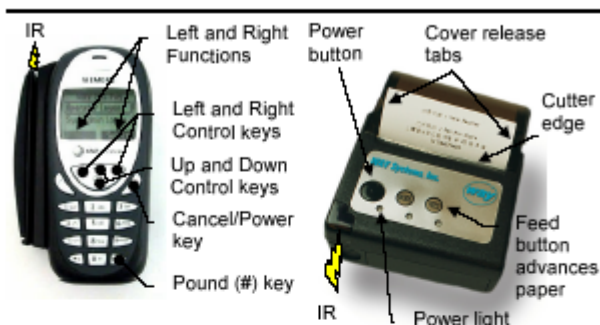




WAY Systems, Inc. MTT 1500 Credit Version 3.1 Quick Reference Guide



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.

Cancel an Operation or Exit to the Previous Screen

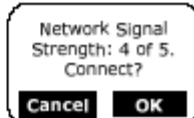
- Select the **Cancel** function or press the **Cancel/Power** key. (The exceptions are exiting from the Transactions and Print menus).

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

- From the main phone menu, select **WAY2Pay**.
- From the WAY2Pay menu, select **Logon** and wait for initialization.
- To connect to the GPRS network, select **OK**.



Logon for Online Mode, cont.

- The WAY2Pay menu redispays briefly. Do not select **Logon** again but wait a few seconds for verification of logon. When logon is completed, the Transactions menu displays.

Credit Sale Transaction

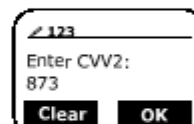
Note: This procedure assumes that Tips and Tolls functions are disabled. For more on these functions, see the *MTT 1500 User Guide-Credit Version*.

- From the Transactions menu, select **Sale**.
- From the Select Payment Type menu, select **Credit**.
- Swipe the customer's card.

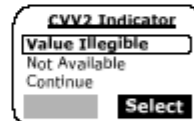
Note: If you are entering the card number manually and using AVS or CVV2, wait a few seconds, select **Manual Entry**, and enter the card number and expiration date.



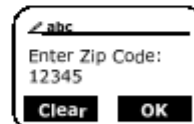
- Optional CVV2 Prompt** - Enter CVV2 code (or leave blank to omit) and select **OK**.



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



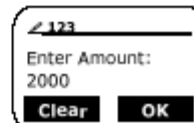
- Optional AVS Prompts** - Enter customer's 5 or 9-digit billing ZIP code (or leave blank to omit) and select **OK**.



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



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





Credit Sale Transaction, *cont.*

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



8. If the transaction was completed and approved by the payment processor, select **OK** to print the merchant copy of the receipt. If printer unavailable or no receipt required, press the **Cancel/Power** key.



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

Resolve Incomplete Transactions

When communicating with the payment processor, if the MTT 1500 fails to find an acceptable signal level within a preset time period, you will see an Incomplete Transaction or similar error message. After you click **OK**, you are presented with these menu options:

- Complete Offline**—Forces the MTT 1500 into offline mode immediately. You can complete and store the transaction offline and then upload or reconcile it later when the connection is restored (see the Offline Mode section).
- Cancel**—Cancels the transaction and returns to the Transactions menu.

Offline Mode

If the MTT is temporarily out of the GPRS coverage area and cannot communicate, offline mode allows you to enter new transactions and store them on the MTT. When communication is restored, you can close the batch of stored transactions during logoff or reconciliation, or you can upload them to the payment processor for reconciliation later (see the Upload Offline Transactions section).

Offline Mode, *cont.*

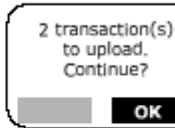
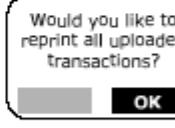
Offline transactions are run at merchant's risk. Final authorization does not occur until transactions are uploaded or reconciled.

Enter offline mode in either of these ways:

- From the Transactions menu, select **Go Offline Mode**. This is useful if you know you are entering a poor coverage area and simply want to start offline mode manually. To reenter online mode, select **Go Online Mode**.
Or
- Select **Complete Offline** from the menu after you receive an Incomplete Transaction message for an unsuccessfully processed transaction (see Resolve Incomplete Transactions section).

Upload Offline Transactions

To upload and obtain authorization for transactions stored in the MTT in offline mode *without* reconciling them (example: to send transactions to the payment processor before a work shift change):

1. Switch to online mode. (From the Transactions menu, select **Go Online Mode**).
2. From the Transactions menu, select **Other transactions**. Then scroll down and select **Upload**.
3. To start the upload, select **OK**. The screen displays progress messages as each transaction is uploaded. 
4. To reprint a customer receipt for each uploaded transaction, select **OK**. If no receipts required, press the **Cancel/Power** key. 
5. To print another copy of the receipts, select **Reprint**. To return to the Transactions menu, select **Done**.

To upload *and* reconcile all offline and online mode transactions at the end of the business day, see the Logoff section.



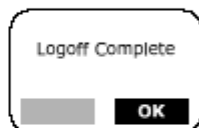


Logoff

Because logging off the MTT includes reconciliation, you should only log off at the end of the business day.

Note: Cash receipt transactions are not included in reconciliation unless cash reconciliation is enabled by the MTT administrator.

- From the Transactions menu, select **Logoff**.
- If any offline transactions are stored in the MTT, you are prompted to upload and print receipts for them (select **Done** when finished). The Reconcile function then starts automatically and the batch of all offline and online transactions is closed. Select **OK** to print the Reconciliation Report and select **Done** when finished.
- To complete logoff, select **OK**.



Print a Credit Receipt or Reconciliation Report

- Press the printer's **Power** button. The green Power light is now lit.
- Make sure that there is sufficient paper in the printer and press the **Feed** button to advance paper to just beyond the cutter edge.
- 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.

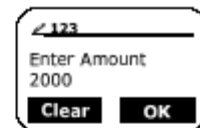
If you entered AVS information or a CVV2 code for a Sale, the response codes will print on both receipts once the payment processor has issued an authorization code approving the amount.

Print a Cash Receipt

If enabled, this allows you to print a receipt for cash-only transactions. Follow the printer setup guidelines in the Print a Credit Receipt section before printing the receipt.

Print a Cash Receipt, cont.

- From the Transactions menu, select **Sale**.
- From the Select Payment Type menu, select **Cash**.
- Enter amount in dollars and cents with no decimal point (example: for \$ 20.00, enter 2000).
- Confirm the amount of cash received and select **OK**. The cash receipt prints.
- To print another copy of the receipt, select **Reprint**. To return to the Transactions menu, select **Done**.



Notes

- To use normal phone functions without logging off, select **Exit** from the Transactions menu. To resume MTT operation, select **Logon** from the WAY2Pay menu.
- For more detailed instructions on using the printer, charging the battery, and loading paper, see the *MTT 1500 User Guide-Credit Version*, available for download at <http://www.waysystems.com/support>.
- For a description of Return, Void, Authorize, and Force transactions, see the user guide.
- For Voids and Forces, 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).

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For 24 hours WAY Technical Support

Please Call: 1-866-929-6881