complete	Printing...
OK XXX XXXX XXXX	

Shaded sections are optional features.

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AVS RESPONSE CODES

<i>VISA</i>	<i>DESCRIPTION</i>
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

<i>DESCRIPTION</i>	
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.

AVS CODES CONTINUED

<i>DISCOVER</i>	<i>DESCRIPTION</i>
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

<i>DESCRIPTION</i>	
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.



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