HyperWare® Restaurant Software
Quick Reference Card
Optimum T4100 SPOS32

MSI®

HyperWare® Restaurant Software

Note: Printing a second receipt (customer receipt) is an option for all transactions.

Credit Sale

Terminal Display		Action
SWIPE CUSTOMER CARD		Swipe credit card through card reader.
ENTER SERVER NUMBER		Enter Server number, press **ENTER**.
BASE AMOUNT	$0.00	Enter amount of sale, press **ENTER**.
TIP AMOUNT	$0.00	Enter Tip amount, press **ENTER**; or just press **ENTER** and complete tip adjust later.
TOTAL CORRECT?	$0.00	Press **YES** to confirm, **NO** to change amount.
COMMS		Terminal dials host.
RESPONSE		Approval number is displayed on screen, and printed on receipt.
Approval	123456	

Debit Sale

Terminal Display		Action
SWIPE CUSTOMER CARD		Press **Debit** button.
SWIPE CUSTOMER CARD		Swipe card through card reader.
ENTER SERVER NUMBER		Enter Server number, press **ENTER**.
BASE AMOUNT	$0.00	Enter amount of sale, press **ENTER**.
TIP AMOUNT	$0.00	Enter Tip amount, press **ENTER**.
Waiting for PIN		Customer enters PIN on attached PIN Pad.
COMMS		Terminal dials host.
RESPONSE		Approval number is displayed on screen, and printed on receipt.
Approval	123456	

Credit Refund

Terminal Display		Action
SWIPE CUSTOMER CARD		Press **Refund** button.
SWIPE CUSTOMER CARD		Swipe card through card reader.
ENTER SERVER NUMBER		Enter server number, press **ENTER**.
AMOUNT	$0.00	Enter amount of refund, press **ENTER**.
COMMS		Terminal dials host.
RESPONSE		Approval number is displayed on screen, and printed on receipt.
Approval	123456	

Debit Refund

Terminal Display		Action
SWIPE CUSTOMER CARD		Press **Debit** and **Refund** buttons.
SWIPE CUSTOMER CARD		Swipe card through card reader.
ENTER SERVER NUMBER		Enter server number, press **ENTER**.
AMOUNT	$0.00	Enter amount of refund, press **ENTER**.
Waiting for PIN		Customer enters PIN on attached PIN Pad.
COMMS		Terminal dials host.
RESPONSE		Approval number is displayed on screen, and printed on receipt.
Approval	123456	

Server Sign-On

Terminal Display	Action
SWIPE CUSTOMER CARD	Press **Function**, **77**, then **ENTER**.
ENTER SERVER NUMBER	Enter Server ID, press **ENTER**.
SIGN-ON? Y or N	Touch **YES** to add this Server ID to terminal.
TRANSACTION ACCEPTED	Server Sign-On is complete.

Open Tab

Terminal Display		Action
SWIPE CUSTOMER CARD		Press **Function**, **20**, then **ENTER**.
1–OPEN 2–CLOSE 3–PRINT		Press **1**, then **ENTER** to open a Tab.
SWIPE CUSTOMER CARD		Swipe credit card through card reader.
ENTER SERVER NUMBER		Enter Server number, press **ENTER**.
BASE AMOUNT	$0.00	Enter amount of sale, press **ENTER**.
TOTAL CORRECT?	$0.00	Touch **YES** to confirm adjusted total amount.
COMMS		Terminal dials host.
RESPONSE		Approval number is displayed on screen, and printed on receipt.
Approval	123456	

Close Tab

Terminal Display		Action
SWIPE CUSTOMER CARD		Press **Function**, **20**, then **ENTER**.
1–OPEN 2–CLOSE 3–PRINT		Press **2**, then **ENTER** to close a Tab.
PRESS HERE FOR MENU		Touch Menu Bar at top of screen.
ENTER INVOICE NUMBER		Enter invoice number of Open Tab, press **ENTER**.
CORRECT?		Touch **YES** if this is correct Invoice Number.
TOTAL CORRECT?	$0.00	Touch **YES** to confirm, **NO** to change amount.
TRANSACTION ACCEPTED		Close Tab is complete.

Tip Adjust

Terminal Display		Action
SWIPE CUSTOMER CARD		Press **Adjust** button.
ENTER INVOICE NUMBER		Enter invoice number of original sale, press **ENTER**.
BASE AMOUNT	$0.00	Enter tip amount, press **ENTER**.
ENTER TIP	$0.00	
TOTAL CORRECT?	$0.00	Touch **YES** to confirm adjusted total amount.
TRANSACTION ACCEPTED		Tip Adjust is complete.

Void

Terminal Display		Action
SWIPE CUSTOMER CARD		Press **Void** button.
ENTER INVOICE NUMBER		Enter invoice number, press **ENTER**.
XXXXXX	$00.00	Press **YES** to void this transaction. Touch **NO** if this is not correct invoice number.
CORRECT? YES or NO		
COMMS		Terminal dials host.
TRANSACTION ACCEPTED		Void is complete.

Reprint Last Receipt

Terminal Display	Action
SWIPE CUSTOMER CARD	Press **Function**, **72**, then **ENTER**.
1-MERCHANT RECPT 2-CUSTOMER RECPT	Press **1** to reprint MERCHANT RECEIPT or press **2** to reprint CUSTOMER RECEIPT, then **ENTER**.
REPRINT COMPLETE	Receipt is printed.

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The Global Leader in Electronic Transaction Solutions™