Logoff, *cont.*

3. To complete logoff, select **OK**.

```
Logoff Completed

                        OK
```
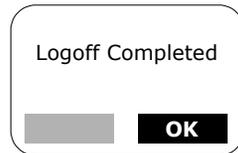
To Print a Receipt or Reconciliation Report

1. Press the printer's **Power** button. The green Power light is now lit.
2. Make sure that there is sufficient paper in the printer and press the **Feed** button to advance paper to just beyond the cutter edge.
3. When the printing prompt displays on the MTT, select **OK** or the appropriate menu option and point the MTT directly at the printer's infrared receiver (no more than 20 inches away). Do not move the MTT until the receipt begins to print.

If you entered AVS information or a CVV2 code for a Sale, the response codes will print on both receipts once the payment processor has issued an authorization code approving the amount.
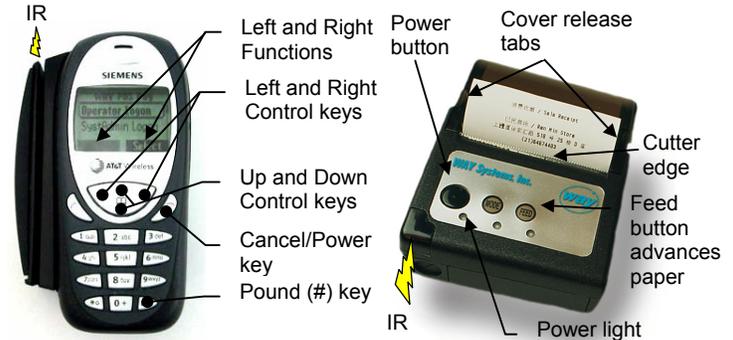
Notes

❑ To use normal phone functions without logging off, select **Exit** from the Transactions menu. To resume MTT operation, select **WAY2Pay** from the main phone menu and then select **Logon**.

❑ For more detailed instructions on using the printer, charging the battery, and loading paper, see the *MTT 1500 User Guide*, available for download at http://www.waysystems.com/support.

❑ For a description of Return, Void, Authorize, and Force transactions, see the *MTT 1500 User Guide*.

❑ For Voids, default MTT administrator logon ID is 123, password is 1234.

Support

❑ Contact your ISO or payment processor for reconciliation-related questions.

❑ For questions regarding the operation of the MTT or transactions, support is available online at http://www.waysystems.com/support and via e-mail at us-support@waysystems.com.

❑ Technical support from WAY Support Center is available 7 days a week, 24 hours a day at 1-866-WAY-MTT1 (1-866-929-6881).

WAY Systems, Inc.
MTT 1500 Quick Reference Guide

- IR
- Left and Right Functions
- Left and Right Control keys
- Up and Down Control keys
- Cancel/Power key
- Pound (#) key
- IR
- Power button
- Cover release tabs
- Cutter edge
- Feed button advances paper
- Power light

To Power the MTT On or Off

❑ Press and hold down the **Cancel/Power** key for at least 1 second.

MTT Navigation

❑ Press the up and down control keys to highlight the desired menu item.

❑ Press the left or right control keys to operate the corresponding function.

To Cancel an Operation or Exit to the Previous Screen

❑ Select the **Cancel** function or press the **Cancel/Power** key. (The exceptions are exiting from the Transactions and Print menus.)

Printer Sleep Mode

❑ To conserve battery power, the printer powers down when idle for more than several minutes. Printing from the MTT automatically switches the printer back on.

Logon for Online Mode

1. From the main phone menu, select **WAY2Pay**.
2. From the WAY2Pay menu, select **Logon** and wait for initialization.

Logon for Online Mode

3. To connect to the GPRS network, select **OK**.

   To work offline, select **Cancel** and see Offline Logon section on next page.

   > Network Signal Strength: 4 of 5. Connect?
   >
   > **Cancel**   **OK**

4. The WAY2Pay menu redisplays briefly. Do not select **Logon** again but wait a few seconds for verification of logon and processing messages.

   When logon is completed, select **OK**.

   > Logon Completed
   >
   > **OK**

Sale Transaction

Note: This procedure assumes that Tips and Tolls functions are disabled. For more on these functions, see the *MTT User Guide*.

1. From the Transactions menu, select **Sale**.

2. Swipe the customer's card.

   Note: If you are using AVS or CVV2, wait a few seconds and then select **Manual Entry** to enter the card number and expiration date manually.

   > Please swipe your card...

3. *Optional CVV2 Prompt* - Enter CVV2 code or leave blank to omit and select **OK**.

   > ✐ **123**
   >
   > Enter CVV2:
   > 873
   >
   > **Clear**   **OK**

   If no CVV2 code entered, select the reason from the menu or select **Continue** to omit the reason.

   > **CVV2 Indicator**
   > Value Illegible
   > Not Available
   > Continue
   >
   > **Select**

4. *Optional AVS Prompts* - Enter customer's 5 or 9 digit billing ZIP code or leave blank to omit and select **OK**.

   > ✐ **abc**
   >
   > Enter Zip Code:
   > 12345
   >
   > **Clear**   **OK**

   Enter customer's billing street address (numerals only) or leave blank to omit and select **OK**. (example: for 100 Main St, enter 100)

   > ✐ **abc**
   > Enter Street
   > Address
   > 100
   >
   > **Clear**   **OK**

Sale Transaction, *cont.*

5. Enter amount in dollars and cents with no decimal point (example: for $ 20.00, enter 2000).

   > ✐ **123**
   >
   > Enter Amount
   > 2000
   >
   > **Clear**   **OK**

6. Confirm the amount and select **OK**.

   > Confirm amount:
   > 20.00 USD
   >
   > **OK**

7. Select **OK** to print the merchant copy of the receipt. If printer unavailable or no receipt required, press the **Cancel/Power** key.

   > Sale#3 Approved
   > Auth#16525
   > Print receipt(s)?
   >
   > **OK**

8. From the Print Receipt menu, select **Customer Receipt** to print the customer copy of the receipt. If no customer receipt required, scroll down to **Main Menu** and select **Select**.

Logon for Offline Mode

If the MTT is temporarily out of the GPRS coverage area and cannot communicate, Offline Mode allows you to complete or enter new transactions and store them on the MTT. When communication is restored, you can upload the stored transactions during logoff or reconciliation.

Offline transactions are run at merchant's risk. Final authorization does not occur until transactions are uploaded.

❑ To enter Offline Mode, select **OK** in the Unable to Connect screen.

   > Unable to connect. Would you like to continue offline?
   >
   > **OK**

Logoff

1. From the Transactions menu, select **Logoff**.

2. If any offline transactions are stored in the MTT, you are prompted to upload and print receipts for them. Otherwise, the Reconcile function starts automatically. Select **OK** to print the Reconciliation Report.

   > Reconciliation Completed Print Report?
   >
   > **OK**