



## Quick Reference Verifone Tranz 330/380

\* If your terminal ever asks you a yes/no question; Yes = [9], No = [6] \*

### Sale:

#### Terminal reads

1. Ready \*\*nnn\*\*
2. Enter Acct#
3. Amount of Sale
4. Auth/TKT XXXXXX

#### Do this...

Press the [1] key.  
Swipe card.  
Enter amount  
Write down the Auth code for your record.

### Manual Sale Entry:

#### Terminal reads

1. READY \*\*nnn\*\*
2. xxx/ENTER ACCT#
3. Exp Date
4. Zip Code
5. P.O.B. / House #
  
6. CVV2/CID code
  
7. Amount of Sale
8. Order number
  
9. AUTH/TKT XXXXXX

#### Do This...

Press the [1] Key.  
Key in account #, Press [ENTER].  
Enter four digit Exp date, Press [ENTER].  
Billing Zip for credit card, Press [ENTER].  
P.O. box or house # for card,  
Press [ENTER].  
Last three digits on back of card.  
Press [ENTER].  
Enter \$ Amount, Press [ENTER].  
Enter a five digit number starting w/  
1000(1) → 1000(2)... so forth  
Record Authorization code.

### Void:

#### Terminal Reads.

1. Ready \*\*nnn\*\*
2. Enter Item #
  
3. Void-Press Enter
4. Enter to Confirm
5. Accepted/XXX

#### Do This...

Press the [4] key.  
Press [ENTER] for the last  
Transaction or enter the trans # you want  
Press Enter  
Press Enter.  
Displayed if transaction accepted.

### Return:

#### Terminal reads

1. Ready \*\*nnn\*\*
2. xxxEnter Acct#

#### Do this...

Press the [2] Key.  
Swipe or key in card.



- |                   |                                       |
|-------------------|---------------------------------------|
| 3. Exp. Date      | Enter four digit exp. Date.           |
| 4. Amount of sale | Enter \$ amount.                      |
| 5. Accepted/xxx   | Displayed is transaction is accepted. |

## Quick Reference

### Verifone Tranz 330/380 Continued...

#### Authorization Only:

##### Terminal reads

1. READY \*\*nnn\*\*
2. Enter ACCT#
3. Exp Date MMY
4. Amount of sale
5. Approved xxxxx

##### Do this...

- Press the [3] Key.  
Swipe card or key acct#.  
Enter four-digit exp date.  
Enter \$ amount.  
Displayed if the transaction is approved.

#### Ticket Only:

##### Terminal reads

1. Ready \*\*nnn\*\*
2. xxxEnter Acct#
3. Amount of Sale
4. Accepted/xxx

##### Do this...

- Press the [5] key.  
Swipe card or key in acct #.  
Enter \$ amount.  
Displayed if transaction accepted.

#### Close Batch: please close batch @ end of every processing day to get the money in your account.

##### Terminal reads

1. READY \*\*nnn\*\*
2. Closing >>>>

##### Do this...

- Press the [9] Key.  
The Terminal is formally closing Batch.

### Terminal Responses.

**Call Center** – Operator should call 800-228-0210 for reason.

**Declined** – The authorization for the transactions has been declined.

**Invalid Card#** - the credit card presented is not acceptable for payment.

**Invalid Tran Type** - Incorrect transaction attempted.

**Invalid Merch#** - Invalid Merchant # for the transaction attempted.

**Invalid Amount** - Authorization request must be for at least 1 cent.

**Does not Balance** - The amount entered for the close does not match terminal total.

**Inv Batch sequence** - Call 877-964-1622 or 800-228-0210