

SALE (Swiped or Manually Keyed) 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 swiping the card through the magnetic stripe reader; 2) by tapping a contactless card; or 3) 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.

MMDDYYYY HHMM	Touch Sale
SWIPE OR INSERT CARD, PRESS SALE OR USE PIN PAD SALE OTHER	
ENTER AMOUNT \$0.00	Key amount and press Enter
TERMINAL MAY PROMPT: ENTER TIP AMOUNT OR PRESS CANCEL (X) TO PRINT A BLANK TIP LINE ON RECEIPT	Enter tip amount or press Cancel
SALE PLEASE PRESENT CARD \$0.00	Insert, Tap, Swipe or manually key account number and press Enter
TERMINAL MAY PROMPT: SELECT CARD TYPE CREDIT DEBIT	Touch Credit
DIALING.....	Terminal communicates with the host for approval
TERMINAL MAY PROMPT: APPROVED \$\$.\$ COLLECT \$\$.\$ ACCEPT PARTIAL AMOUNT YES NO	Touch the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
PRINT CUSTOMER RECEIPT NO YES	Touch desired option
APPROVED OK 0000-00	Press Clear to return to idle prompt

REFUND Use this function to issue a credit to the cardholder's account for goods or services.

MMDDYYYY HHMM	Touch Other
SWIPE OR INSERT CARD, PRESS SALE OR USE PIN PAD SALE OTHER	
REPRINT VOID REFUND	Touch Refund
REFUND ENTER AMOUNT \$0.00	Key amount and press Enter
REFUND PLEASE PRESENT CARD \$0.00	Insert, Tap, Swipe or manually key account number and press Enter
TERMINAL MAY PROMPT: SELECT CARD TYPE CREDIT DEBIT	Touch Credit
PRINT CUSTOMER RECEIPT NO YES	Touch desired option
REFUND APPROVED	Press Clear to return to idle prompt

TIP ADJUSTMENT Use this function to add the tip amount to a transaction that is in the current batch.

MMDDYYYY HHMM	Touch Other
SWIPE OR INSERT CARD, PRESS SALE OR USE PIN PAD SALE OTHER	
ENTER REPORT CLOSE TIPS BATCH	Touch Enter Tips
ENTER TRANSACTION SEQ # FROM RECEIPT	Key sequence number and press Enter
TRANS SEQ # LAST 4 ### TRANS AMT \$1.00 TAX \$0.00 TIP \$0.00 TOTAL AMOUNT \$1.00 <PREV EDIT TIP NEXT>	Touch Edit Tip
ENTER TIP SALE AMOUNT \$1.00 \$0.00	Key tip amount press Enter
TRANS SEQ # LAST 4 ### TRANS AMT \$1.00 TAX \$0.00 TIP \$0.10 TOTAL AMOUNT \$1.10 <PREV EDIT TIP NEXT>	Press Clear to return to idle prompt

DEBIT SALE (with Cash Back) Use this function to authorize and capture transactions for settlement.

MMDDYYYY HHMM	Insert, Tap or Swipe card on terminal or pin pad
SWIPE OR INSERT CARD, PRESS SALE OR USE PIN PAD SALE OTHER	Debit card can't be manually keyed
ENTER AMOUNT \$0.00	Key amount and press Enter
TERMINAL MAY PROMPT: ENTER TIP AMOUNT OR PRESS CANCEL (X) TO PRINT A BLANK TIP LINE ON RECEIPT	Enter tip amount or press Cancel
TERMINAL MAY PROMPT: SELECT CARD TYPE CREDIT DEBIT	Touch Debit
ENTER CASH BACK AMT SALE AMOUNT: \$0.00 \$0.00	Key cash back amount and press Enter
WAITING FOR PIN ENTRY	Instruct customer to enter PIN and press Enter Do not ask customer for the PIN
DIALING.....	Terminal communicates with the host for approval
TERMINAL MAY PROMPT: APPROVED \$\$.\$ COLLECT \$\$.\$ ACCEPT PARTIAL AMOUNT YES NO	Touch the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
PRINT CUSTOMER RECEIPT NO YES	Touch desired option
DEBIT SALE APPROVED 000000	Press Clear to return to idle prompt

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

MMDYYYYY HHMM	Touch Other
SWIPE OR INSERT CARD, PRESS SALE OR USE PIN PAD SALE OTHER	
REPRINT VOID REFUND	Touch Void
ENTER TRANSACTION SEQ # FROM RECEIPT	Key sequence number and press Enter
AMOUNT \$1.00	Touch OK
DATE TIME APPROVAL CODE ##### CARD #T XXXXXXXXXXX1234 CLERK ##### CANCEL OK	
PERFORMING CREDIT REVERSAL	
VOID COMPLETE	
MMDYYYYY HHMM	
SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	

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

MMDYYYYY HHMM	Touch Other
SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	
ENTER REPORT CLOSE TIPS BATCH	Touch Report
PRINT ONLINE REPORTS REPORTS	Touch Print Reports
BATCH CARD CARD TOTALS TOTALS DETAILS	Touch the desired report to print
BATCH SERVER SERVER HISTORY TOTALS DETAILS	
OPEN OPEN TABS TIPS	
PRINTING REPORT....	Press Clear to return to idle prompt

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.

MMDYYYYY HHMM	Touch Other
SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	
ENTER REPORT CLOSE TIPS BATCH	Touch Close Batch
SALES ### \$0.00 REFUNDS ### \$0.00 TOTALS ### \$0.00	Touch OK to confirm close
TIPS ### \$0.00 CASHBACK ### \$0.00 CANCEL OK	
DIALING.....	Terminal communicates with the host for approval
BATCH CLOSE COMPLETE	Press Clear to return to idle prompt

RETAIL

FIRST DATA FD130 QUICK REFERENCE GUIDE

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