

### OPEN TAB

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

### CLOSE TAB

- | STEP | TERMINAL PROMPT         | ACTION   |
|------|-------------------------|--|
| 1.   | Idle Prompt             | Press the <b>FUNCTION</b> and <b>REVIEW</b> keys at the same time.   |
| 2.   | Tab Menu                | Press <b>3</b> to close a tab.<br>Press the number that corresponds with the desired access method (for example, <b>5</b> for Transaction Number). |
| 3.   | Close Tab Menu          | Key in the transaction number. <b>ENTER</b>  |
| 4.   | Transaction#            | <b>ENTER</b>   |
| 5.   | Transaction Information | Key in the total tab amount. <b>ENTER</b>  |
| 6.   | Tab Entry               | Key in the tip amount. <b>ENTER</b>  |
| 7.   | Tip Entry               |  |

### CLOSE CURRENT BATCH

- | STEP | TERMINAL PROMPT      | ACTION   |
|------|----------------------|--|
| 1.   | Idle Prompt          | Press the <b>FUNCTION</b> key.   |
| 2.   | Function Menu        | Press number corresponding with batch.   |
| 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 <b>2</b> to ignore. Depending upon the host and terminal setup, the terminal will start the batch process or offer a choice of EDC types to batch. |
| 4.   | EDC Choice           | Press <b>1</b> to batch all EDC types or choose the EDC type to be batched.  |
| 5.   | EDC Choice           |  |

### GENERAL FUNCTIONS

- Power On** Press **MENU** key.
- Power Off** Press and hold the **MENU** key for five seconds.  
NOTE: The terminal will not power off if an external power.
- Hot Keys** Press **FUNCTION** key followed by **ENTER** key for 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 **FORCED**
- Darken Screen Contrast** Hold down the **FUNCTION** key while tapping **RETURN**
- Feed Paper** Hold down the **FUNCTION** key while tapping the **FEED** key.

# EXS

ELECTRONIC EXCHANGE SYSTEMS

## Lipman Nurit 30XX / 8320 QUICK REFERENCE GUIDE

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 SALE

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

### DEBIT SALE

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

### CHECK SALE

- | STEP | TERMINAL PROMPT       | ACTION   |
|------|-----------------------|--|
| 1.   | Idle Prompt           | Press <b>PAYMT</b> until terminal displays check prompt.   |
| 2.   | Check / Amount        | Key in the amount of the sale. <b>ENTER</b>  |
| 3.   | Swipe / Enter Check   | Swipe the check through the check reader or manually key in MICR information on the check. <b>ENTER</b>  |
| 4.   | Driver License        | Key in the customer driver's license number. <b>ENTER</b> *  |
| 5.   | Driver License State  | Key in the license issuing state. <b>ENTER</b><br>(Use the ALPHA key to change numbers to letters.)*     |
| 6.   | Tip (3 tips optional) | Key in tip amount, then <b>ENTER</b> or press <b>ENTER</b> 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.

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.

## CASH SALE

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

## VOID SALE

- | STEP | TERMINAL PROMPT          | ACTION  |
|------|--------------------------|---|
| 1.   | Idle Prompt              | Press <b>VOID</b> until terminal displays VOID/SALE VOID/RCSD or VOID/RTN prompt. |
| 2.   | Void                     | Swipe card or manually key in credit card number. <b>ENTER</b>                    |
| 3.   | Expiration date (manual) | Key in card expiration date (MMYY). <b>ENTER</b>                                  |
| 4.   | Amount                   | Key in amount. <b>ENTER</b>   |
| 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

- | STEP | TERMINAL PROMPT          | ACTION  |
|------|--------------------------|---|
| 1.   | Idle Prompt              | Press <b>RETURN</b> to display the RETURN prompt.                       |
| 2.   | Return                   | Swipe card or manually key in credit card number. <b>ENTER</b>          |
| 3.   | Expiration date (manual) | Key in card expiration date (MMYY). <b>ENTER</b>                        |
| 4.   | Amount                   | Key in amount. <b>ENTER</b>   |
| 5.   | Authorization Number     | Key in the authorization number from the original receipt. <b>ENTER</b> |
| 6.   | Second Receipt           | Press any key to print the second receipt.                              |

## RETURN - DEBIT

- | STEP | TERMINAL PROMPT      | ACTION  |
|------|----------------------|---|
| 1.   | Idle Prompt          | Press <b>PAYMT</b> for the debit prompt.                                |
| 2.   | Debit Prompt         | Press <b>RETURN</b> for the RETURN prompt.                              |
| 3.   | Return               | Swipe card.   |
| 4.   | Amount               | Key in amount. <b>ENTER</b>   |
| 5.   | Authorization Number | Key in the authorization number from the original receipt. <b>ENTER</b> |
| 6.   | PIN                  | Have the customer key in their PIN code. <b>ENTER</b>                   |
| 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 <b>VERIFY</b> to display verify prompt.                  |
| 2.   | Verify                   | Swipe card or manually key in credit card number. <b>ENTER</b> |
| 3.   | Expiration date (manual) | Key in card expiration date (MMYY). <b>ENTER</b>               |
| 4.   | Amount                   | Key in amount. <b>ENTER</b>                                    |

## FORCED TRANSACTION

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

## PRINT LAST MERCHANT RECEIPT

- | STEP | TERMINAL PROMPT | ACTION  |
|------|-----------------|---|
| 1.   | Idle Prompt     | Press the <b>ALPHA</b> key.   |
| 2.   | Receipt Menu    | Press <b>3</b> 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 <b>ALPHA</b> key.   |
| 2.   | Receipt Menu    | Press <b>1</b> 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 <b>ALPHA</b> key.  |
| 2.   | Receipt Menu    | Press <b>2</b> 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. <b>ENTER</b>                               |

## ADD / EDIT TIPS

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

\*Tips can also be added via **4** By Server Number, **5** By Transaction Number, **6** By Card Type, or **3** By Card Number. If one of these options is chosen, all transactions, tipped and untipped, are displayed.