

# EMS 8800

## Multi-Merchant TSYS1.0.9 Retail/Restaurant Basic Functions Guide

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## About this Guide

The quick reference guide combines all of the available options for following payment methods:

- Credit
- Debit

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 **NAVY BLUE**) of the terminal as well as optional steps (listed in **light blue**), that are available depending on the terminal program. If the options in **light blue** do not appear, skip step and go on to the next step. Payment methods in **light blue** 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**.

## Sales

## Credit Sale Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press F1 for Sale	Sale 1 = Prev = F1 (MERCHANT 1 DBA) Next = F2 Slct = F3 Exit = F4
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Swipe Card Acct:
Swipe Card	Credit = F1 Debit = F2
Choose F1 for Credit	Clerk ID:
Enter Clerk ID and press OK	Invoice No.:
Enter Invoice Number (6 digits) and press OK	Amount :
Enter Amount of the sale and press OK	Tax:
Enter Amount of the tax or press OK to bypass - (Adds to the TOTAL)	Tip:
Enter Amount of the tip and press OK to bypass	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	Customer Copy Prints

## Debit Sale Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press F1 for Sale	Sale 1 = (MERCHANT 1 DBA) - <span style="float: right;">             Prev = F1              Next = F2              Slct = F3              Exit = F4           </span>
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Swipe Card Acct:
Swipe Card	Credit = F1 Debit = F2
Choose F2 for Debit	Clerk ID:
Enter Clerk ID and press OK	Invoice No.:
Enter Invoice Number (6 digits) and press OK	Amount :
Enter Amount of the sale and press OK	Tax:
Enter Amount of the tax or press OK to bypass - (Adds to the TOTAL)	PIN Number:
Enter PIN number on pinpad:	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	Customer Copy Prints



## Credit Keyed (Manual) Sale Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press F1 for Sale	Sale 1 = (MERCHANT 1 DBA) - Prev = F1 Next = F2 Slct = F3 Exit = F4
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Swipe Card Acct:
Enter Card Number and press OK	Credit = F1 Debit = F2
Choose F1 for Credit	Exp Date (MMYY):
Enter Expiration Date and press OK	V-Code:
Enter 3 Digits on back of card and press OK	Clerk ID:
Enter Clerk ID and press OK	Invoice No.:
Enter Invoice Number (6 digits) and press OK	Amount :
Enter Amount of the sale and press OK	Tax:
Enter Amount of the tax or press OK to bypass - (Adds to the TOTAL)	Tip:
Enter Amount of the tip and press OK to bypass	Address
Enter street address and press OK	Zip Code
Enter Zip code and press OK	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	Customer Copy Prints

## Credit Auth Only Multi-Merchant 8800

<u>Action</u>	<u>Display</u>								
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order								
Press ▼ (MORE KEY) 1 time and press F3 for Auth Only	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Sale</td> <td>Prev = F1</td> </tr> <tr> <td>1 = (MERCHANT 1 DBA)</td> <td>Next = F2</td> </tr> <tr> <td>—</td> <td>Slct = F3</td> </tr> <tr> <td></td> <td>Exit = F4</td> </tr> </table>	Sale	Prev = F1	1 = (MERCHANT 1 DBA)	Next = F2	—	Slct = F3		Exit = F4
Sale	Prev = F1								
1 = (MERCHANT 1 DBA)	Next = F2								
—	Slct = F3								
	Exit = F4								
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Swipe Card Acct:								
Swipe Card or Enter account number and press OK	Exp Date (MMYY):								
Enter Expiration Date and press OK	Clerk ID:								
Enter Clerk ID and press OK	Invoice No.:								
Enter Invoice Number (6 digits) and press OK	Amount :								
Enter Amount of the sale and press OK	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes								
Press F2 for Yes	Customer Copy Prints								

## Settlement

### Settlement Multi-Merchant 8800

<u>Action</u>	<u>Display</u>								
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order								
Press ▼ 1 time and press F1 for Settlement	F1 = All F2 = One								
If All the terminal will bypass the next step and settle both merchants 1 at a time. If One the following screen displays:	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Sale</td> <td>Prev = F1</td> </tr> <tr> <td>1 = (MERCHANT 1 DBA)</td> <td>Next = F2</td> </tr> <tr> <td>—</td> <td>Slct = F3</td> </tr> <tr> <td></td> <td>Exit = F4</td> </tr> </table>	Sale	Prev = F1	1 = (MERCHANT 1 DBA)	Next = F2	—	Slct = F3		Exit = F4
Sale	Prev = F1								
1 = (MERCHANT 1 DBA)	Next = F2								
—	Slct = F3								
	Exit = F4								
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Shows Sales Summary, Refund Summary and Total Settlement Amount – OK to confirm								
Press OK to settle	Connect, Approved Report Prints, Report should say GB XXX								

## Voids/Refunds

<b>Credit Void Multi-Merchant 8800</b>	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press F2 for Void	Void Last Trans? F1=No F2=Yes
If Yes:	Transaction Displays: F1=No F2=Yes F3=Next
Choose F2=Yes to Void Transaction; F1 cancels transaction; F3 has no meaning here.	
If No:	Retrieve by? F1=Rec# F2=Acct#
Choose F1 for Rec#	Record Number:
Enter Record Number and press OK (6 digits)	Transaction Displays: F1=No F2=Yes F3=Next
Choose F2=Yes to Void Transaction; F1 cancels transaction; F3 has no meaning here.	

## Credit Refund Multi-Merchant 8800

<u>Action</u>	<u>Display</u>								
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order								
Press F3 for Refund	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Sale</td> <td>Prev = F1</td> </tr> <tr> <td>1 =</td> <td>Next = F2</td> </tr> <tr> <td>(MERCHANT 1 DBA)</td> <td>Slct = F3</td> </tr> <tr> <td>-</td> <td>Exit = F4</td> </tr> </table>	Sale	Prev = F1	1 =	Next = F2	(MERCHANT 1 DBA)	Slct = F3	-	Exit = F4
Sale	Prev = F1								
1 =	Next = F2								
(MERCHANT 1 DBA)	Slct = F3								
-	Exit = F4								
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Swipe Card Acct:								
Swipe Card or Enter account number and press OK	Credit = F1 Debit = F2								
Choose F1 for Credit	Exp Date (MMYY):								
Enter Expiration Date and press OK	Clerk ID:								
Enter Clerk ID and press OK	Invoice No.:								
Enter Invoice Number (6 digits) and press OK	Amount :								
Enter Amount of the sale and press OK	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes								
Press F2 for Yes	Customer Copy Prints								

## Offline/Forced Sales

<b>Credit Offline Multi-Merchant 8800</b>	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press ▼ 1 time and press F2 for Offline	Sale 1 = (MERCHANT 1 DBA) - <span style="float: right;">             Prev = F1              Next = F2              Slct = F3              Exit = F4           </span>
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	F1 = Sale F2= Refund
Choose F1 for Sale	Swipe Card Acct:
Swipe Card or Enter account number and press OK	F1 = Credit; F2 = Debit; F3 = EBT
Choose F1 for Credit	Exp Date (MMYY):
Enter Expiration Date and press OK	Clerk ID:
Enter Clerk ID and press OK	Invoice No.:
Enter Invoice Number (6 digits) and press OK	Amount :
Enter Amount of the sale and press OK	Tax:
Enter Amount of the tax or press OK to bypass - (Adds to the TOTAL)	Tip:
Enter Amount of the tip and press OK to bypass	Appr Code:
Enter 6 digit approval code and press OK	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	Customer Copy Prints



## Reports

<b>Totals Report Multi-Merchant 8800</b>									
<u><i>Action</i></u>	<u><i>Display</i></u>								
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order								
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Server Reports; F4 = Rpt card type								
Press F1 for Totals Report	F1 = All F2 = One								
If All the terminal will bypass the next step and print reports for both merchants 1 at a time. If One the following screen displays:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Sale</td> <td style="width: 50%;">Prev = F1</td> </tr> <tr> <td>1 =</td> <td>Next = F2</td> </tr> <tr> <td>(MERCHANT 1 DBA)</td> <td>Slct = F3</td> </tr> <tr> <td>—</td> <td>Exit = F4</td> </tr> </table>	Sale	Prev = F1	1 =	Next = F2	(MERCHANT 1 DBA)	Slct = F3	—	Exit = F4
Sale	Prev = F1								
1 =	Next = F2								
(MERCHANT 1 DBA)	Slct = F3								
—	Exit = F4								
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Report will Print								

<b>Detail Report Multi-Merchant 8800</b>									
<u><i>Action</i></u>	<u><i>Display</i></u>								
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order								
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Server Reports; F4 = Rpt card type								
Press F2 for Detail Report	F1 = All F2 = One								
If All the terminal will bypass the next step and print reports for both merchants 1 at a time. If One the following screen displays:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Sale</td> <td style="width: 50%;">Prev = F1</td> </tr> <tr> <td>1 =</td> <td>Next = F2</td> </tr> <tr> <td>(MERCHANT 1 DBA)</td> <td>Slct = F3</td> </tr> <tr> <td>—</td> <td>Exit = F4</td> </tr> </table>	Sale	Prev = F1	1 =	Next = F2	(MERCHANT 1 DBA)	Slct = F3	—	Exit = F4
Sale	Prev = F1								
1 =	Next = F2								
(MERCHANT 1 DBA)	Slct = F3								
—	Exit = F4								
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Report will Print								

## Server Report Multi-Merchant 8800

<u>Action</u>	<u>Display</u>								
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order								
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Server Reports; F4 = Rpt card type								
Press F3 for Server Report	F1 = Totals Report; F2 = Detail Report; F3 = Unadjust Report; F4 = Server Table; Down Arrow 1 time F1 = IRS Tip Report								
Choose from any of these reports F1 = Totals Report; F2 = Detail Report; F3 = Unadjust Report; F4 = Server Table; Down Arrow 1 time F1 = IRS Tip Report	F1 = All F2 = One								
If All the terminal will bypass the next step and print reports for both merchants 1 at a time. If One the following screen displays:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Sale</td> <td style="width: 50%;">Prev = F1</td> </tr> <tr> <td>1 =</td> <td>Next = F2</td> </tr> <tr> <td>(MERCHANT 1 DBA)</td> <td>Slct = F3</td> </tr> <tr> <td>—</td> <td>Exit = F4</td> </tr> </table>	Sale	Prev = F1	1 =	Next = F2	(MERCHANT 1 DBA)	Slct = F3	—	Exit = F4
Sale	Prev = F1								
1 =	Next = F2								
(MERCHANT 1 DBA)	Slct = F3								
—	Exit = F4								
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Report will Print								

## Card Type Report Multi-Merchant 8800

<u>Action</u>	<u>Display</u>								
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order								
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Server Reports; F4 = Rpt card type								
Press F4 for Card Type Report	F1 = All F2 = One								
If All the terminal will bypass the next step and print reports for both merchants 1 at a time. If One the following screen displays:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Sale</td> <td style="width: 50%;">Prev = F1</td> </tr> <tr> <td>1 =</td> <td>Next = F2</td> </tr> <tr> <td>(MERCHANT 1 DBA)</td> <td>Slct = F3</td> </tr> <tr> <td>—</td> <td>Exit = F4</td> </tr> </table>	Sale	Prev = F1	1 =	Next = F2	(MERCHANT 1 DBA)	Slct = F3	—	Exit = F4
Sale	Prev = F1								
1 =	Next = F2								
(MERCHANT 1 DBA)	Slct = F3								
—	Exit = F4								
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Report will Print								

## Batch Totals Multi-Merchant 8800

<u>Action</u>	<u>Display</u>								
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order								
Press ▼ 2 Times Press F2 for Batch Totals	F1 = All F2 = One								
If All the terminal will bypass the next step and display totals for both merchants 1 at a time. If One the following screen displays:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Sale</td> <td style="width: 50%;">Prev = F1</td> </tr> <tr> <td>1 =</td> <td>Next = F2</td> </tr> <tr> <td>(MERCHANT 1 DBA)</td> <td>Slt = F3</td> </tr> <tr> <td>–</td> <td>Exit = F4</td> </tr> </table>	Sale	Prev = F1	1 =	Next = F2	(MERCHANT 1 DBA)	Slt = F3	–	Exit = F4
Sale	Prev = F1								
1 =	Next = F2								
(MERCHANT 1 DBA)	Slt = F3								
–	Exit = F4								
Press F1 or F2 to navigate to the merchant you wish to run a sale for and press F3 to SELECT the merchant	Shows Sales Summary, Refund Summary and Total Settlement Amount –								

## Reprint Receipt Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press Reprint	Last Trans = F2; Any Receipt = F3
If Last Receipt press F2	Receipt will Print – Prnt Cust Copy F1=No F2=Yes
Choose F2=Yes to Print Customer Copy ; F1 goes back to 1st choice	
If Any Receipt press F3:	Rec #:
Enter Record Number and press OK	Receipt will Print – Prnt Cust Copy F1=No F2=Yes
Choose F2=Yes to Print Customer Copy ; F1 goes back to 1st choice	

## Tip Adjustment

### Tip Adjust by Clerk Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press Adjust	F1 = Clrk; F2= Amt; F3 = Acct; F4 = Rec#
Choose F1 for Clrk	Clerk ID:
Enter Clerk ID and press OK	Shows Transaction F1 = Adj; F2 = Next
To scroll to the next transaction hit F2 for NEXT, to adjust hit F1	Current Tip Amount shows; asks for the new tip amount
Enter Amount of the tip and press OK	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	Customer Copy Prints

### Tip Adjust by Amount Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press Adjust	F1 = Clrk; F2= Amt; F3 = Acct; F4 = Rec#
Choose F2 for Amt	Amount:
Enter Dollar Amount of sale and press OK	Shows Transaction F1 = Adj; F2 = Next
To scroll to the next transaction hit F2 for NEXT, to adjust hit F1	Current Tip Amount shows; asks for the new tip amount
Enter Amount of the tip and press OK	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	Customer Copy Prints

## Tip Adjust by Account Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press Adjust	F1 = Clrk; F2= Amt; F3 = Acct; F4 = Rec#
Choose F3 for Acct	Last 4 digits.:
Enter last 4 digits of the card number press OK.	Shows Transaction F1 = Adj; F2 = Next
To scroll to the next transaction hit F2 for NEXT, to adjust hit F1	Current Tip Amount shows; asks for the new tip amount
Enter Amount of the tip and press OK	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	Customer Copy Prints

## Tip Adjust by Record Number Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press Adjust	F1 = Clrk; F2= Amt; F3 = Acct; F4 = Rec#
Choose F4 for Rec #	Record Number:
Enter record number on receipt press OK.	Shows Transaction F1 = Adj; F2 = Next
Cannot scroll to the next transaction, hit F1 to adjust.	Current Tip Amount shows; asks for the new tip amount
Enter Amount of the tip and press OK	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	Customer Copy Prints

## Server Options

### Add Server Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press ▼ key until screen displays Server Setup - Press the F Key for Server Setup	F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼ F1 = Delete Server; ▼ F2 = Clr All Servers
Press F3 for Add Servers	Clerk ID:
Enter Clerk ID and press OK	Password:
To create type in a password (can be specific for managers or the same as the clerk id) and press OK	Reenter:
Enter password again and press OK	Clerk Added
Press OK	Screen will go back to Clerk ID
Cancel 2 times to exit	Terminal will go back to main screen

### Modify Server (Change Password) Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press ▼ key until screen displays Server Setup - Press the F Key for Server Setup	F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼ F1 = Delete Server; ▼ F2 = Clr All Servers
Press F4 for Modify Servers	Clerk ID:
Enter Clerk ID and press OK	Old Password:
Enter old password and press OK	New Password:
Enter new password and press OK	Reenter:
Enter password again and press OK	Clerk Modified:
Press OK	Screen will go back to Clerk ID
Cancel 2 times to exit	Terminal will go back to main screen

## Delete Server Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press ▼ key until screen displays Server Setup	F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼ F1 = Delete Server; ▼ F2 = Clr All Servers
Press ▼ F1 for Delete Server	Clerk ID:
Enter Clerk ID and press OK	Password:
Enter password and press OK	Clerk Deleted
Press OK	Screen will go back to Clerk ID
Cancel 2 times to exit	Terminal will go back to main screen

## Clear All Servers Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press ▼ key until screen displays Server Setup	F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼ F1 = Delete Server; ▼ F2 = Clr All Servers
Press ▼ F2 for Clr All Server	F1 = No; F2 = Yes
F2 for Yes	Log Off Successful:
Press OK	Screen will go back to Clerk ID
Cancel 2 times to exit	Terminal will go back to main screen

## Log On Server Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press ▼ key until screen displays Server Setup - Press the F Key for Server Setup	F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼ F1 = Delete Server; ▼ F2 = Clr All Servers
Press F1 for Log On Server	Clerk ID:
Enter Clerk ID and press OK	Password:
Enter password and press OK	Reenter:
Enter password again and press OK	Login Successful:
Press OK	Screen will go back to Clerk ID
Cancel 2 times to exit	Terminal will go back to main screen

## Log Off Server Multi-Merchant 8800

<u>Action</u>	<u>Display</u>
From Home Menu Choose TSYS-MM	F1 = Sale; F2 = Void; F3 = Refund; F4 = Phone Order
Press ▼ key until screen displays Server Setup - Press the F Key for Server Setup	F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼ F1 = Delete Server; ▼ F2 = Clr All Servers
Press F2 for Log Off Server	Clerk ID:
Enter Clerk ID and press OK	F1 = No; F2 = Yes
F2 for Yes	Log Off Successful:
Press OK	Screen will go back to Clerk ID
Cancel 2 times to exit	Terminal will go back to main screen