

SALE (Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present. Note: Prompts may vary based on terminal setup.

| | |
|---|---|
| CHECK CREDIT DEBIT | Touch Credit |
| SALE REFUND FORCE AUTH | Touch Sale |
| CREDIT SALE SWIPE CARD | Swipe card or manually key card number and touch Enter |
| ENTER PASSWORD | Key password touch Enter |
| COMFRM ACCOUNT # | Touch Yes to confirm account number |
| EXPIRE DATE MMY | Key expiration date and touch Enter |
| ENTER LAST 4 DIGITS | Key last 4 digits of the credit card and touch Enter |
| CARD PRESENT? YES NO | Touch Yes if the card is present or Touch No if the card is not present |
| ORDER NUMBER | Key order number and touch Enter |
| ENTER CARD CODE | Key 3 digit card code and touch Enter |
| SERVER ID | Key server number and touch Enter |
| ENTER INVOICE # | Key invoice number and touch Enter |
| TABLE NUMBER | Key table number and touch Enter |
| FDR SALE ENTER AMOUNT \$0.00 | Key amount and touch Enter |
| TIP AMOUNT \$0.00 | Key tip amount and touch Enter |
| ZIP CODE | Key customer's zip code and touch Enter |
| DIALING..... | Terminal communicates with the host for approval |
| PRINT CUST RECEIPT YES NO | Touch Yes to print customer receipt |
| FDR SALE AUTH/TKT #### CC: X AVS = XXX | Touch Clear to return to idle prompt |

REPRINT Use this function to reprint the last transaction or any transaction stored in the terminal's memory. Note: Prompts may vary based on terminal setup.

| | |
|------------------------------|---|
| CHECK CREDIT DEBIT | Touch Credit |
| TABS CLOSE REPRINT EDIT TIPS | Touch Reprint |
| ENTER PASSWORD | Key password touch Enter |
| ENTER TRANS # | Key trans number and touch Enter or touch Enter to reprint last receipt |
| PRINT CUST RECEIPT YES NO | Touch Yes to print customer receipt. |
| TABS CLOSE REPRINT EDIT TIPS | Touch Back to return to idle prompt |

DEBIT SALE (with Cash Back) Use this function to authorize and capture transactions for settlement. Note: Prompts may vary based on terminal setup.

| | |
|---|---|
| CHECK CREDIT DEBIT | Touch Debit |
| SALE REFUND | Touch Sale |
| DEBIT SALE SWIPE CARD | Swipe card <i>Debit card can't be manually keyed</i> |
| SERVER ID | Key server number and touch Enter |
| ENTER INVOICE # | Key invoice number and touch Enter |
| TABLE NUMBER | Key table number and touch Enter |
| EDS DEBIT SALE ENTER AMOUNT \$0.00 | Key amount and touch Enter |
| CASHBACK AMT? \$0.00 | Key cashback amount and touch Enter |
| TIP AMOUNT OR WAITING FOR TIP ENTRY ON PINPAD | Key tip amount touch Enter or Key tip amount on pinpad and press Enter |
| TOTAL \$0.00 ENTER PIN | Instruct customer to enter PIN via pinpad and press Enter . <i>Do not ask customer for the PIN</i> |
| DIALING..... | Terminal communicates with the host for approval |
| PRINT CUST RECEIPT? YES NO | Touch Yes to print customer receipt |
| DEBIT SALE APPROVED 000000 | Touch Clear to return to idle prompt |

FORCE SALE Use this function to capture transactions when voice approval has been obtained. Note: Prompts may vary based on terminal setup.

| | |
|---------------------------------------|---|
| CHECK CREDIT DEBIT | Touch Credit |
| SALE REFUND FORCE AUTH | Touch Force |
| CREDIT FORCE SWIPE CARD | Swipe card or manually key card number and touch Enter |
| EXPIRE DATE MMY | Key expiration date and touch Enter |
| CARD PRESENT? YES NO | Touch Yes if the card is present or Touch No if the card is not present |
| SERVER ID | Key server number and touch Enter |
| TABLE NUMBER | Key table number and touch Enter |
| FDR FORCE SALE ENTER AMOUNT \$0.00 | Key amount and touch Enter |
| TIP AMOUNT \$0.00 | Key tip amount and touch Enter |
| ENTER AUTH CODE | Key authorization number that was obtained by the voice authorization center and touch Enter |
| PRINT CUST RECEIPT YES NO | Touch Yes to print customer receipt. |
| FDR SALE APPROVED #### | Touch Clear to return to idle prompt |

AUTHORIZATION ONLY This procedure is to authorize a credit card transaction. This will not capture in the terminal. Note: Prompts may vary based on terminal setup.

| | |
|--------------------------------------|---|
| CHECK CREDIT DEBIT | Touch Credit |
| SALE REFUND FORCE AUTH | Touch Auth |
| AUTH ONLY SALE SWIPE CARD | Swipe card or manually key card number and touch Enter |
| EXPIRE DATE MMY | Key expiration date and touch Enter |
| CARD PRESENT? YES NO | Touch Yes if the card is present or Touch No if the card is not present |
| ENTER CARD CODE | Key 3 digit card code and touch Enter |
| ENTER SERVER ID | Key server number and touch Enter |
| ENTER INVOICE # | Key invoice number and touch Enter |
| FDR AUTH ONLY ENTER AMOUNT \$0.00 | Key authorization amount and touch Enter |
| DIALING..... | Terminal communicates with the host for approval |
| FDR AUTH ONLY APPROVED ##### | Touch Clear to return to idle prompt |

VOID Use this function to delete a transaction that is in the current batch. Note: Prompts may vary based on terminal setup.

| | |
|---|---|
| CHECK CREDIT DEBIT | Touch Credit |
| <BACK MORE> | Touch More |
| VIEW PRINT TIP VOID RPRT RPRT RPRT TRANS | Touch Void Trans |
| ENTER TRANS # TO VOID | Key transaction number and touch Enter |
| FD SALE ### SRV 0000 ##### AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT> | Touch Void |
| ENTER PASSWORD | Key password touch Enter |
| VOID TRANS? YES NO | Touch Yes |
| PRINT CUST RECEIPT YES NO | Touch Yes to print customer receipt |
| FD VOIDSALE ### SRV 0000 ##### AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT> | Touch Back 3X to exit |
| FD VOID SALE ### SRV 0000 ##### AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT> | Touch Clear to return to idle prompt |

REFUND Use this function to issue a credit to the cardholder's account for goods or services. Note: Prompts may vary based on terminal setup.

| | |
|-----------------------------------|---|
| CHECK CREDIT DEBIT | Touch Credit |
| SALE REFUND FRCE AUTH | Touch Refund |
| CREDIT REFUND SWIPE CARD | Swipe card or manually key card number and touch Enter |
| ENTER PASSWORD | Key password touch Enter |
| EXPIRE DATE MMY | Key expiration date and touch Enter |
| SERVER ID | Key server number and touch Enter |
| ENTER INVOICE # | Key invoice number and touch Enter |
| FDR REFUND ENTER AMOUNT \$0.00 | Key amount and touch Enter |
| PRINT CUST RECEIPT YES NO | Touch Yes to print customer receipt. |
| FDR REFUND APPROVED | Touch Clear 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). Note: Prompts may vary based on terminal setup.

| | |
|---|---|
| CHECK CREDIT DEBIT | Touch Credit |
| <BACK MORE> | Touch More |
| VIEW PRINT TIP VOID RPRT RPRT RPRT TRANS | Touch Print Report |
| ENTER PASSWORD | Key password touch Enter |
| NET CARD CARD TOTALS TOTALS DETAILS | Touch the desired report to print |
| PRINTING REPORT.... | Touch Clear to return to idle prompt |
| NET CARD CARD TOTALS TOTALS DETAILS | Touch Back 3X to return to idle prompt |

REVIEWS Various types of detail and totals reviews can be generated for transactions in the current batch (transactions that have not yet been settled). Note: Prompts may vary based on terminal setup.

| | |
|---|--|
| CHECK CREDIT DEBIT | Touch Credit |
| <BACK MORE> | Touch More |
| VIEW PRINT TIP VOID RPRT RPRT RPRT TRANS | Touch View Report |
| NET CARD CARD TOTALS TOTALS DETAILS | Touch the desired report to view, follow terminal prompts to complete transaction. Touch 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. Note: Prompts may vary based on terminal setup.

| | |
|---------------------------------|--|
| CHECK CREDIT DEBIT | Touch Credit |
| ENTER PASSWORD | Key password touch Enter |
| TABS CLOSE REPRINT EDIT TIPS | Touch Close |
| DIALING.... | Terminal communicates with the host for approval |
| BATCH CLOSE COMPLETE | Touch 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. Note: Prompts may vary based on terminal setup.

| | |
|---|---|
| CHECK CREDIT DEBIT | Touch Credit |
| TABS CLOSE REPRINT EDIT TIPS | Touch Edit Tips |
| ENTER TRANS # | Key transaction number and touch Enter |
| FD SALE 00000 TIP \$0.00 AMOUNT \$0.00 XXXXXXXXXXXXXXXXX <PREV EDIT NEXT> | Touch Edit |
| ENTER PASSWORD | Key password touch Enter |
| NEW TIP \$0.00 | Key tip amount touch Enter |
| FD SALE 00000 TIP \$0.00 AMOUNT* \$0.00 XXXXXXXXXXXXXXXXX <PREV EDIT NEXT> <BACK | Touch Back 3X to return to idle prompt |

TAB PROCESSING Use this function to open, close or void tab transactions. Note: Prompts may vary based on terminal setup.

| | |
|---------------------------------|--|
| CHECK CREDIT DEBIT | Touch Credit |
| TABS CLOSE REPRINT EDIT TIPS | Touch Tabs |
| OPEN CLOSE VOID TAB TAB TAB | Touch desired option, follow terminal prompts to complete transaction. Touch Clear to return to idle prompt |
| OPEN CLOSE VOID | Touch desired option; follow terminal prompts to complete transaction. Touch Clear to return to idle prompt |

FIRST DATA FD-300 QUICK REFERENCE GUIDE



Restaurant (FDO3001)

VOICE AUTHORIZATION NUMBERS

| | |
|------------------|-------|
| MC/VS | _____ |
| AMEX | _____ |
| DISCOVER/NOVUS | _____ |
| OTHER | _____ |
| CUSTOMER SUPPORT | _____ |

PROGRAMMING INFORMATION

| | |
|---------------------------|-------|
| Merchant Number | _____ |
| Merchant ID (MID) | _____ |
| Terminal ID (TID) | _____ |
| Download Telephone Number | _____ |
| Touch Tone or Rotary Dial | _____ |