

# HyperWare® Retail Software

## Quick Reference Card

Optimum T4205 SPOS32, Version 2.0

**Note:** Printing a second receipt, the customer receipt, is an option for all transactions.

### Credit Sale

| Terminal Display                            | Action  |
|---|---|
| Enter Card Number or<br>Swipe Customer Card | Swipe customer credit card through card reader or manually enter card number. |
| Amount \$0.00                               | Enter amount of sale, then press <b>Enter</b> .                               |
| COMMS                                       | Terminal dials host.  |
| Response                                    | Transaction is accepted and receipt is printed.                               |
| Approval 123456                             |   |

### Debit Sale

| Terminal Display                            | Action   |
|---|--|
| Enter Card Number or<br>Swipe Customer Card | Press <b>Enter &gt; Transaction &gt; Sale &gt; Debit</b> .                     |
| Swipe Customer Card                         | Swipe customer debit card through card reader or manually enter card number.   |
| Sale Amount \$0.00                          | Enter amount of sale, then press <b>Enter</b> .                                |
| Total Correct? Yes or No \$0.00             | Verify total is correct, then press Yes/ <b>Enter</b> .                        |
| Sale Amount \$0.00                          | Customer enters PIN on internal or attached PIN pad, then press <b>Enter</b> . |
| Enter PIN                                   |  |
| COMMS                                       | Terminal dials host.   |
| Response                                    | Transaction is accepted and receipt is printed.                                |
| Approval 123456                             |  |

### EBT Sale

| Terminal Display                            | Action  |
|---|---|
| Enter Card Number or<br>Swipe Customer Card | Press <b>Enter &gt; Transaction &gt; Sale &gt; EBT</b> .                      |
| Swipe Customer Card                         | Swipe customer credit card through card reader or manually enter card number. |
| Food Stamp<br>EBT Cash Benefit              | Press screen button next to <b>Food Stamp</b> or <b>EBT Cash Benefit</b> .    |
| Sale Amount \$0.00                          | Enter amount of sale, then press <b>Enter</b> .                               |
| Sale Amount \$0.00                          | Customer enters PIN on internal attached PIN pad, then press <b>Enter</b> .   |
| Enter PIN                                   |   |
| COMMS                                       | Terminal dials host.  |
| Response                                    | Transaction is accepted and receipt is printed.                               |
| Approval 123456                             |   |

### Credit Refund

| Terminal Display                            | Action  |
|---|---|
| Enter Card Number or<br>Swipe Customer Card | Press <b>Enter &gt; Transaction &gt; Refund &gt; Credit</b> .                 |
| Swipe Customer Card                         | Swipe customer credit card through card reader or manually enter card number. |
| Amount \$0.00                               | Enter amount of refund, then press <b>Enter</b> .                             |
| Response                                    | Transaction is accepted and receipt is printed.                               |
| Transaction Accepted                        |   |

### Debit Refund

| Terminal Display                            | Action   |
|---|--|
| Enter Card Number or<br>Swipe Customer Card | Press <b>Enter &gt; Transaction &gt; Refund &gt; Debit</b> .                   |
| Swipe Customer Card                         | Swipe customer debit card through card reader or manually enter card number.   |
| Amount \$0.00                               | Enter amount of refund, then press <b>Enter</b> .                              |
| Sale Amount \$0.00                          | Customer enters PIN on internal or attached PIN pad, then press <b>Enter</b> . |
| Enter PIN                                   |  |
| Transaction Accepted                        | Transaction is accepted and receipt is printed.                                |



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### Offline/Force

| Terminal Display                            | Action   |
|---|--|
| Enter Card Number or<br>Swipe Customer Card | Press <b>Enter &gt; Transaction &gt; Offline &gt; Sale (Offline)</b> . |
| Swipe Customer Card                         | Swipe customer credit card through card reader.                        |
| Amount \$0.00                               | Enter amount of sale, then press <b>Enter</b> .                        |
| Enter Approval Code                         | Enter approval code, then press <b>Enter</b> .                         |
| Transaction Accepted                        | Offline/Force is complete.   |

### Batch Settle

| Terminal Display                            | Action   |
|---|--|
| Enter Card Number or<br>Swipe Customer Card | Press <b>SETTLE</b> button, or press <b>Enter &gt; Batch &gt; Settle</b> .     |
| Enter Password                              | Enter merchant password, then press <b>Enter</b> .                             |
| Host Number                                 | Press <b>0</b> for all hosts or enter a host number, then press <b>Enter</b> . |
| Scanning Batch                              | Terminal scans for batch totals.   |
| Sales Total Correct? \$0.00                 | Press Yes/ <b>Enter</b> to confirm sales total.                                |
| Refund Total Correct? \$0.00                | Press Yes/ <b>Enter</b> to confirm refund total.                               |
| Scanning Batch                              | Terminal scans for batch totals.   |
| COMMS                                       | Terminal dials host.   |
| Response                                    | Settlement is complete.  |
| Approval 123456                             |  |
| Scanning Batch                              | Settlement report is printed.  |

### Batch Report (Summary)

| Terminal Display                            | Action   |
|---|--|
| Enter Card Number or<br>Swipe Customer Card | Press <b>REPORTS</b> button, then press <b>Summary</b> .   |
| Scanning Batch                              | Terminal scans for batch totals and prints Summary report. |

### Batch Report (Audit)

| Terminal Display                            | Action   |
|---|--|
| Enter Card Number or<br>Swipe Customer Card | Press <b>REPORTS</b> button, then press <b>Audit</b> .   |
| Host Number                                 | Enter Host Number or '0' for all hosts.                  |
| Scanning Batch                              | Terminal scans for batch totals and prints Audit report. |

### Reprint Last Receipt

| Terminal Display                            | Action   |
|---|--|
| Enter Card Number or<br>Swipe Customer Card | Press <b>REPORTS</b> button, then press <b>Reprint &gt; Last</b> .                             |
| Customer Copy<br>Merchant Copy              | Press screen button next to <b>Customer Copy</b> or <b>Merchant Copy</b> . Receipt is printed. |



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