

SALE (Swiped Card) Use this function to authorize and capture transactions for settlement.

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Swipe card
EDS DEBIT CORRECT? YES OR NO	Press Clear for credit card or Enter for debit card (only if debit is enabled)
VISA SALE ENTER CLERK	Key clerk number (if prompted) and press Enter
VISA SALE AMOUNT \$0.00	Key amount and press Enter
VISA SALE INVOICE NUMBER	Key invoice number (if prompted) and press Enter
EDS DEBIT WAITING FOR PIN	Debit only - Instruct customer to key PIN via PIN pad and press Enter . Do not ask customer for the PIN
VISA SALE APPROVAL XXXXXX	Transaction response is displayed. If CALL CENTER is displayed, call for voice authorization and enter the transaction as an Offline Sale. Press Clear to return to the idle prompt

SALE (Manually Keyed) Use this function to authorize and capture transactions for settlement if the card is not present (ie: orders by phone, fax or mail) or the magnetic stripe is unreadable. NOTE: If the card is manually keyed, always imprint the card if it is present.

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Key card number and press Enter
EDS DEBIT CORRECT? YES OR NO	Press Clear for credit card (only if debit is enabled)
VISA SALE CARD PRESENT?	Press Clear for card not present or Enter for card present (if prompted)
VISA SALE EXPIRATION DATE MMY	Key expiration date and press Enter
VISA SALE IMPRINT CARD	Press Enter (if prompted). If available, always imprint card as proof that it was present
VISA SALE ENTER ADDRESS	Key first 5 numeric digits of customer's address (if prompted) and press Enter
VISA SALE ENTER ZIP CODE	Key customer's zip code (if prompted) and press Enter
VISA SALE ENTER CLERK	Key clerk number (if prompted) and press Enter
VISA SALE AMOUNT \$0.00	Key amount and press Enter
VISA SALE INVOICE NUMBER	Key invoice number (if prompted) and press Enter
VISA SALE APPROVAL YY XXXXX	The approval code and AVS response code are displayed and printed on the receipt AVS Response Codes: Y = Match N = No Match X = Service Unavailable

COMMERCIAL CARD SALE If a Commercial Card is swiped, the terminal will automatically prompt for additional information, such as the tax amount and a purchase number (customer code). These additional prompts may vary according to the card type. Refer to Industry Information.

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Swipe card or key card number and press Enter
EDS DEBIT CORRECT? YES OR NO	Press Clear for credit card (only if debit is enabled).
VISA SALE CARD PRESENT?	Press Clear for card not present or Enter for card present (if prompted).
VISA SALE EXPIRATION DATE MMY	Key expiration date (if prompted) and press Enter
VISA SALE IMPRINT CARD	Press Enter (if prompted). If available, always imprint card as proof that it was present.
VISA SALE ENTER ADDRESS	Key first 5 digits of customer's address (if prompted) and press Enter
VISA SALE ENTER ZIP CODE	Key customer's zip code (if prompted) and press Enter
VISA SALE ENTER CLERK	Key clerk number (if prompted) and press Enter
VISA SALE ENTER PURCHASE #	Key purchase number or customer code (if prompted) and press Enter
VISA SALE BASE AMOUNT \$0.00	Key amount without tax (if prompted) and press Enter
OR	
VISA SALE AMOUNT \$0.00	Key total sale amount and press Enter
VISA SALE TAX AMOUNT \$0.00	Key tax amount (if prompted) and press Enter
VISA SALE TAX EXEMPT? YES OR NO	Press Enter if transaction is tax exempt. If Clear is pressed, tax will be requested again (only displayed if tax = \$0.00).
TOTAL \$XX.XX CORRECT? YES OR NO	Verify transaction total and press Enter or press Clear to re-enter amount.
VISA SALE APPROVAL XXXXXX	Approval code will be displayed. Press Clear to return to the idle prompt.

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

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Press Void
1=INV 2=CARD 3=AMT 4=CLERK 5=SEQ	Press 1 , 2 , 3 , 4 or 5 to select search method.
VOID INVOICE NUMBER	Key requested information (i.e. Invoice Number) and press Enter
XXXX \$XXX CORRECT? YES OR NO	Verify transaction. Press Enter to void displayed transaction or press Cancel to return to the idle prompt.

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

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Press Refund
REFUND SWIPE CUSTOMER CARD	Swipe card or key card number and press Enter (Debit cards cannot be entered manually).
EDS DEBIT REFUND CORRECT YES OR NO?	Press Clear for credit card or Enter for debit card (only if debit is enabled).
VISA REFUND EXPIRATION DATE MMY	Key expiration date (if prompted) and press Enter
VISA REFUND ENTER CLERK	Key clerk number (if prompted) and press Enter
VISA REFUND AMOUNT \$0.00	Key amount and press Enter
VISA REFUND INVOICE NUMBER	Key invoice number (if prompted) and press Enter
VISA REFUND TRANSACTION ACCEPTED	Transaction accepted. Press Clear

OFFLINE SALE Use this function to capture transactions when voice approval has been obtained. Sometimes referred to as a forced transaction.

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Press Offline
** OFFLINE MODE ** ENTER ACCOUNT NUMBER	Swipe card or key card number and press Enter
EDS DEBIT CORRECT? YES OR NO	Press Clear for credit card (only if debit is enabled).
VISA OFFLINE EXPIRATION DATE MMY	Key expiration date (if prompted) and press Enter
VISA OFFLINE IMPRINT CARD	Press Enter (if prompted). If available, always imprint card as proof that it was present.
VISA OFFLINE ENTER CLERK	Key clerk number (if prompted) and press Enter
VISA OFFLINE AMOUNT \$0.00	Key amount and press Enter
VISA OFFLINE INVOICE NUMBER	Key invoice number (if prompted) and press Enter
VISA OFFLINE ENTER APPROVAL CODE	Key authorization number obtained through the voice authorization center and press Enter
VISA OFFLINE TRANSACTION ACCEPTED	Transaction accepted. Press Clear

NASHVILLE PLATFORM HYPERCOM® T7 QUICK REFERENCE GUIDE



Retail

Application ID: 067

REPRINT Use the function to reprint a transaction that is in the current batch.

MMM DD, YY HHMM
SWIPE CUSTOMER CARD

Press **Reprint**

1=INV 2=CARD 3=AMT 4=CLERK 5=SEQ

Press **1**, **2**, **3**, **4** or **5**

REPRINT
ENTER INVOICE NUMBER

Key requested information (i.e. Invoice Number) and press **Enter**

PRINTING
PRINTING, WAIT...

Report is printing

ADJUSTING A TRANSACTION Use the procedures below to change the amount for the selected transaction.

MMM DD, YY HHMM
SWIPE CUSTOMER CARD

Press **Adjust**

1=INV 2=CARD 3=AMT 4=CLERK 5=SEQ

Press **1**, **2**, **3**, **4** or **5**

ADJUST
ENTER INVOICE NUMBER

Key requested information and press **Enter** (i.e. Invoice Number)

TOTAL \$XX.XX
CORRECT? YES OR NO

Verify amount and press **Clear** to adjust the displayed transaction

TOTAL \$XX.XX
NEW AMOUNT? \$XX.XX

Key new amount and press **Enter**

TOTAL \$XX.XX
CORRECT? YES OR NO

Verify new amount. Press **Enter** if total is correct, or **Clear** if incorrect. Transaction accepted.

Press **Cancel** to exit

ENTER INVOICE NUMBER

VIEW TOTALS Batch totals can be viewed at any time for the transactions in the current batch

MMM DD, YY HHMM
SWIPE CUSTOMER CARD

Press **Totals**

TOTALS SALES
XX ITEMS \$XX.XX

Press **←** to view refund totals

TOTALS REFUND
XX ITEMS \$XX.XX

Press **←** to view sale totals again. Press **Cancel** to exit

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

MMM DD, YY HHMM
SWIPE CUSTOMER CARD

Press **Reports**

1=CLERK 2=AUDIT 3=SUMMARY 4=MORE

Press **1**, **2**, **3** or **4** to select desired report

PRINT LIST
PRINTING, WAIT...

Report is printing

CHECK APPROVAL ID CODES:
If processing checks through the Merchant Service's host, use the following ID codes. Not all check approval companies support every code listed below.

States:

AL: 25	GA: 42	MD: 79	NJ: 53	SC: 72	WY: 99
AK: 55	HI: 44	MA: 87	NY: 69	SD: 73	Territories/Provinces:
AZ: 20	ID: 43	MI: 40	NM: 39	TN: 86	AB: 21
AR: 27	IL: 45	MN: 64	NC: 75	TX: 89	AS: 18
CA: 23	IN: 46	MS: 77	ND: 36	UT: 88	ON: 51
CO: 26	IA: 49	MO: 66	OH: 60	VT: 83	BC: 11
CT: 28	KS: 57	MT: 68	OK: 65	VA: 82	GU: 16
DE: 33	KY: 59	NE: 63	OR: 67	WA: 92	PR: 70
DC: 93	LA: 52	NV: 38	PA: 78	WV: 98	MB: 61
FL: 35	ME: 56	NH: 47	RI: 74	WI: 94	QU: 71
					DE: 13
					SK: 12
					NF: 31
					VI: 17
					NT: 01
					YT: 91

Company Checks: 85 MICR Number: 00 Military ID: 10

PRE-SETTLEMENT INSTRUCTIONS

- Place all transaction receipts in sequence number order. Run an adding machine tape of the transactions.
- Print appropriate report (see *Print Reports* instructions). Compare your totals to the terminal report.
- If your tape matches the terminal totals, proceed with the Settlement instruction below. If your audit does not match the terminal totals, repeat steps 1 and 2.

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 (refer to Host Options) is disabled.

MMM DD, YY HHMM
SWIPE CUSTOMER CARD

Press **Settle**

HOST NUMBER SETTLE

Press **Enter** to settle all hosts (only if PIP is enabled)

NET TOTAL \$XX.XX
CORRECT? YES OR NO

Verify net total and press **Enter** if total is correct or press **Clear** to exit

OKXXXXXXXXXXXX

SETTLE

The transactions have been settled for payment

HOST OPTIONS
These options are maintained by our mainframe computer and can be changed by calling Customer Support. Since these options are on our host, if the terminal is reprogrammed for any reason, the options will automatically be restored.

Auto Close – Determines if the terminal will automatically dial the host (no user intervention required) to settle the transactions for payment. Sometimes referred to as "Auto Settle" or "Terminal Initiated Close" (TIC).

Auto Close Time – The hour in which the terminal settles its transactions for payment. Must be specified in local military time.

Debit Cash Back – If Debit is enabled, you have the option to configure the terminal to request a sale amount and a cash back amount (the amount of cash given to the customer over the actual sale amount). This option is restricted by some debit networks.

Key Invoice # - Determines if the user will key the invoice number or if the terminal will generate the number.

Server Entry – Determines if the terminal will request a Server/Clerk # during the transaction.

Server Title – The text that describes the Server. Examples: Server; Clerk; Teller

VOICE AUTHORIZATION NUMBERS

MC/VS _____

AX _____

DISCOVER®/NOVUS _____

DC/CB _____

OTHER _____

CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____

Merchant ID (MID) _____

Terminal ID (TID) _____

Download Telephone Number _____

Touch Tone or Rotary Dial _____

By choosing our terminal applications, you are taking advantage of industry leading Interactive Technology, which helps ensure the integrity of your transaction flow. Merchant Services has taken great care and effort to create applications that are robust and fast, yet easy to use. Our goal is to continue this tradition by listening to you. If you have any suggestions on features or functionality of our products, please e-mail us at

Suggestions@ProductEnhancements.com

Please note that this is not a customer service line. Your message may not be responded to, but will be carefully read and considered as a potential enhancement.