TALENTO QUICK REFERENCE GUIDE

FDRT0001
RESTAURANT
ETC TYPE 7 APPLICATION

Credit Sale

1 Press Sale ▲ key on the Terminal.

For manual entry:
- Key in card number and press **ENTER**.
- Key in the expiration dates and press **ENTER**.
  (Example: for December 2001, enter 1201)

2 Swipe card through horizontal slot as shown on terminal*

NOTE:Prompting messages vary based on card type and setup. Terminal may display the following prompts:
- Enter CVV2 Info. Key the appropriate information, press **ENTER**.
  - If no data entered select appropriate option.

Unable to Read	Not Avail	Not on Card
▲	▲	▲

- Enter Server #. Key the appropriate information, press **ENTER**.
- Enter Table #. Key the appropriate information, press **ENTER**.

3 Key in dollar amount of transaction, then press ENTER.

Terminal Displays:
Tip Options

%	0	$
▲	▲	▲

- Make appropriate selection or press **ENTER**.
Terminal Displays:
Amount OK? $0.00
Cancel/No   Enter/Yes
  - If Yes, proceed with transaction.
  - If No, begin another transaction.
- Enter Invoice Number. Key the appropriate information, press **ENTER**.

4 Transaction complete.

Terminal displays transaction response (see "Response Codes" below). Receipt prints if transaction is approved.
- **Have customer sign receipt and place in cash register drawer.**

Credit Return/Refund

1 Press →key on the terminal then press left ▲ to select Refund.

For manual entry:
- Key in card number and press **ENTER**.
- Key in the expiration dates and press **ENTER**.
  (Example: for December 2001, enter 1201)

2 Swipe card through horizontal slot as shown on terminal*.

NOTE:Prompting messages vary based on card type and setup. Terminal may display the following prompts:
- Enter Server #. Key the appropriate information, press **ENTER**.
- Enter Table #. Key the appropriate information, press **ENTER**.

3 Key in dollar amount of transaction,then press ENTER.

Terminal Displays:
Amount OK? $0.00
Cancel/No   Enter/Yes
  - If Yes, proceed with transaction.
  - If No, begin another transaction.

4 Transaction complete.

Terminal displays transaction response (see "Response Codes" below). Receipt prints if transaction is approved.
- **Have customer sign receipt and place in cash register drawer.**

Credit Ticket Only

When given an approval code by an operator, you must complete a Credit Ticket Only transaction to enter item into terminal and print receipt for customer to sign.

1 Press →key on the terminal twice press middle ▲ to select Ticket Only.

For manual entry:
- Key in card number and press **ENTER**.
- Key in the expiration dates and press **ENTER**.
  (Example: for December 2001, enter 1201)

2 Swipe card through horizontal slot as shown on terminal*

NOTE:Prompting messages vary based on card type and setup. Terminal may display the following prompts:
- Enter Server #. Key the appropriate information, press **ENTER**.
- Enter Table #. Key the appropriate information, press **ENTER**.

3 Key in dollar amount of transaction,then press ENTER.

- Enter Tax Amount. Key in the appropriate information, press **ENTER**.
Terminal Displays:
Tip Options

%	0	$
▲	▲	▲

- Make appropriate selection or press **ENTER**.
Terminal Displays:
Amount OK? $0.00
Cancel/No   Enter/Yes
  - If Yes, proceed with transaction.
  - If No, begin another transaction.
- Enter Auth Code.Key the appropriate information, press **ENTER**.

4 Transaction complete.

Terminal displays transaction response (see "Response Codes" below). Receipt prints if transaction is approved.
- **Have customer sign receipt and place in cash register drawer.**

Debit Sale

1 Pressmiddle ▲ key on the terminal then select Debit Sale.

2 Swipe card through horizontal slot as shown on terminal.

(All debit card transactions must be swiped; debit card numbers may not be entered manually.)
- Enter Server #. Key the appropriate information, press **ENTER**.
- Enter Table #. Key the appropriate information, press **ENTER**.

3 Key in dollar amount of transaction, then press ENTER.

Terminal Displays:
Tip Options

%	0	$
▲	▲	▲

- Make appropriate selection or press **ENTER**.
Terminal Displays:
Amount OK? $0.00
Cancel/No   Enter/Yes
  - If Yes, proceed with transaction.
  - If No, begin another transaction.
- Enter Cash Back. Key the appropriate information, press **ENTER**.

4 Customer enters PIN to complete transaction.

Terminal displays transaction response (see "Response Codes" below). Receipt prints if transaction is approved.

Debit Return/Refund

1 Press →key on the terminal then press middle ▲ to select Debit Refund.

2 Swipe card through horizontal slot as shown on terminal.

(All debit card transactions must be swiped; debit card numbers may not be entered manually.)
- Enter Server #. Key the appropriate information, press **ENTER**.
- Enter Table #. Key the appropriate information, press **ENTER**.

3 Key in dollar amount of transaction, then press ENTER.

Terminal Displays:
Amount OK? $0.00
Cancel/No   Enter/Yes
  - If Yes, proceed with transaction.
  - If No, begin another transaction.

4 Customer enters PIN to complete transaction.

Terminal displays transaction response (see "Response Codes" below). Receipt prints if transaction is approved.

Terminal Responses

▶ Definitions:

- **Call Center**
  - Operator should call the credit authorization center.
- **Declined**
  - The authorization for the transaction has been declined.
- **Invalid Card #**
  - The credit card presented is not acceptable for payment.
- **Invalid Tran Type**
  - Incorrect transaction attempted.
- **Invalid Merch #**
  - Invalid merchant # for the transaction attempted.
- **Invalid Amount**
  - Authorization request must be for at least $1.00.
- **Inv Batch Seq**
  - Improper procedures have created an invalid terminal condition.
- **Force $XXXXX.XX**
  - The batch was closed with an error condition.
- **Invalid $XXXXX.XX**
  - An invalid cardholder # was detected in the batch during the close process.
- **Close $XXXXX.XX**
  - The response for a normal close transaction.

Card Name	Merchant Number	Phone Number
Amex:		
Diners:		
Discover:		
VISA/MC:		
Customer Support:		

Additional Terminal Functions

▶ Tip Adjust.

Press Tip Adjust key on the terminal.
Terminal Displays:
Adjust Tip By:

Item #	Serv #	All
▲	▲	▲

- Based on selection,

Terminal Displays:
I# 000 $0.00

View	Edit	Next
▲	▲	▲

- Select View to view a transaction.
- Select Edit to adjust the tip amount.
- Select Next to go to next transaction.
- Terminal display varies based on selection.

▶ Void a Transaction.

Press → key on the terminal then press ▲ right to select Void.
Terminal Displays:
Void By:

Void By Item #	Acct #	All
▲	▲	▲

- If Void By Item #, enter item #.
- If Acct #, swipe or key card number.
- If All

Terminal Displays:
I# 000 $0.00

View	Void	Next
▲	▲	▲

▶ Batch Review.

Press FN on the terminal.
Terminal Displays:
Enter Manager Password.
- Key in appropriate information.

Select left ▲ to select Batch Menu.
Press → key for additional options.
Select right ▲ to select Batch Review.
Terminal Displays:
Batch Review

Item#	Last	Find
▲	▲	▲

- If Item #, enter item #.

Based on selection
Terminal Displays:
I# 000 $0.00

View	Print	Next
▲	▲	▲

▶ Batch Menu.

Press FN on the terminal.
Terminal Displays:
Enter Manager Password:
- Key in appropriate information.
Select left ▲ to select Batch Menu.
Terminal Displays:

Batch Close	Clerk Report	Term Report

Press → key for additional options.

History Report	Erase	Batch Review

Press → key for additional options.
Deposit Inquiry

▶ Close Batch.

Press Close Key on terminal or FN on the terminal.
Terminal Displays:
Enter Manager Password.
- Key in appropriate information.
- Enter **AMOUNT.**
Note: All reports must be printed prior to settlement.

▶ Reprint Receipt.

Press Reprint key on terminal to reprint by item number or view a transaction.

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