

EMS 8800

GETI 1.1.0 Basic Functions Guide

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About this Guide

The quick reference guide combines all of the available options for our Check Program from our partner Global eTelecom:

While not all of these payment methods will be used, the guide shows the functionality available.

This guide will outline the standard steps (listed in **DARK TEAL**) of the terminal as well as optional steps (listed in **AQUA**), that are available depending on the terminal program. If the options in **AQUA** do not appear, skip step and go on to the next step. Payment methods in **AQUA** are optional and may not appear on all terminal programs.

This guide will also differentiate between standard terminal operations listed in **WHITE**, from additional terminal operations listed in **YELLOW**.

The 1st Action is always from the Home Menu.

Sales

Check Sale (Conversion) EMS 8800	
<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press F1 for Sale	Scan Check or Press OK to Manual Enter
Scan Check using Reader or Imager (YOU MUST SCAN THE CHECK TO BE CONVERTED)	Check Amount:
Enter Check Amount and press OK	Swipe ID or Enter ID Data:
Swipe ID or Type in STATE CODE 1st, then the ID number and press OK	Connect, Approved Receipt Prints

Check Sale (Verification) EMS 8800	
<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press F3 for Verify Only	ID + MICR = F1
Press F1	Scan Check or Press OK to Manual Enter
IF MANUAL: Press OK	Routing:
Enter 9 digit ABA Routing Number and press OK	Account Number:
Enter Bank Account Number and press OK	Check Number
Enter Check Number and press OK	Check Amount
IF SCANNED: Scan Check	Check Amount
Enter Check Amount and press OK	Swipe ID or Enter ID Data:
Swipe ID or Type in STATE CODE 1st, then the ID number and press OK	Connect, Approved Receipt Prints

Check Sale (Business/Payroll) EMS 8800	
<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press F2 for Payroll/Business	Scan Check or Press OK to Manual Enter
IF MANUAL: Press OK	Routing:
Enter 9 digit ABA Routing Number and press OK	Account Number:
Enter Bank Account Number and press OK	Check Number
Enter Check Number and press OK	Check Amount
IF SCANNED: Scan Check	Check Amount
Enter Check Amount and press OK	Swipe ID or Enter ID Data:
Swipe ID or Type in STATE CODE 1st, then the ID number and press OK	Connect, Approved Receipt Prints

Batch/Image Upload

Close Batch EMS 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press ▼ 1 time and F2 for Batch	F1 = Close Batch; F2 = Batch Totals; F3 = Batch Review; F4 = Clear Batch
Press F1 for Close Batch	Connect, Approved Batch Report Prints

Upload Images EMS 8800

(Phone Line must be plugged into Imager to Upload Images to GETI!)

<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press ▼ 1 time and F2 for Scanner	F1 = Upload; F2 = Config; F3 = Image Count; F4 = Delete Images
Press F1 for Upload	Upload Images - F1 = No; F2 = Yes
Press F2 Yes	Connect, Approved Report Prints

Void

Check Void EMS 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press F4 for Void	Password:
Type in 1, Alpha, Alpha, 6, 6, 8, 3, 1 and press OK	Reference #:
Type in the reference number from the receipt of the conversion sale. - (CAN ONLY VOID SALES THAT HAVE BEEN CONVERTED FOR ELECTRONIC PAYMENT)	Transaction will display : F1 = Void; F2 = Cancel
Press F1 to Void	Connect, Approved Receipt Prints

Reports/Reprint

Batch Totals EMS 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press the "REPORT" key	F1 = Totals Report; F2 = Detail Report
Press F1 for Totals Report	Batch Report Prints

Batch Detail EMS 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press the "REPORT" key	F1 = Totals Report; F2 = Detail Report
Press F2 for Detail Report	Batch Report Prints

Image Count EMS 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press ▼ 1 time and F2 for Scanner	F1 = Upload; F2 = Config; F3 = Image Count; F4 = Delete Images
Press F3 for Image Count	Image Count displays on the screen Press OK key
Press OK	Terminal will go back to - F1 = Sale; F2 = Payroll/Business; F3 = Void; F4 = Reprint

Parameter Report EMS 8800	
<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press ▲ and then F1 for General	F1 = Param Down Tel; F2 = Parameter Download; F3 = Parameter Rpt; F4 = About
Press F3 for Parameter Report	Terminal will print Report - Terminal will go back to - F1 = Param Down Tel; F2 = Parameter Download; F3 = Parameter Rpt; F4 = About
Press Cancel	∅ Terminal will go back to - F1 = Sale; F2 = Payroll/Business; F3 = Void; F4 = Reprint

Check Reprint EMS 8800	
<u>Action</u>	<u>Display</u>
From Home Menu Choose GETI	F1 = Sale; F2 = Payroll/Business; F3 =Verify Only; F4 = Void
Press ▼ 1 time and F1 for Reprint or the "REPRINT" key	Reprint – F2 = Last Receipt; F3 = Any Receipt
Press F2 If Last Receipt -	Receipt will print.
Press F3 If Any Receipt -	Reprint – Ref #:
Enter the Reference Number and press OK	Receipt will print.

State Codes

STATE CODES								
01 AL	02 AK	04 AZ	05 AR	06 CA	08 CO	09 CT	10 DEL	
11 DC	12 FL	13 GA	14 PR	15 HI	16 ID	17 IL	18 IN	
19 IA	20 KS	21 KY	22 LA	23 ME	24 MD	25 MA	26 MI	
27 MN	28 MS	29 MO	30 MT	31 NE	32 NV	33 NH	34 NJ	
35 NM	36 NY	37 NC	38 ND	39 OH	40 OK	41 OR	42 PA	
44 RI	45 SC	46 SD	47 TN	48 TX	49 UT	50 VT	51 VA	
53 WA	54 WV	55 WI	56 WY	61 AB	62 BC	63 MB	64 NB	
65 NF	NS NS	68 ON	69 PE	70 PQ	72 YT	66 Guam	78 Virgin Island	99 Military

								ID
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