



Retail @dvantage™ Softpay

SALE (CREDIT/DEBIT)

Swipe card or Press and Enter Acct:

Choose card type (Credit or Debit):

Exp. Date (MMYY):

Card Present? Yes

Enter Clerk ID:

Enter amounts (Base amount, cash back, etc.):

Enter ZIP Code:

Enter PIN:

Print Cust Copy? Yes No

SALE (PURCHASE CARD)

Swipe card or Press and Enter Acct:

Choose card type (Purch or Debit):

Exp. Date (MMYY):

Card present? No Yes

Enter V-Code (from card):

Code present: No Xread

Enter Customer Number (Required):

Enter Clerk ID:

Enter amount (Amount + tax):

Enter tax amount (Required):

Enter ZIP Code:

Print Cust Copy? Yes No

PHONE/WEB SALE (CREDIT)

Scroll menu until desired option appears (e.g., ↓ on 3200, MORE on 396).

Press: and Enter Acct:

Exp. Date (MMYY):

Choose tran type:

Encrypted? No Yes

Enter V-Code (from card):

Code present? No Xread

Enter Clerk ID:

Enter amounts (Base amount, cash back, etc.):

Enter ZIP code:

Enter PIN:

Print Cust Copy? Yes No

SETTLEMENT

Press:

Scroll hosts, Press:

Select host, Press:

Password:

[Terminal Displays Totals]

Enter or confirm amounts.
[Communications Response]
[Settlement Report Prints]

REPRINT

Press the REPRINT key.

Select:

↓

Scroll hosts, Press:

Select host, Press:

Press: Invoice Number:

Printing...

REPORTS

Press the REPORTS key.

Select report to print:
[Totals and Detail options require host selection]

↓

Note: Server Reports are clerk reports in retail mode. Server/Clerk Detail can be printed for all clerks or for a single clerk.

FORCE (CREDIT)

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Password:

Swipe Card or Enter Acct:

Choose card type (Credit or Debit):

Exp. Date (MMYY):

Enter Clerk ID:

Enter amount:

Enter Auth Code:

Print Cust Copy?

FORCE (PURCHASE CARD)

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Password:

Swipe Card or Enter Acct:

Choose card type (Purch or Debit):

Exp. Date (MMYY):

Choose Tran:

Enter Customer Number (Required):

Enter Clerk ID:

Enter amount (Amount + tax):

Enter tax amount (Required):

Enter Auth Code:

Print Cust Copy?

REFUND (CREDIT/DEBIT)

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Password:

Swipe card or Enter Acct:

Choose card type (Credit or Debit):

Exp. Date (MMYY):

Enter Clerk ID:

Enter amount:

Print Cust Copy?

REFUND (PURCHASE CARD)

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Password:

Swipe card or Enter Acct:

Choose card type (Credit or Debit):

Exp. Date (MMYY):

Enter Customer Number (Required):

Enter Clerk ID:

Enter amount (Amount + tax):

Enter tax amount (Required):

Print Cust Copy?

VOID

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Scroll hosts, Press:

Select host, Press:

Void last trans?

Retrieve by

Invoice #:

Account #:

[Transaction displays]

Options are:

To confirm, press **Yes**.

Print Cust Copy?

BATCH REVIEW

On the 3200, scroll menu until desired option appears.

Press:

Scroll hosts, Press:

Select host, Press:

Password:

Retrieve by:

[Transaction displays]

Make Selection - Terminal prompts:

Note: You may adjust Amount or Clerk ID.

Press CLEAR twice to return to idle.