

HyperWare® Retail Software

Quick Reference Card for 19-Key Terminals

Optimum T4100 SPOS32, Version 1.4

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

Credit Sale

Terminal Display	Action
ENTER CARD NUMBER OR SWIPE/TAP CUST. CARD	Swipe the credit card through card reader, tap the card on the contactless reader, or manually enter the card number.
AMOUNT \$0.00	Enter amount of sale, and then press ENTER .
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Debit Sale

Terminal Display	Action
ENTER CARD NUMBER OR SWIPE/TAP CUST. CARD	Press ENTER > TRANSACTION > SALE > DEBIT .
SWIPE/TAP CUST. CARD	Swipe the debit card through card reader, tap the card on the contactless reader, or manually enter the card number.
AMOUNT \$0.00	Enter amount of sale, and then press ENTER .
Waiting for PIN	Customer enters PIN on attached PIN pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

EBT Sale

Terminal Display	Action
ENTER CARD NUMBER OR SWIPE/TAP CUST. CARD	Press ENTER > TRANSACTION > SALE > EBT .
SWIPE/TAP CUST. CARD	Swipe the credit card through card reader, tap the card on the contactless reader, or manually enter the card number.
1-FOOD STAMP 2-CASH BENEFIT	Press 1 for FOOD STAMP or 2 for CASH BENEFIT, press ENTER .
SALE AMOUNT \$0.00	Enter amount of sale, and then press ENTER .
Waiting for PIN	Customer enters PIN on attached PIN Pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Credit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press the REFUND button and then the CREDIT button; or, press ENTER > TRANSACTION > REFUND > CREDIT .
SWIPE/TAP CUST. CARD	Swipe the credit card through card reader, tap the card on the contactless reader, or manually enter the card number.
AMOUNT \$0.00	Enter amount of refund, and then press ENTER .
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

Debit Refund

Terminal Display	Action
ENTER CARD NUMBER OR SWIPE/TAP CUST. CARD	Press the REFUND button and then the DEBIT button; or, press ENTER > TRANSACTION > REFUND > DEBIT .
SWIPE/TAP CUST. CARD	Swipe the debit card through card reader, tap the card on the contactless reader, or manually enter the card number.
AMOUNT \$0.00	Enter amount of refund, and then press ENTER .
Waiting for PIN	Customer enters PIN on attached PIN pad.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on receipt.
Approval 123456	

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Reprint Last Receipt

Terminal Display	Action
ENTER CARD NUMBER OR SWIPE/TAP CUST. CARD	Press FUNCTION, 72 , and then press ENTER ; or press ENTER > TRANSACTION > REPRINT > LAST .
1-CUSTOMER COPY 2-MERCHANT COPY	Press 1 for CUSTOMER COPY or press 2 for MERCHANT COPY, and then ENTER .
REPRINT COMPLETE	Receipt is printed.

Offline/Force

Terminal Display	Action
ENTER CARD NUMBER OR SWIPE/TAP CUST. CARD	Press ENTER > TRANSACTION > OFFLINE > SALE .
OFFLINE MODE ENTER ACCOUNT NUMBER	Enter card number, and then press ENTER .
EXPIRATION DATE MMY	Enter expiration date, and then press ENTER .
AMOUNT \$0.00	Enter amount of sale, and then press ENTER .
ENTER APPROVAL CODE	Enter approval code from voice authorization.
TRANSACTION ACCEPTED	Offline/Force is complete.

Batch Report (Summary)

Terminal Display	Action
ENTER CARD NUMBER OR SWIPE/TAP CUST. CARD	Press ENTER > REPORTS .
1-AUDIT 2-SUMMARY	Press menu key corresponding to Summary .
SCANNING BATCH	Terminal scans for Batch Totals and prints Summary Report.

Batch Report (Audit)

Terminal Display	Action
ENTER CARD NUMBER OR SWIPE/TAP CUST. CARD	Press ENTER > REPORTS .
1-AUDIT 2-SUMMARY	Press menu key corresponding to Audit .
HOST NUMBER	Enter Host Number or '0' for all hosts.
PRINTING	Audit report is printed.

Batch Settle

Terminal Display	Action
ENTER CARD NUMBER OR SWIPE/TAP CUST. CARD	Press the SETTLE button, or press ENTER > BATCH > SETTLE .
ENTER PASSWORD HOST NUMBER	Enter password, and then press ENTER . Press 0 for all hosts or enter Host Number, and then press ENTER .
SCANNING BATCH	Terminal scans for Batch Totals.
SALES TOTAL CORRECT?	Press YES to confirm sale.
REFUND TOTAL CORRECT?	Press YES to confirm refund total.
SCANNING BATCH	Terminal scans for Batch Totals.
COMMS	Terminal dials host.
RESPONSE	Settlement is complete.
Approval 123456	
SCANNING BATCH	Settlement report is printed.



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