

# HyperWare® Retail Software

## Quick Reference Card

SPOS32-M4100, Version 1.0

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

### Credit Sale

Terminal Display	Action
Idle Screen	Press <b>Enter</b> on the terminal keypad, touch <b>Transaction &gt; Sale &gt; Credit</b> .
Swipe/Tap Cust. Card	Swipe the credit card through the card reader or tap the card on the contactless reader.
Amount \$0.00	Enter the amount of sale, then touch <b>Enter</b> .
COMMS	Terminal contacts host.
Response	Approval number is displayed on screen, and printed on receipt.
APPROVAL 123456	

### Debit Sale

Terminal Display	Action
Idle Screen	Press <b>Enter</b> on the terminal keypad, touch <b>Transaction &gt; Sale &gt; Debit</b> .
Swipe/Tap Cust Card	Swipe the debit card through card reader or tap the card on the contactless reader.
Sale Amount \$0.00	Enter the amount of sale, then touch <b>Enter</b> .
Cash Amount \$0.00	Enter the amount of cash added to the sale, then touch <b>Enter</b> .
Total \$0.00	Touch <b>Enter</b> to approve total of sale and cash back.
Enter PIN	Customer enters PIN on the terminal keypad, touches <b>Enter</b> .
COMMS	Terminal contacts host.
Response	Approval number is displayed on screen, and printed on receipt.
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### Cash Sale

Terminal Display	Action
Idle Screen	Touch <b>Cash Sale</b> , then touch <b>Enter</b> .
Sale Amount \$0.00	Enter the amount of sale, then touch <b>Enter</b> .
Cash Amount \$0.00	Enter the amount of cash received, then touch <b>Enter</b> .
Insufficient Amt Paid	Press <b>Clear</b> to go to previous screen, re-enter cash received.
Change Due \$0.00	Terminal shows amount of change due, if any.
APPROVAL 123456	Approval number prints on receipt.

### Credit Refund

Terminal Display	Action
Idle Screen	Press <b>Enter</b> on the terminal keypad, touch <b>Transaction &gt; Refund &gt; Credit</b> .
Swipe/Tap Cust. Card	Swipe the credit card through card reader or tap the card on the contactless reader.
Last Invoice Invoice Number	Touch <b>Last</b> , then touch <b>Enter</b> to view last invoice amount. Touch <b>Invoice</b> , then enter the invoice number and touch <b>Enter</b> .
Invoice 123456 \$0.00	Touch <b>Enter</b> to accept the invoice amount.
COMMS	Terminal contacts host.
Response	Approval number is displayed on screen, and printed on receipt.
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### Debit Refund

Terminal Display	Action
Idle Screen	Press <b>Enter</b> on the terminal keyboard, then touch <b>Transaction &gt; Refund &gt; Debit</b> .
Swipe/Tap Cust. Card	Swipe the debit card through card reader or tap the card on the contactless reader.
Amount \$0.00	Enter amount of debit refund, then touch <b>Enter</b> .
Enter PIN	Customer enters PIN on the terminal keypad, touches <b>Enter</b> .
COMMS	Terminal contacts host.
Response	Approval number is displayed on screen, and printed on receipt.
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## Reprint Last Receipt

Terminal Display	Action
Idle Screen	Touch <b>Function &gt; 72 &gt; Enter</b> or Press <b>Enter</b> on the terminal keypad, touch <b>Reprint &gt; Last</b> .
Customer Copy Merchant Copy	Touch <b>Customer Copy</b> or <b>Merchant Copy</b> .
Reprint Complete	Receipt is printed.

## Mail Order Sale

Terminal Display	Action
Idle Screen	Press <b>Enter</b> on the terminal keypad, touch <b>Transaction &gt; Mail Order</b> .
Enter Card Number	Enter the card number, then touch <b>Enter</b> .
Expiration Date MMY	Enter the expiration date, then touch <b>Enter</b> .
Verification Code	Touch <b>Present</b> .
Enter CVC2 From Card	Enter the CVC2 code, then touch <b>Enter</b> .
Amount \$0.00	Enter the amount of sale, then touch <b>Enter</b> .
Billing Address	Enter the billing address, then touch <b>Enter</b> .
Billing ZIP Code	Enter the billing ZIP code, then touch <b>Enter</b> .
COMMS	Terminal contacts host.
Response	Approval number is displayed on screen, and printed on receipt.
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## Batch Report (Summary)

Terminal Display	Action
Idle Screen	Touch <b>Function &gt; 79 &gt; Enter</b> or Press <b>Enter</b> on the terminal keypad, touch <b>Reports &gt; Summary</b> .
Please Wait Scanning Batch	Terminal scans for Batch Totals and prints Summary Report.

## Batch Report (Audit)

Terminal Display	Action
Idle Screen	Touch <b>Function &gt; 79 &gt; Enter</b> or Press <b>Enter</b> on the terminal keypad, then touch <b>Reports &gt; Audit</b> .
Select Host	Touch the host number or touch <b>0</b> for all hosts, then touch <b>Enter</b> .
Please Wait Printing	Audit report is printed.

## Batch Settle

Terminal Display	Action
Idle Screen	Touch <b>SETTLE</b> , or Press <b>Enter</b> on the terminal keypad, then touch <b>Batch &gt; Settle</b> .
Enter Password	Enter the password, then touch <b>Enter</b> .
Select Host	Touch the host number or touch <b>0</b> for all hosts, then touch <b>Enter</b> .
Please Wait Scanning the Batch	Terminal scans for Batch Totals.
SalesTotal Correct?	Touch <b>Yes</b> to confirm.
Refund Total Correct?	Touch <b>Yes</b> to confirm.
COMMS	Terminal contacts host.
Response	Settlement is complete. The report is printed.
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