MSI®

Lipman
NURIT 30XX EASY USER GUIDE
APPLICATION POS 4.70 OR HIGHER - RETAIL AND RESTAURANT

Cards are swiped with magnetic stripe **down** and to the **right**. They can be swiped either **top to bottom** or **bottom to top**.

CREDIT CARD PURCHASE

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Swipe card or manually enter credit card number. **ENTER**
2.	Expiration date (manual)	Enter card expiration date (MMYY). **ENTER**
3.	Amount	Enter the amount of the sale. **ENTER**
4.	Server ID (optional)	Enter Server ID. **ENTER**
5.	Tip (3 tips optional)	Enter tip then **ENTER** or **ENTER** to bypass tips. (Tips can be added later for restaurant.)
6.	Second Receipt	Press any key to print second receipt.

DEBIT CARD PURCHASE

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **PAYMT** until terminal displays debit prompt.
2.	Debit Prompt	Swipe card.
3.	Amount	Enter the amount of the sale. **ENTER**
4.	Tip (3 tips optional)	Enter tip then **ENTER** or **ENTER** to bypass tips. (Tips cannot be added later.)
5.	Cash Back	Enter cash back amount then **ENTER** or **ENTER** to bypass.
6.	Server ID (optional)	Enter Server ID. **ENTER**
7.	PIN	Have the customer enter their PIN code. **ENTER**
8.	Second Receipt	Press any key to print the second receipt. Paper type must be set to custom for second debit receipt.

CHECK PURCHASE

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **PAYMT** until terminal displays check prompt.
2.	Check / Amount	Enter the amount of the sale. **ENTER**
3.	Swipe / Enter Check	Swipe the check through the check reader or manually enter MICR information on the check. **ENTER**
Note: Depending upon the check host, the ABA, Account and Check numbers are entered together or separately. Follow the terminal prompts or contact your check host.		
4.	Driver License	Enter the customer driver's license number. **ENTER** *
5.	Driver License State	Enter the license issuing state. **ENTER** (Use the ALPHA key to change numbers to letters.) *
6.	Tip (3 tips optional)	Enter tip then **ENTER** or **ENTER** to bypass tips. (Tips cannot be added later.)
7.	Second Receipt	Press any key to print the second receipt. Paper type must be set to custom for second check receipt.
* Verification prompts vary the host. Enter requested information when prompted.		

CASH PURCHASE

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **PAYMT** until terminal displays cash prompt.
2.	Cash Prompt / Amount	Enter the amount of the sale. **ENTER**
3.	Tip (3 tips optional)	Enter tip then **ENTER** or **ENTER** to bypass tips.
4.	Server ID (optional)	Enter Server ID. **ENTER**
5.	Second Receipt	Press any key to print the second receipt. Paper type must be set to custom for second cash receipt.

VOID		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **VOID** until terminal displays VOID/SALE, VOID/FRCD or VOID/RTRN prompt.
2.	Void	Swipe card or manually enter credit card number. **ENTER**
3.	Expiration date (manual)	Enter card expiration date (MMYY). **ENTER**
4.	Amount	Enter amount. **ENTER**
5.	Second Receipt	Press any key to print the second receipt.
NOTE: Transactions that have batched cannot be voided, they must be returned. Debit transactions cannot be voided.		

RETURN – CREDIT CARD		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **RETURN** to display the RETURN prompt.
2.	Return	Swipe card or manually enter credit card number. **ENTER**
3.	Expiration date (manual)	Enter card expiration date (MMYY). **ENTER**
4.	Amount	Enter amount. **ENTER**
5.	Authorization Number	Enter the authorization number from the original receipt. **ENTER**
6.	Second Receipt	Press any key to print the second receipt.

RETURN – DEBIT CARD		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **PAYMT** for the debit prompt.
2.	Debit Prompt	Press **RETURN** for the RETURN prompt.
3.	Return	Swipe card.
4.	Amount	Enter amount. **ENTER**
5.	Authorization Number	Enter the authorization number from the original receipt. **ENTER**
6.	PIN	Have the customer enter their PIN code. **ENTER**
7.	Second Receipt	Press any key to print the second receipt.
The surcharge amount will be added to the Return if surcharge is set for Transaction not just Cash Back.		

VERIFY		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **VERIFY** to display verify prompt.
2.	Verify	Swipe card or manually enter credit card number. **ENTER**
4.	Expiration date (manual)	Enter card expiration date (MMYY). **ENTER**
5.	Amount	Enter amount. **ENTER**

FORCED		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **FORCED** until terminal displays forced prompt.
2.	Forced	Swipe card or manually enter credit card number. **ENTER**
3.	Expiration date (manual)	Enter card expiration date (MMYY). **ENTER**
4.	Amount	Enter amount. **ENTER**
5.	Authorization Number	Enter the Auth No received via voice authorization or from the Verify receipt. **ENTER**
6.	Second receipt	Press any key to print the second receipt.

PRINT LAST MERCHANT RECEIPT

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **ALPHA** key.
2.	Receipt Menu	Press **3** to print the last merchant receipt.
3.	Not Available	The last receipt is not available to print. A cancelled or declined transaction can void this function.

PRINT LAST CUSTOMER RECEIPT

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **ALPHA** key.
2.	Receipt Menu	Press **1** to print the last customer receipt.
3.	Not Available	The last receipt is not available to print. A cancelled or declined transaction can void this function.

PRINT ANY RECEIPT

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **ALPHA** key.
2.	Receipt Menu	Press **2** to print any receipt.
3.	Choose EDC	Press the number that corresponds with the EDC type of original receipt.
4.	Transaction?	Enter the transaction number. **ENTER**

ADD TIPS

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **FUNCTION** and **REVIEW** keys at the same time.
2.	Tab Menu	Press **1** to add tips.
3.	Add Tips Menu	Press **3** to scroll through untipped transactions. *
4.	1st Untipped trans info.	To add a tip, press **ENTER.** To bypass and display next transaction, press **FORCED.**
5.	Tip Entry	Enter tip amount. **ENTER**
6.	Next trans info.	Enter tips or bypass as necessary. If last trans was tipped, terminal returns to Add Tips Menu. If last transaction should not be tipped, press **MENU** to return to Add Tips Menu.
7.	Add Tips Menu	**MENU** to exit.

* Tips can also be added via 4. By Server#, 5. By Transaction#, 6. By Card Type and 7. By Card#. If one of these options is choosen, all transactions, tipped and untipped, are displayed.

EDIT TIPS

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **FUNCTION** and **REVIEW** keys at the same time.
2.	Tab Menu	Press **1** to add tips.
3.	Add Tips Menu	Press the number that corresponds with the desired access method.
4.	1st Transaction info.	To add a tip to this transaction or to edit an existing tip, press **ENTER.** To bypass and display next transaction, press **FORCED.**
5.	Tip Entry	Enter tip amount. **ENTER**
6.	Next trans info.	Enter/edit tips or bypass as necessary. If last trans was tipped, terminal returns to Add Tips Menu. If last transaction should not be tipped, press **MENU** to return to Add Tips Menu.
7.	Add Tips Menu	**MENU** to exit.

OPEN TAB

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **FUNCTION** and **REVIEW** keys at the same time.
2.	Tab Menu	Press **2** to open a tab.
3.	Tab Limit	The default max tab amount of $50 is displayed. Press **ENTER** to accept the amount or **MENU** to change the amount.
4.	Enter Tab Amount	Enter the new max tab amount. **ENTER**
5.	Swipe Card	Swipe card or manually enter credit card number. **ENTER**
6.	Expiration date (manual)	Enter card expiration date (MMYY). **ENTER**

CLOSE TAB

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **FUNCTION** and **REVIEW** keys at the same time.
2.	Tab Menu	Press **3** to close a tab.
3.	Close Tab Menu	Press the number that corresponds with the desired access method. For example **5** for Transaction#.
4.	Transaction#	Enter the transaction number. **ENTER**
5.	Transaction Information	**ENTER**
6.	Tab Entry	Enter the total tab amount. **ENTER**
7.	Tip Entry	Enter the tip amount. **ENTER**

DRIVERS LICENSE VERIFICATION

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **FUNCTION** key to access the Function menu.
2.	Function Menu	Press **ENTER** to access the Hot Key menu.
3.	Hot Key Menu	Press the number that corresponds with the Driver License function.
4.	Swipe DL	Swipe the Drivers License.
5.	Function Choice	Press **1** for tobacco sale, **2** for liquor sale or **3** to scan the license.
6.	Swipe DL	Swipe another license or press **MENU** to return to idle prompt.

CLOSE CURRENT BATCH

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **FUNCTION** key.
2.	Function Menu	Press **6** to start the batch process.
3.	Open Tab or Untipped	You may be prompted that the terminal has open tabs or untipped transactions. Close all open tabs. Scroll through untipped transactions adding tips where necessary. If all tips have been added, press **2** to ignore.
4.	EDC Choice	Depending upon the host and terminal setup, the terminal will start the batch process or offer a choice of EDC types to batch.
5.	EDC Choice	Press **1** to batch all EDC types or choose the EDC type to be batched.

GENERAL FUNCTIONS

DESIRED FUNCTION	ACTION
Power On	Press **MENU** key.
Power Off	Press and hold the **MENU** key for five seconds. **NOTE:** The terminal will not power off if on external power.
Hot Keys	Press the **FUNCTION** key followed by the **ENTER** key for a choice of programmed Hot Keys.
Print Default Report	Press the **FUNCTION** key followed by the **5** key.
Lighten Screen Contrast	Hold down the **FUNCTION** key while tapping the **FORCED.**
Darken Screen Contrast	Hold down the **FUNCTION** key while tapping the **RETURN.**
Feed Paper	Hold down the **FUNCTION** key while tapping the **FEED** key.