

# HyperWare® Retail Software

## Quick Reference Card

Optimum T4200 Series SPOS32, Version 2.0

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

### Credit Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Swipe customer credit card through card reader or manually enter card number.
Amount \$0.00	Enter amount of sale, then press <b>Enter</b> .
COMMS	Terminal dials host.
Response	Transaction is accepted and receipt is printed.
Approval 123456	

### Debit Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>Enter &gt; Transaction &gt; Sale &gt; Debit</b> .
Swipe Customer Card	Swipe customer debit card through card reader or manually enter card number.
Sale Amount \$0.00	Enter amount of sale, then press <b>Enter</b> .
Total Correct? Yes or No \$0.00	Verify total is correct, then press <b>Yes/Enter</b> .
Sale Amount \$0.00 Enter PIN	Customer enters PIN on internal or attached PIN pad, then presses <b>Enter</b> .
COMMS	Terminal dials host.
Response	Transaction is accepted and receipt is printed.
Approval 123456	

### Credit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>Enter &gt; Transaction &gt; Refund &gt; Credit</b> .
Swipe Customer Card	Swipe customer credit card through card reader or manually enter card number.
Amount \$0.00	Enter amount of refund, then press <b>Enter</b> .
Response Transaction Accepted	Transaction is accepted and receipt is printed.

### Debit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>Enter &gt; Transaction &gt; Refund &gt; Debit</b> .
Swipe Customer Card	Swipe customer debit card through card reader or manually enter card number.
Amount \$0.00	Enter amount of refund, then press <b>Enter</b> .
Sale Amount \$0.00 Enter PIN	Customer enters PIN on internal or attached PIN pad, then presses <b>Enter</b> .
Transaction Accepted	Transaction is accepted and receipt is printed.

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### Offline/Force

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>Enter &gt; Transaction &gt; Offline &gt; Sale (Offline)</b> .
Swipe Customer Card	Swipe customer credit card through card reader.
Amount \$0.00	Enter amount of sale, then press <b>Enter</b> .
Enter Approval Code	Enter approval code, then press <b>Enter</b> .
Transaction Accepted	Offline/Force is complete.

### Batch Settle

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>SETTLE</b> button, or press <b>Enter &gt; Batch &gt; Settle</b> .
Enter Password	Enter merchant password, then press <b>Enter</b> .
Host Number	Press <b>0</b> for all hosts or enter a host number, then press <b>Enter</b> .
Scanning Batch	Terminal scans for batch totals.
Sales Total Correct? \$0.00	Press <b>Yes/Enter</b> to confirm sales total.
Refund Total Correct? \$0.00	Press <b>Yes/Enter</b> 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.

### Batch Report (Summary)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>REPORTS</b> button, then press <b>Summary</b> .
Scanning Batch	Terminal scans for batch totals and prints Summary report.

### Batch Report (Audit)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>REPORTS</b> button, then press <b>Audit</b> .
Host Number	Enter Host Number or '0' for all hosts.
Scanning Batch	Terminal scans for batch totals and prints Audit report.

### Reprint Last Receipt

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press <b>REPORTS</b> button, then press <b>Reprint &gt; Last</b> .
Customer Copy Merchant Copy	Press screen button next to <b>Customer Copy</b> or <b>Merchant Copy</b> . Receipt is printed.



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