

Hypercom

GETI T7(SPOS) 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) T7-P (SPOS)	
<u><i>Action</i></u>	<u><i>Display</i></u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the Check or (H) Key	1 - CHECK AUTH 2 - ACH CHECK
Press 2 and the Green ENTER key	01 - MERCHANT 1 02 - MERCHANT 2
Choose the merchant you wish to run a sale for. To scroll for more options press the ↓ Type in the 2 digit number and press ENTER.	ACH CHECK ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	ACH CHECK ENTER SERVER NUMBER
Type in server id number and Press ENTER	ACH CHECK AMOUNT \$0.00
Type in the amount of the check, this amount is to be converted into an electronic transaction.	ACH CHECK DRIVER'S LIC. NUMBER
Swipe Driver's License/State ID or type in the ID number. (For letters use the alpha key to change the number to a letter.)	ACH CHECK STATE CODE
Type in the code for their state and press ENTER.	ACH CHECK Insert Check
Run check through check scanner/imager. - (ALWAYS CONFIGURE SCANNER BEFORE INITIAL USE!)	ACH CHECK APPROVAL(AUTHCODE)-(Receipt Prints) PRINT SECOND RECEIPT YES OR NO ?
Press ENTER for YES or press CLEAR for NO	MAR 25, 08 15:02 SWIPE CUSTOMER CARD

Check Sale (Verification) T7-P (SPOS)

<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the Check or (H) Key	1 - CHECK AUTH 2 - ACH CHECK
Press 1 and the Green ENTER key	01 - MERCHANT 1 02 - MERCHANT 2
Choose the merchant you wish to run a sale for. To scroll for more options press the ↓ Type in the 2 digit number and press ENTER.	CHECK ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	CHECK ENTER SERVER NUMBER
Type in server id number and Press ENTER	CHECK PAYROLL CHECK Y OR N
Press CLEAR for NO	CHECK AMOUNT \$0.00
Type in the amount of the check, this amount is to be converted into an electronic transaction.	CHECK DRIVER'S LIC. NUMBER
Swipe Driver's License/State ID or type in the ID number. (For letters use the alpha key to change the number to a letter.)	CHECK STATE CODE
Type in the code for their state and press ENTER.	INSERT CHECK OR ENTER MICR NUMBER
Run check through check scanner/imager or type in MICR string of number located at the bottom of the check and press ENTER - (ALWAYS CONFIGURE SCANNER BEFORE INITIAL USE!)	CHECK ENTER CHECK NUMBER
Key in the check number located in the top right hand corner of the check and press ENTER	CHECK APPROVAL(AUTHCODE)-(Receipt Prints) PRINT SECOND RECEIPT YES OR NO ?
Press ENTER for YES or press CLEAR for NO	MAR 25, 08 15:02 SWIPE CUSTOMER CARD

Check Sale (Business/Payroll) T7-P (SPOS)

<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the Check or (H) Key	1 - CHECK AUTH 2 - ACH CHECK
Press 1 and the Green ENTER key	01 - MERCHANT 1 02 - MERCHANT 2
Choose the merchant you wish to run a sale for. To scroll for more options press the ↓ Type in the 2 digit number and press ENTER.	CHECK ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	CHECK ENTER SERVER NUMBER
Type in server id number and Press ENTER	CHECK PAYROLL CHECK Y OR N
Press ENTER for YES	CHECK AMOUNT \$0.00
Type in the amount of the check, this amount is to be converted into an electronic transaction.	CHECK DRIVER'S LIC. NUMBER
Swipe Driver's License/State ID or type in the ID number. (For letters use the alpha key to change the number to a letter.)	CHECK STATE CODE
Type in the code for their state and press ENTER.	INSERT CHECK OR ENTER MICR NUMBER
Run check through check scanner/imager or type in MICR string of number located at the bottom of the check and press ENTER - (ALWAYS CONFIGURE SCANNER BEFORE INITIAL USE!)	CHECK ENTER CHECK NUMBER
Key in the check number located in the top right hand corner of the check and press ENTER	CHECK APPROVAL(AUTHCODE)-(Receipt Prints) PRINT SECOND RECEIPT YES OR NO ?
Press ENTER for YES or press CLEAR for NO	MAR 25, 08 15:02 SWIPE CUSTOMER CARD

Batch/Image Upload

Close Batch T7-P (SPOS)

<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the SETTLE or "E" Key	00 - ALL + 01 - Merchant 1
Type in the 2 digit number (EX. 01) for the MERCHANT you need to SETTLE and press ENTER. (Press the down arrow key to see more options)	SETTLE
Type in the 4 digit merchant password and press ENTER	ENTER PASSWORD 00 - ALL + 01 - VISAD 00
Type in the 2 digit number (EX. 02) for the ACH CHECK and press ENTER. To batch out more than 1 host choose ALL! (Press the down arrow key to see more options)	SALES TOTAL \$X.XX CORRECT ? YES OR NO
Press ENTER for YES or press CLEAR for NO	REFUND TOTAL \$X.XX CORRECT ? YES OR NO
Press ENTER for YES or press CLEAR for NO	TRANSMIT BATCH ACCEPTED GB000100000

Upload Images T7-P (SPOS)

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

<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press FUNCTION, 8, 0 and ENTER	1 = Send, 2 = Clear, 3 = Info
Press 1 for Send	Sending, LED Blinking = Running ACCEPTED

Void

Check Void T7-P (SPOS)	
<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the VOID or (N) Key	00 - ALL + 01 - Merchant 1
Type in the 2 digit number (EX. 01) for the merchant you need to perform the void transaction for and press ENTER. (Press the down arrow key to see more options)	VOID
Type in the 4 digit merchant password and press ENTER	ENTER PASSWORD
Type in a 6 digit Invoice number and press ENTER	ENTER INVOICE NUMBER
	(Invoice #) \$X.XX CORRECT ? YES or NO
Press ENTER for YES or press CLEAR for NO	TRANSACTION ACCEPTED RECEIPT PRINTS MAR 25, 08 15:02 SWIPE CUSTOMER CARD

Reports/Reprint

Server Report T7-P (SPOS)	
<u><i>Action</i></u>	<u><i>Display</i></u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the REPORTS or "M" Key	2 - SERVER + 3 - AUDIT 3
Press 2 for Server	1 - DETAIL 2 - SUMMARY
Choose either 1 for a detailed format or 2 for a summary format, 3 for unadjusted 6 for open tabs or 7 for cashiers	00 - ALL + 01 - Merchant 1
Type in the 2 digit number (EX. 01) for the MERCHANT you need a REPORT for and press ENTER. (Press the down arrow key to see more options)	ENTER PASSWORD SETTLE
Type in the 4 digit merchant password and press ENTER	ENTER SERVER NUMBER
Type in server id number and Press ENTER	REPORT PRINTS MAR 25, 08 15:02 SWIPE CUSTOMER CARD

Audit Report T7-P (SPOS)	
<u><i>Action</i></u>	<u><i>Display</i></u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the REPORTS or "M" Key	2 - SERVER + 3 - AUDIT 3
Press 3 for Audit	00 - ALL + 01 - Merchant 1
Type in the 2 digit number (EX. 01) for the MERCHANT you need a REPORT for and press ENTER. (Press the down arrow key to see more options)	ENTER PASSWORD SETTLE
Type in the 4 digit merchant password and press ENTER	00 - ALL + 01 - VISAD 00
Type in the 2 digit number (EX. 01) for the HOST you need a REPORT for and press ENTER. (Press the down arrow key to see more options)	REPORT PRINTS MAR 25, 08 15:02 SWIPE CUSTOMER CARD

Summary Report T7-P (SPOS)

<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the REPORTS or "M" Key	2 - SERVER + 3 - AUDIT 3
Press 4 for Summary	00 - ALL + 01 - Merchant 1
Type in the 2 digit number (EX. 01) for the MERCHANT you need a REPORT for and press ENTER. (Press the down arrow key to see more options)	SETTLE ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	REPORT PRINTS MAR 25, 08 15:02 SWIPE CUSTOMER CARD

Check Reprint T7 (SPOS)

<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the REPRINT or "R" Key	00 - ALL + 01 - Merchant 1
Type in the 2 digit number (EX. 01) for the MERCHANT you need a REPORT for and press ENTER. (Press the down arrow key to see more options)	SETTLE ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	ENTER INVOICE NUMBER
Type in Invoice number and Press ENTER, (For the last receipt just press ENTER!)	1 - MERCHANT RECPT 2 - CUSTOMER RECPT
Choose 1 for a Merchant copy or 2 for a Customer copy and press ENTER	RECEIPT PRINTS MAR 25, 08 15:02 SWIPE CUSTOMER CARD

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