

SALE (Swiped or Manually Keyped) Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

MM DD, YY HH:MM Swipe card or key card number and press **Yes/Enter**

CARD TYPE DEBIT EBT Select card type

EXPIRATION DATE MMY Y Key expiration date and press **Yes/Enter**

CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

RECURRING TRANS? Y/N Press **No/Clear** if this is not a recurring transaction or press **Yes/Enter** if this is a recurring transaction.

EMAIL/WEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

AMOUNT Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify totals and press **Yes/Enter**

ENTER ADDRESS Key first 5 numeric digits of customer's address and press **Yes/Enter**

ENTER ZIP CODE Key customer's zip code and press **Yes/Enter**

VERIFICATION CODE Press desired option.
NOT PROVIDED PRESENT ILLEGIBLE NOT PRESENT

TERMINAL MAY PROMPT: <CARD TYPE> ENTER CARD CODE Key in 3 digit card code and press **Yes/Enter** or press **Yes/Enter** for other options. **The card code can be found on the signature line of the customer's credit card.**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

TAX AMOUNT \$0.00 Key tax amount and press **Yes/Enter**

TAX EXEMPT? YES OR NO Press **Yes/Enter** if transaction is tax exempt. If **No/Clear** is pressed, tax will be requested again (only displayed if tax = \$0.00).

APPROVAL OK0000 AVS CODE: YY CC: X On approval, tear slip and have customer sign the receipt. If CALL CENTER is displayed, call for voice authorization and enter the transaction as an Offline Sale. Press **Cancel** to return to the idle prompt

VOID Use this function to delete a transaction that is in the current batch.

MM DD, YY HH:MM Press **Function** **21** and **Yes/Enter**

INVOICE # ACCOUNT # SEQ # AMOUNT Press desired option

CLERK #

TERMINAL MAY PROMPT: Key requested information (i.e. Invoice Number) and press **Yes/Enter**

INVOICE # ENTER LAST 5 DIGITS ENTER SEQ # ENTER AMOUNT ENTER CLERK #

<invoice #> clk ##### Verify transaction. Press ***** to display menu or press **Cancel** to return to the idle prompt

<trans type> \$0.00 approval ok####

ADJUST REPRINT Press **Void**

VOID PREVIOUS NEXT

VOID TRANSACTION ACCEPTED Tear slip and press **Cancel** to return to the idle prompt

DEBIT Use this function to authorize and capture a debit transaction for settlement. **Note: Debit cards cannot be entered manually.**

MM DD, YY HH:MM Swipe debit card

CARD TYPE DEBIT EBT Select **Debit**

SAL+CSH ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

SAL+CSH SALE AMOUNT \$0.00 Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

SAL+CSH CASH AMOUNT \$0.00 Key cash back amount and press **Yes/Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify total amount and press **Yes/Enter**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

SAL+CSH WAITING FOR PIN Instruct customer to key PIN via PIN pad and press **Enter**. **Do not ask customer for the PIN**

SAL+CSH APPROVAL OK 000000 On approval, tear slip and press **Cancel** to return to the idle prompt

REPRINT Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

MM DD, YY HH:MM Press **Function** **73** and **Yes/Enter**

ENTER INVOICE NUMBER or PRESS ENTER FOR LAST INVOICE Key requested information (i.e. Invoice Number) and press **Yes/Enter**

CUSTOMER COPY MERCHANT COPY BOTH COPIES Press desired option
Terminal returns to idle prompt

OFFLINE SALE Use this function to capture transactions when voice approval has been obtained. Sometimes referred to as a forced transaction.

MM DD, YY HH:MM Press **Offline**

OFFLINE SWIPE CUSTOMER CARD Swipe card or key card number and press **Yes/Enter**

CARD TYPE DEBIT EBT Select card type

EXPIRATION DATE MMY Y Key expiration date and press **Yes/Enter**

CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

ENTER CLERK NUMBER Key clerk number and press **Yes/Enter**

RECURRING TRANS? Y/N Press **No/Clear** if this is not a recurring transaction or press **Yes/Enter** if this is a recurring transaction

EMAIL/WEBSITE? Y OR N Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

AMOUNT Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TAX AMOUNT \$0.00 TIP AMOUNT \$0.00 Key requested information and press **Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify totals and press **Yes/Enter**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

ENTER APPROVAL CODE Key authorization number obtained through the voice authorization center and press **Yes/Enter**

TRANSACTION ACCEPTED Tear slip and have customer sign the receipt. Press **Cancel** to return to the idle prompt.

PRINT REPORTS Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

MM DD, YY HH:MM Press **Reports**

REPORTS ENTER PASSWORD Key password and press **Enter**

AUDIT SUMMARY CLERK Press desired report, then follow additional prompts

PLEASE WAIT PRINTING.... Report is printing

AUTHORIZATION ONLY Use this procedure to authorize a credit card transaction. This will not capture in the terminal.

MM DD, YY HH:MM Press **Function** **9** and **Yes/Enter**

SWIPE CUSTOMER CARD
SWIPE CUSTOMER CARD
Swipe card or key card number and press **Yes/Enter**

CARD TYPE DEBIT EBT
Select card type

EXPIRATION DATE MMY
Key expiration date and press **Yes/Enter**

CARD PRESENT?
Press **Yes** if the card is present or Press **No** if the card is not present

ENTER CLERK NUMBER
Key clerk number and press **Yes/Enter**

EMAIL/WEBSITE? Y OR N
Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

ENTER ADDRESS
Key first 5 numeric digits of customer's address and press **Yes/Enter**

ENTER ZIP CODE
Key customer's zip code and press **Yes/Enter**

AMOUNT
Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00
Key tip amount and press **Enter**

TOTAL \$0.00
CORRECT? YES OR NO
Verify totals and press **Yes/Enter**

VERIFICATION CODE
NOT PROVIDED
PRESENT
ILLEGIBLE
NOT PRESENT
Press desired option.

TERMINAL MAY PROMPT: <CARD TYPE>
ENTER CARD CODE
Key in 3 digit card code and press **Yes/Enter** or press **Yes/Enter** for other options. **The card code can be found on the signature line of the customer's credit card.**

ENTER INVOICE NUMBER
Key invoice number and press **Enter**

APPROVAL OK 000000
AVS CODE: YY CC: X
Tear slip and have customer sign the receipt. Press **Cancel** to return to the idle prompt

VIEW TOTALS Batch totals can be viewed at any time for the transactions in the current batch

MM DD, YY HH:MM Press **Function** **S** and **Yes/Enter**

TOTALS
SALES
REFUNDS
ISSUES
Press **Enter** to view card type. Press **Cancel** to return to the idle prompt

REFUND Use this function to issue a credit to the cardholder's account for goods or services.

MM DD, YY HH:MM Press **Refund**

ENTER PASSWORD
Key password and press **Enter**

SWIPE CUSTOMER CARD
SWIPE CUSTOMER CARD
Swipe card or key card number and press **Yes/Enter**

CARD TYPE DEBIT EBT
Select card type

EXPIRATION DATE MMY
Key expiration date and press **Yes/Enter**

ENTER CLERK NUMBER
Key clerk number and press **Yes/Enter**

RECURRING TRANS? Y/N
Press **No/Clear** if this is not a recurring transaction or press **Yes/Enter** if this is a recurring transaction

EMAIL/WEBSITE? Y OR N
Press **No/Clear** if this is not an E-Commerce transaction or press **Yes/Enter** if this is an E-Commerce transaction.

AMOUNT
Key amount and press **Yes/Enter**

ENTER INVOICE NUMBER
Key invoice number and press **Enter**

APPROVAL
Tear slip and have customer sign the receipt. Press **Cancel** to return to the idle prompt.

SETTLE Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

MM DD, YY HH:MM Press **Settle**

SETTLE ALL BATCHES GIFT CARD
Press desired option

SETTLE ENTER PASSWORD
Key password and press **Enter**

SALES TOTAL \$XX.XX
CORRECT?
Verify Sales total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

REFUND TOTAL \$XX.XX
CORRECT?
Verify Refund total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

OK000000000000 SETTLE
The transactions have been settled for payment. Press **Cancel** to return to the idle prompt

**FIRST DATA
HYPERCOM® T4210/4220
QUICK REFERENCE GUIDE**



Retail
{Config 071}

VOICE AUTHORIZATION NUMBERS

MC/VS _____

AMEX _____

DISCOVER/NOVUS _____

OTHER _____

CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____

Merchant ID (MID) _____

Terminal ID (TID) _____

Download Telephone Number _____

Touch Tone or Rotary Dial _____

SALE (Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

MM DD, YY HH:MM Swipe card or key card number and press **Yes/Enter**

CARD TYPE DEBIT Select card type

EXPIRATION DATE MMY Y Key expiration date and press **Yes/Enter**

CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

ENTER SERVER NUMBER Key server number and press **Yes/Enter**

BASE AMOUNT Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify totals and press **Yes/Enter**

ENTER ADDRESS Key first 5 numeric digits of customer's address and press **Yes/Enter**

ENTER ZIP CODE Key customer's zip code and press **Yes/Enter**

VERIFICATION CODE Press desired option.
NOT PROVIDED
PRESENT
ILLEGIBLE
NOT PRESENT

TERMINAL MAY PROMPT: <CARD TYPE> ENTER CARD CODE Key in 3 digit card code and press **Yes/Enter** or press **Yes/Enter** for other options. **The card code can be found on the signature line of the customer's credit card.**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

TAX AMOUNT \$0.00 Key tax amount and press **Yes/Enter**

TAX EXEMPT? YES OR NO Press **Yes/Enter** if transaction is tax exempt. If **No/Clear** is pressed, tax will be requested again (only displayed if tax = \$0.00).

APPROVAL OK0000 AVS CODE: YY CC: X On approval, tear slip and have customer sign the receipt. If CALL CENTER is displayed, call for voice authorization and enter the transaction as an Offline Sale. Press **Cancel** to return to the idle prompt

VIEW TOTALS Batch totals can be viewed at any time for the transactions in the current batch

MM DD, YY HH:MM Press **Function** **5** and **Yes/Enter**

TOTALS # SALES # REFUNDS # ISSUES Press **Enter** to view card type. Press **Cancel** to return to the idle prompt

TAB PROCESSING Use this function to open, close or void tab transactions.

MM DD, YY HH:MM Press **Function** **20** and **Yes/Enter**

OPEN CLOSE PRINT Press desired option, follow terminal prompts to complete transaction. Press **Cancel** to return to idle prompt

VOID Use this function to delete a transaction that is in the current batch.

MM DD, YY HH:MM Press **Function** **21** and **Yes/Enter**

INVOICE # ACCOUNT # SEQ # AMOUNT SERVER # Press desired option

TERMINAL MAY PROMPT: INVOICE # ENTER LAST 5 DIGITS ENTER SEQ # ENTER AMOUNT ENTER SERVER # Key requested information (i.e. Invoice Number) and press **Yes/Enter**

<invoice #> svr ##### Verify transaction. Press ***** to display menu or press **Cancel** to return to the idle prompt
<trans type> \$0.00 approval ok####

ADJUST REPRINT VOID PREVIOUS NEXT Press **Void**

VOID TRANSACTION ACCEPTED Tear slip and press **Cancel** to return to the idle prompt

DEBIT Use this function to authorize and capture a debit transaction for settlement. **Note: Debit cards cannot be entered manually.**

MM DD, YY HH:MM Swipe debit card

CARD TYPE DEBIT Select **Debit**

SAL+CSH ENTER SERVER NUMBER Key server number and press **Yes/Enter**

SAL+CSH SALE AMOUNT \$0.00 Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TIP AMOUNT \$0.00 Key tip amount and press **Enter**

SAL+CSH CASH AMOUNT \$0.00 Key cash back amount and press **Yes/Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify total amount and press **Yes/Enter**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

SAL+CSH WAITING FOR PIN Instruct customer to key PIN via PIN pad and press **Enter**. **Do not ask customer for the PIN**

SAL+CSH APPROVAL OK 000000 On approval, tear slip and press **Cancel** to return to the idle prompt

REPRINT Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

MM DD, YY HH:MM Press **Function** **73** and **Yes/Enter**

ENTER INVOICE NUMBER or PRESS ENTER FOR LAST INVOICE Key requested information (i.e. Invoice Number) and press **Yes/Enter**

CUSTOMER COPY MERCHANT COPY BOTH COPIES Press desired option
Terminal returns to idle prompt

OFFLINE SALE Use this function to capture transactions when voice approval has been obtained. Sometimes referred to as a forced transaction.

MM DD, YY HH:MM Press **Offline**

OFFLINE SWIPE CUSTOMER CARD Swipe card or key card number and press **Yes/Enter**

CARD TYPE DEBIT Select card type

EXPIRATION DATE MMY Y Key expiration date and press **Yes/Enter**

CARD PRESENT? Press **Yes** if the card is present or Press **No** if the card is not present

ENTER SERVER NUMBER Key server number and press **Yes/Enter**

BASE AMOUNT Key amount and press **Yes/Enter**

TERMINAL MAY PROMPT: TAX AMOUNT \$0.00 TIP AMOUNT \$0.00 Key requested information and press **Enter**

TOTAL \$0.00 CORRECT? YES OR NO Verify totals and press **Yes/Enter**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

ENTER APPROVAL CODE Key authorization number obtained through the voice authorization center and press **Yes/Enter**

TRANSACTION ACCEPTED Tear slip and have customer sign the receipt. Press **Cancel** to return to the idle prompt.

PRINT REPORTS Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

MM DD, YY HH:MM Press **Reports**

REPORTS ENTER PASSWORD Key password and press **Enter**

AUDIT SUMMARY SERVER Press desired report, then follow additional prompts

PLEASE WAIT PRINTING.... Report is printing

AUTHORIZATION ONLY Use this procedure to authorize a credit card transaction. This will not capture in the terminal.

MM DD, YY HH:MM	Press Function 9 and Yes/Enter
SWIPE CUSTOMER CARD	Swipe card or key card number and press Yes/Enter
CARD TYPE DEBIT	Select card type
EXPIRATION DATE MMY	Key expiration date and press Yes/Enter
CARD PRESENT?	Press Yes if the card is present or Press No if the card is not present
ENTER SERVER NUMBER	Key server number and press Yes/Enter
ENTER ADDRESS	Key first 5 numeric digits of customer's address and press Yes/Enter
ENTER ZIP CODE	Key customer's zip code and press Yes/Enter
BASE AMOUNT \$0.00	Key amount and press Yes/Enter
TERMINAL MAY PROMPT: TIP AMOUNT \$0.00	Key tip amount and press Enter
TOTAL \$0.00 CORRECT? YES OR NO	Verify totals and press Yes/Enter
VERIFICATION CODE NOT PROVIDED PRESENT ILLEGIBLE NOT PRESENT	Press desired option.
TERMINAL MAY PROMPT: <CARD TYPE> ENTER CARD CODE	Key in 3 digit card code and press Yes/Enter or press Yes/Enter for other options. The card code can be found on the signature line of the customer's credit card.
ENTER INVOICE NUMBER	Key invoice number and press Enter
APPROVAL OK 000000 AVS CODE: YY CC: X	Tear slip and have customer sign the receipt. Press Cancel to return to the idle prompt

REFUND Use this function to issue a credit to the cardholder's account for goods or services.

MM DD, YY HH:MM	Press Refund
ENTER PASSWORD	Key password and press Enter
SWIPE CUSTOMER CARD	Swipe card or key card number and press Yes/Enter
CARD TYPE DEBIT	Select card type
EXPIRATION DATE MMY	Key expiration date and press Yes/Enter
ENTER SERVER NUMBER	Key server number and press Yes/Enter
AMOUNT	Key amount and press Yes/Enter
ENTER INVOICE NUMBER	Key invoice number and press Enter
APPROVAL	Tear slip and have customer sign the receipt. Press Cancel to return to the idle prompt.

TIP ADJUSTMENT Use this function to adjust the tip amount.

MM DD, YY HH:MM	Press Function 21 and Yes/Enter
INVOICE # ACCOUNT # SEQ # AMOUNT SERVER #	Press desired option
TERMINAL MAY PROMPT: INVOICE # ENTER LAST 5 DIGITS ENTER SEQ # ENTER AMOUNT ENTER SERVER #	Key requested information (i.e. Invoice Number) and press Yes/Enter
<invoice #> svr ##### <trans type> \$0.00 approval ok####	Verify transaction. Press * to display menu or press Cancel to return to the idle prompt
ADJUST REPRINT VOID PREVIOUS NEXT	Press Adjust
ENTER PASSWORD	Key password press Yes/Enter
BASE AMOUNT \$0.00 ENTER NEW AMOUNT \$0.00	Verify amount and press Yes/Enter
TIP AMOUNT \$0.00 ENTER NEW AMOUNT \$0.00	Key tip amount and press Yes/Enter
TRANSACTION ACCEPTED	Press Cancel to return to the idle prompt

SETTLE Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

MM DD, YY HH:MM	Press Settle
SETTLE ALL BATCHES GIFT CARD	Press desired option
SETTLE ENTER PASSWORD	Key password and press Enter
SALES TOTAL \$XX.XX CORRECT?	Verify Sales total and press Yes/Enter if total is correct or press No/Clear to exit
REFUND TOTAL \$XX.XX CORRECT?	Verify Refund total and press Yes/Enter if total is correct or press No/Clear to exit
OK00000000000000 SETTLE	The transactions have been settled for payment. Press Cancel to return to the idle prompt

FIRST DATA HYPERCOM® T4210/4220 QUICK REFERENCE GUIDE



Restaurant
{Config 071}

VOICE AUTHORIZATION NUMBERS

MC/VS _____

AMEX _____

DISCOVER/NOVUS _____

OTHER _____

CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____

Merchant ID (MID) _____

Terminal ID (TID) _____

Download Telephone Number _____

Touch Tone or Rotary Dial _____

SALE (Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

MM DD, YY HH:MM	Swipe card or key card number and press Yes/Enter
CARD TYPE DEBIT	Press No/Clear
EXPIRATION DATE MMY	Key expiration date and press Yes/Enter
CARD PRESENT?	Press Yes if the card is present or Press No if the card is not present
ENTER CLERK NUMBER	Key clerk number and press Yes/Enter
EMAIL/WEBSITE? Y OR N	Press No/Clear if this is not an E-Commerce transaction or press Yes/Enter if this is an E-Commerce transaction.
AMOUNT	Key amount and press Yes/Enter
CONVERT \$0.00USD TO 0.00? FX RATE = 0.000 MMDDYY HH:MM	Verify US dollar amount and Offer Currency choice to consumer "Would you like to pay in your credit card currency or US dollars?" Press Yes/Enter or Press No/Clear .
ENTER ADDRESS	Key first 5 numeric digits of customer's address and press Yes/Enter
ENTER ZIP CODE	Key customer's zip code and press Yes/Enter
VERIFICATION CODE NOT PROVIDED PRESENT ILLEGIBLE NOT PRESENT	Press desired option.
TERMINAL MAY PROMPT: <CARD TYPE> ENTER CARD CODE	Key in 3 digit card code and press Yes/Enter or press Yes/Enter for other options. The card code can be found on the signature line of the customer's credit card.
ENTER INVOICE NUMBER	Key invoice number and press Enter
APPROVAL OK0000 AVS CODE: YY CC: X	On approval, tear slip and have customer sign the receipt. If CALL CENTER is displayed, call for voice authorization and enter the transaction as an Offline Sale. Press Cancel to return to the idle prompt. Note: DCC is not available for Offline transactions.

UPDATE EXCHANGE RATES Use this function to update BIN and exchange rates anytime you desire. Note: The terminal will automatically update this report daily.

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Press Function 61 and Yes/Enter
FILE UPDATE UPDATE BIN/FX Y/N?	Press Yes/Enter

VOID Use this function to delete a transaction that is in the current batch.

MM DD, YY HH:MM	Press Function 21 and Yes/Enter
INVOICE # ACCOUNT # SEQ # AMOUNT CLERK #	Press desired option. Note: When searching by amount, always use US Dollar amount
TERMINAL MAY PROMPT: INVOICE # ENTER LAST 5 DIGITS ENTER SEQ # ENTER AMOUNT ENTER CLERK #	Key requested information (i.e. Invoice Number) and press Yes/Enter
<invoice #> clk ##### <trans type> \$0.00 0.00-cc> FX Rate 0.0000	Verify transaction. Press * to display menu or press Cancel to return to the idle prompt
ADJUST REPRINT VOID PREVIOUS NEXT	Press Void
VOID TRANSACTION ACCEPTED	Tear slip and press Cancel to return to the idle prompt

PRINT REPORTS Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

MM DD, YY HH:MM	Press Reports
REPORTS ENTER PASSWORD	Key password and press Enter
AUDIT SUMMARY CLERK	Press desired report, then follow additional prompts
PLEASE WAIT PRINTING....	Report is printing

VIEW TOTALS Batch totals can be viewed at any time for the transactions in the current batch

MM DD, YY HH:MM	Press Function 5 and Yes/Enter
TOTALS # SALES # REFUNDS # ISSUES	Press Enter to view card type. Press Cancel to return to the idle prompt

EXCHANGE RATE REPORT Use this function to print currency conversion exchange rates

MM DD, YY HH:MM	Press Function 62 and Yes/Enter
CURRENCY CONVERSION PRINT EXCHANG RATES?	Press Yes/Enter
PRINTING, WAIT...	Report is printing
IMPORTANT NOTES:	This report will print the exchange rates currently being used by the terminal and the date those rates will expire. It will also provide the currency abbreviation and the full currency name

REFUND Use this function to issue a credit to the cardholder's account for goods or services.

MM DD, YY HH:MM	Press Refund
ENTER PASSWORD	Key password and press Enter
SWIPE CUSTOMER CARD	Swipe card or key card number and press Yes/Enter
CARD TYPE DEBIT	Press No/Clear
EXPIRATION DATE MMY	Key expiration date and press Yes/Enter
ENTER CLERK NUMBER	Key clerk number and press Yes/Enter
EMAIL/WEBSITE? Y OR N	Press No/Clear if this is not an E-Commerce transaction or press Yes/Enter if this is an E-Commerce transaction.
RECEIPT PRESENT ? Y/N	Press Yes/Enter or Press No/Clear
CONVERTED AMOUNT? Y/N	Check the receipt to verify if the amount was converted. If the amount was converted Press Yes/Enter if not converted or the receipt is unavailable Press No/Clear
US AMT \$0.00	Key refund amount in US Dollars and press Yes/Enter
ENTER INVOICE NUMBER	Key invoice number and press Enter
APPROVAL	Tear slip and have customer sign the receipt. Press Cancel to return to the idle prompt.
IMPORTANT NOTES:	Note: Refund amount may differ from the amount originally charged. This is due to a change in the exchange rate, which can vary daily. The customer is being given a credit equivalent to the US dollar amount based on today's rate.

CURRENCY SUMMARY REPORT Use this function to print a transaction count and total transaction amount for each cardholder currency with transactions being processed as DCC.

MMM DD, YY HH:MM	Press Reports
AUDIT SUMMARY CLERK	Press down "↓"
REPRINT CURRENCY	Press Currency
SCANNING BATCH PLEASE WAIT	Report is printing

List of Available Currencies

Country	Currency	ISO	ISO	Symbol	Subdivision
Australia	Australian Dollar	AUD	036	A\$	100
Bahamas	Bahamian Dollar	BSD	044	B\$	100
Bermuda	Bermuda Dollar	BMD	060	Bd\$	100
Venezuela	Venezuelan Bolivar	VEB	862	Bs	100
Brazil	Brazil Real	BRL	986	R\$	100
Canada	Canadian Dollar	CAD	124	\$	100
Cyprus	Cypriot Pound	CYP	196	£	100
Czech Republic	Czech Koruna	CZK	203	Kc	100
Denmark	Danish Krone	DKK	208	kr	100
Hong Kong	Hong Kong Dollar	HKD	344	\$	100
Israel	New Israeli Shekel	ILS	376	₪	100
Japan	Japanese Yen	JPY	392	¥	0
Jordan	Jordanian Dinar	JOD	400	JOD	100
Korea, South	South Korean Won	KRW	410	₩	0
Kuwait	Kuwaiti Dinar	KWD	414	KWD	1000
Malaysia	Malaysian Ringgit	MYR	458	RM	100
Mexico	Mexican Peso	MXN	484	\$	100
New Zealand	New Zealand Dollar	NZD	554	NZ\$	100
Norway	Norwegian Krone	NOK	578	kr	100
Saudi Arabia	Saudi Arabian Riyal	SAR	682	SAR	100
Singapore	Singapore Dollar	SGD	702	SGD	100
South Africa	South African Rand	ZAR	710	R	100
Sweden	Swedish Krona	SEK	752	kr	100
Switzerland	Swiss Franc	CHF	756	CHF	100
Trinidad and Tobago	Trinidad Tobago Dollar	TTD	780	\$	100
United Arab Emirates	UAE Dirham	AED	784	AED	100
United Kingdom	British Pound	GBP	826	£	100
Europe	Euro	EUR	978	€	100
Poland	Polish New Zloty	PNZ	985	PLN	100
Taiwan	New Taiwan Dollar	TWD	901	TWD	100
China	Yuan Renminbi	CNY	156	¥	100
East Caribbean	East Caribbean Dollar	XCD	951	ECS	100
East Caribbean	East Caribbean Dollar	XCD	212	ECS	100
East Caribbean	East Caribbean Dollar	XCD	308	ECS	100
East Caribbean	East Caribbean Dollar	XCD	500	ECS	100
East Caribbean	East Caribbean Dollar	XCD	659	ECS	100
East Caribbean	East Caribbean Dollar	XCD	662	ECS	100
East Caribbean	East Caribbean Dollar	XCD	670	ECS	100
East Caribbean	East Caribbean Dollar	XCD	028	ECS	100
East Caribbean	East Caribbean Dollar	XCD	660	ECS	100
Venezuela	Venezuelan Bolivar Fuerte	VEF	937	BsF	2

**FIRST DATA
HYPERCOM® T4210/4220
QUICK REFERENCE GUIDE**



Retail DCC
{Config 071}

ADJUSTING A TRANSACTION Use the procedures below to change the amount for the selected transaction.

MMM DD, YY HH:MM Press **Function** **21** and **Yes/Enter**

INVOICE # ACCOUNT #
SEQ # AMOUNT
CLERK #

Press desired option
Note: When searching by amount, always use US Dollar amount

TERMINAL MAY PROMPT:
INVOICE #
ENTER LAST 5 DIGITS
ENTER SEQ #
ENTER AMOUNT
ENTER CLERK #

Key requested information (i.e. Invoice Number) and press **Yes/Enter**

<invoice #> clk #####
<trans type> \$0.00
FX Rate 0.00<cc>
0.0000

Verify transaction. Press ***** to display menu or press **Cancel** to return to the idle prompt

Press **Adjust**

ADJUST REPRINT
VOID
PREVIOUS NEXT

AMOUNT: \$0.00
ENTER NEW AMOUNT \$0.00

Verify amount and press **No/Clear** to adjust the displayed transaction
Note: When changing the amount, enter the new amount in US Dollars only.

TRANSACTION ACCEPTED Press **Cancel** to return to the idle prompt

SETTLE Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

MM DD, YY HH:MM Press **Settle**

SETTLE
ALL BATCHES
GIFT CARD

Press desired option

SETTLE
ENTER PASSWORD

Key password and press **Enter**

SALES TOTAL \$XX.XX
CORRECT ?

Verify Sales total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

REFUND TOTAL \$XX.XX
CORRECT ?

Verify Refund total and press **Yes/Enter** if total is correct or press **No/Clear** to exit

OK000000000000 SETTLE

The transactions have been settled for payment. Press **Cancel** to return to the idle prompt

VOICE AUTHORIZATION NUMBERS

MC/VS _____

AMEX _____

DISCOVER/NOVUS _____

OTHER _____

CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____

Merchant ID (MID) _____

Terminal ID (TID) _____

Download Telephone Number _____

Touch Tone or Rotary Dial _____

ACTIVATION: Use this procedure to activate a gift card for a specific dollar amount.

MMDDYY HHMM Press **Gift Card**

ACTIVATE
ADD VALUE
SALE Press **Activate**

Terminal May Prompt:
ENTER PASSWORD
ENTER CLERK/SERVER Key password and press **Enter**
Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe Card
****Manual entry of card number is not allowed.**

AMOUNT \$0.00 Key dollar amount and press **Enter**

DIALING... Terminal will communicate to the host for approval and print receipt.

APPROVAL ##### Press **Cancel** to return to idle prompt.

REDEEM: Use this procedure to redeem (spend) a specific amount or the whole gift card amount.

MMDDYY HHMM Press **Gift Card**

ACTIVATE
ADD VALUE
SALE Press **Sale**

Terminal May Prompt:
ENTER PASSWORD
ENTER CLERK/SERVER Key password and press **Enter**
Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe card or key account number. Press **Enter** if account was manually keyed.

AMOUNT \$0.00 Key dollar amount and press **Enter**

DIALING... Terminal will communicate to the host for approval and print receipt.

APPROVAL ##### Press **Cancel** to return to idle prompt.

RELOAD: Use this procedure to reload/add any amount onto an already active gift card.

MMDDYY HHMM Press **Gift Card**

ACTIVATE
ADD VALUE
SALE Press **Add Value**

Terminal May Prompt:
ENTER PASSWORD
ENTER CLERK/SERVER Key password and press **Enter**
Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe card or key account number. Press **Enter** if account was manually keyed.

AMOUNT \$0.00 Key dollar amount and press **Enter**

DIALING... Terminal will communicate to the host for approval and print receipt.

APPROVAL ##### Press **Cancel** to return to idle prompt.

CASHOUT: Use this procedure if a consumer gives the balance on their gift card given back to them in cash.

MMDDYY HHMM Press **Gift Card**

ACTIVATE
ADD VALUE
SALE Press **Arrow Key** 2 times

CASH BACK
REVIEW
REPORTS Press **Cash Back**

Terminal May Prompt:
ENTER PASSWORD
ENTER CLERK/SERVER Key password and press **Enter**
Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe card or key account number. Press **Enter** if account was manually keyed.

DIALING... Terminal will communicate to the host for approval and print receipt.

APPROVAL ##### Press **Cancel** to return to idle prompt.

BALANCE TRANSFER: Use this procedure to transfer the balance from an old/defective card to a new inactive card. **Note: You cannot transfer funds to a card that is already active.**

MMDDYY HHMM Press **Gift Card**

ACTIVATE
ADD VALUE
SALE Press **Arrow Key**

BAL INQ
TRANSFER
VOID Press **Transfer**

Terminal May Prompt:
ENTER PASSWORD
ENTER CLERK/SERVER Key password and press **Enter**
Key clerk/server number and press **Enter**

TYPE OLD CARD NUMBER Key account number and press **Enter**

SWIPE NEW CARD Swipe new card

DIALING... Terminal will communicate to the host for approval and print receipt.

APPROVAL ##### Press **Cancel** to return to idle prompt.

CLOSE: Use this procedure to close all Gift Card transactions.

MMDDYY HHMM Press **Gift Card**

ACTIVATE
ADD VALUE
SALE Press **Arrow Key** 3 times

SETTLE Press **Settle**

Terminal May Prompt:
ENTER PASSWORD Key password and press **Enter**

CLOSE BATCH? Y/N Press **Enter** for yes. The terminal will automatically return to the idle prompt.

BALANCE INQUIRY: Use this procedure to print the balance on any active gift card.

MMDDYY HHMM Press **Gift Card**

ACTIVATE
ADD VALUE
SALE Press **Arrow Key**

BAL INQ
TRANSFER
VOID Press **Bal Inq**

Terminal May Prompt:
ENTER PASSWORD
ENTER CLERK/SERVER Key password and press **Enter**
Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe card or key account number. Press **Enter** if account was manually keyed.

DIALING... Terminal will communicate to the host for approval and print receipt.

APPROVAL ##### Press **Cancel** to return to idle prompt.

VOID: Use this procedure to void any Gift Card transaction in the current open batch

MMDDYY HHMM Press **Gift Card**

ACTIVATE
ADD VALUE
SALE Press **Arrow Key**

BAL INQ
TRANSFER
VOID Press **Void**

Terminal May Prompt:
ENTER PASSWORD
ENTER CLERK/SERVER Key password and press **Enter**
Key clerk/server number and press **Enter**

ENTER INVOICE NUMBER Key invoice number and press **Enter**

DIALING... Terminal will communicate to the host for approval and print receipt.

TRANSACTION ACCEPTED Press **Cancel** to return to idle prompt.

REPRINT Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

MM DD, YY HHMM Press **Function** 73 and **Yes/Enter**

ENTER INVOICE NUMBER or
PRESS ENTER FOR LAST
INVOICE Key requested information (i.e. Invoice Number) and
press **Yes/Enter**

CUSTOMER COPY
MERCHANT COPY
BOTH COPIES Press desired option
Terminal returns to idle prompt

PRINT DETAIL REPORT: Use this procedure to print the transaction detail for Gift Card.

MMDDYY HHMM	Press Gift Card
ACTIVATE ADD VALUE SALE	Press Arrow Key 2 times
CASH BACK REVIEW REPORTS	Press Reports
Terminal May Prompt: ENTER PASSWORD ENTER CLERK/SERVER	Key password and press Enter Key clerk/server number and press Enter
AUDIT SUMMARY	Press Audit
PRINTING	Terminal will automatically return to the idle prompt.

PRINT SUMMARY REPORT: Use this procedure to print the transaction totals for Gift Card.

MMDDYY HHMM	Press Gift Card
ACTIVATE ADD VALUE SALE	Press Arrow Key 2 times
CASH BACK REVIEW REPORTS	Press Reports
Terminal May Prompt: ENTER PASSWORD ENTER CLERK/SERVER	Key password and press Enter Key clerk/server number and press Enter
AUDIT SUMMARY	Press Summary
PRINTING	Terminal will automatically return to the idle prompt.

VIEW TRANSACTION DETAIL: Use this procedure to view all Gift Card transactions.

MMDDYY HHMM	Press Gift Card
ACTIVATE ADD VALUE SALE	Press Arrow Key 2 times
CASH BACK REVIEW REPORTS	Press Review
Terminal May Prompt: ENTER PASSWORD ENTER CLERK/SERVER	Key password and press Enter Key clerk/server number and press Enter
INV: ##### \$\$.\$\$ APPROVAL ##### CCCCCCCCCCCC	Press Enter to scroll or press Cancel to return to idle prompt.

FIRST DATA GIFT CARD HYPERCOM® T4210/ T4220 QUICK REFERENCE GUIDE



Configuration 071

VOICE AUTHORIZATION NUMBERS

MC/VS _____

AX _____

DISCOVER/NOVUS _____

GIFT _____

CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____

Merchant ID (MID) _____

Terminal ID (TID) _____

Download Telephone Number _____

Touch Tone or Rotary Dial _____