

Hypercom T7P – T7Plus

TSYS(SPOS) Retail/Restaurant Basic Functions Guide

ABOUT THIS GUIDE	2
SALES	3
CREDIT SALE T7 (NEW PROGRAM)	3
CREDIT KEYED (MANUAL) SALE T7-P (NEW PROGRAM)	4
DEBIT SALE T7 (NEW PROGRAM)	5
CREDIT AUTH ONLY T7-P (NEW PROGRAM)	6
SETTLEMENT	7
SETTLEMENT T7-P (NEW PROGRAM)	7
VOIDS/REFUNDS	8
CREDIT REFUND T7-P (NEW PROGRAM)	8
CREDIT VOID T7-P (NEW PROGRAM)	9
OFFLINE/FORCED SALES	10
CREDIT OFFLINE T7-P (NEW PROGRAM)	10
DEBIT RE-ENTER T7-P (NEW PROGRAM)	11
REPORTS	12
SERVER REPORT T7-P (NEW PROGRAM)	12
AUDIT REPORT T7-P (NEW PROGRAM)	12
SUMMARY REPORT T7-P (NEW PROGRAM)	13
REPRINT RECEIPT T7-P (NEW PROGRAM)	13
TIP ADJUSTMENT	14
TIP ADJUST T7-P (NEW PROGRAM)	14
CLERK/SERVER OPTIONS	14
LOG ON/OFF CLERK/SERVER T7-P (NEW PROGRAM)	14

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 T7 (New Program)	
<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Swipe Card	ENTER LAST 4 NO. OF CUSTOMER CARD
Enter last 4 digits of the card account number and press ENTER	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.	(Card Type) SALE ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	(Card Type) SALE ENTER SERVER ID
Type in server id number and Press ENTER	(Card Type) SALE BASE AMOUNT \$0.00
Type in the amount of the sale and press ENTER	(Card Type) SALE TIP AMOUNT \$0.00
Type in the amount of the tip and press ENTER	TOTAL \$X.XX CORRECT? YES OR NO
Press ENTER for YES or press CLEAR for NO	(Card Type) SALE 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

Credit Keyed (Manual) Sale T7-P (New Program)

<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Type in the Card Account Number and press ENTER	(Card Type) MAIL/PHONE EXPIRATION DATE MMY
Type in the expiration date of the card and in format listed and press ENTER	(Card Type) MAIL/PHONE CARD PRESENT ? Y OR N
If the card is Present press ENTER for YES, If NOT Press CLEAR for NO	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.	(Card Type) MAIL/PHONE ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	(Card Type) MAIL/PHONE ENTER SERVER ID
Type in server id number and Press ENTER	VERIFICATION CODE 0=Not Provided 1=Present
Type in 1 and press ENTER	(Card Type) MAIL/PHONE CVV2 FROM CARD
Type in the 3 digit code on the back of the card and press ENTER	(Card Type) MAIL/PHONE BASE AMOUNT \$0.00
Type in the amount of the sale and press ENTER	(Card Type) MAIL/PHONE TIP AMOUNT \$0.00
Type in the amount of the tip and press ENTER	TOTAL \$X.XX CORRECT? YES OR NO
Press ENTER for YES or press CANCEL for NO	(Card Type) MAIL/PHONE ENTER ADDRESS
Enter House Number where cardholder bill goes to, and press ENTER	(Card Type) MAIL/PHONE ENTER ZIP CODE
Enter Zip Code where cardholder bill goes to and press ENTER	(Card Type) MAIL/PHONE ENTER INVOICE NUMBER
Type in a 6 digit Invoice number and press ENTER	(Card Type) MAIL/PHONE 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

Debit Sale T7 (New Program)

<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the DEBIT or (A) key	DEBIT SWIPE CUSTOMER CARD
Swipe Card	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.	DEBIT DEBIT ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	DEBIT DEBIT ENTER SERVER ID
Type in server id number and Press ENTER	DEBIT DEBIT BASE AMOUNT \$0.00
Type in the amount of the sale and press ENTER	DEBIT DEBIT TIP AMOUNT \$0.00
Type in the amount of the tip and press ENTER	TOTAL \$X.XX CORRECT? YES OR NO
Press ENTER for YES or press CLEAR for NO	(On PINPAD) TOTAL \$X.XX CORRECT? YES OR NO
Type in PIN number on pinpad and Press GREEN ENTER- (The key with a checkmark)	DEBIT DEBIT 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

Credit Auth Only T7-P (New Program)

<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press FUNCTION, 9 and ENTER	AUTHORIZE SWIPE CUSTOMER CARD
Swipe Card or Type in the Card Account Number and press ENTER	ENTER LAST 4 NO. OF CUSTOMER CARD
Type in the last 4 digits of the Card Account Number and press ENTER	(Card Type) AUTHORIZE EXPIRATION DATE MMY
Type in the expiration date of the card and in format listed and press ENTER	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.	(Card Type) AUTHORIZE ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	(Card Type) AUTHORIZE BASE AMOUNT \$0.00
Type in the amount of the sale and press ENTER	(Card Type) AUTHORIZE TIP AMOUNT \$0.00
Type in the amount of the tip and press ENTER	(Card Type) AUTHORIZE 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

Settlement

Settlement T7-P (New Program)	
<u><i>Action</i></u>	<u><i>Display</i></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 ENTER PASSWORD
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 SETTLE and press ENTER. (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

Voids/Refunds

Credit Refund T7-P (New Program)		
<u><i>Action</i></u>	<u><i>Display</i></u>	
	MAR 25, 08	15:02
	SWIPE CUSTOMER CARD	
Press the REFUND or (T) Key	SWIPE CUSTOMER CARD	REFUND
Swipe Card or Type in the Card Account Number and press ENTER	ENTER LAST 4 NO. OF CUSTOMER CARD	
Enter last 4 digits of the card account number and press ENTER	(Card Type)	REFUND
	EXPIRATION DATE MMY	
Type in the expiration date of the card and in format listed and press ENTER	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.	(Card Type)	REFUND
	ENTER PASSWORD	
Type in the 4 digit merchant password and press ENTER	(Card Type)	REFUND
	ENTER SERVER ID	
Type in server id number and Press ENTER	(Card Type)	REFUND
	BASE AMOUNT	\$0.00
Type in the amount of the sale and press ENTER	(Card Type)	REFUND
	TIP AMOUNT	\$0.00
Type in the amount of the tip and press ENTER	TOTAL	\$X.XX
	CORRECT?	YES OR NO
Press ENTER for YES or press CLEAR for NO	(Card Type)	REFUND
	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	

Credit Void T7-P (New Program)

<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 ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	ENTER INVOICE NUMBER
Type in a 6 digit Invoice number and press ENTER	(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

Offline/Forced Sales

Credit Offline T7-P (New Program)		
<u>Action</u>	<u>Display</u>	
	MAR 25, 08	15:02
	SWIPE CUSTOMER CARD	
Press the OFFLINE Key	1 - Offline 2 - Reenter	
Press 1 and ENTER	** OFF-LINE MODE ** SWIPE CUSTOMER CARD	
Swipe Card or Type in the Card Account Number and press ENTER	ENTER LAST 4 NO. OF CUSTOMER CARD	
Enter last 4 digits of the card account number and press ENTER	(Card Type)	OFFLINE
Type in the expiration date of the card and in format listed and press ENTER	EXPIRATION DATE MMY	
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.	01 - MERCHANT 1 02 - MERCHANT 2	
Type in the 4 digit merchant password and press ENTER	(Card Type)	OFFLINE
Type in server id number and Press ENTER	ENTER PASSWORD	
Type in the amount of the sale and press ENTER	(Card Type)	OFFLINE
Type in the amount of the tip and press ENTER	ENTER SERVER ID	
Press ENTER for YES or press CLEAR for NO	(Card Type)	OFFLINE
Enter original approval code and press ENTER	BASE AMOUNT \$0.00	
	(Card Type)	OFFLINE
	TIP AMOUNT \$0.00	
	TOTAL \$X.XX	
	CORRECT? YES OR NO	
	(Card Type)	OFFLINE
	ENTER APPROVAL CODE	
	(Card Type)	OFFLINE
	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	

Debit Re-Enter T7-P (New Program)

<u>Action</u>	<u>Display</u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the OFFLINE Key	1 - Offline 2 - Reenter
Press 2 and ENTER	1 - PURCHASE 2 - REFUND
Press 1 and ENTER	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.	(Card Type) REENTER ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	(Card Type) REENTER ENTER SERVER ID
Type in server id number and Press ENTER	** OFF-LINE MODE ** SWIPE CUSTOMER CARD
Swipe Card or Type in the Card Account Number and press ENTER	(Card Type) REENTER EXPIRATION DATE MMY
Type in the expiration date of the card and in format listed and press ENTER	(Card Type) REENTER SALE AMOUNT \$0.00
Type in the amount of the sale and press ENTER	(Card Type) REENTER TIP AMOUNT \$0.00
Type in the amount of the tip and press ENTER	TOTAL \$X.XX CORRECT? YES OR NO
Press ENTER for YES or press CLEAR for NO	REENTER ORIGINAL DATE MMDD
Type in the date of authorization of the original debit in MMDD and press ENTER	REENTER ORIGINAL TIME hhmmss
Type in the time of authorization of the original debit in HHMMSS and press ENTER	ENTER ORIGINAL TRACE NUMBER
Type in the 6 digit Trace Number and press ENTER	REENTER ENTER ORIGINAL RRN
Type in the 12 digit Retrieval Reference Number and press ENTER	ENTER NETWORK ID
Type in the Debit Network ID and press ENTER	ENTER ORIG. SETTLE DATE (MMDD)
Type in the date of settlement of the original debit in MMDD and press ENTER	REENTER ENTER APPROVAL CODE
Enter original approval code and press ENTER	(Card Type) REENTER 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

Reports

Server Report T7-P (New Program)

<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 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 (New Program)

<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 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 SETTLE 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 (New Program)

<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)	ENTER PASSWORD SETTLE
Type in the 4 digit merchant password and press ENTER	REPORT PRINTS MAR 25, 08 15:02 SWIPE CUSTOMER CARD

Reprint Receipt T7-P (New Program)

<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)	ENTER PASSWORD SETTLE
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

Tip Adjustment

Tip Adjust T7-P (New Program)	
<u><i>Action</i></u>	<u><i>Display</i></u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press the ADJUST 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)	ADJUST ENTER PASSWORD
Type in the 4 digit merchant password and press ENTER	ADJUST ENTER SERVER NUMBER
Type in server id number and Press ENTER	ENTER INVOICE NUMBER
Type in Invoice number and Press ENTER, (For the last receipt just press ENTER!)	(Card Type) (Invoice Number) YES OR NO ?
Press ENTER if Correct, CLEAR if Incorrect	BASE AMOUNT \$X.XX TIP AMOUNT \$0.00
Type in the amount of the tip and press ENTER	TOTAL \$X.XX CORRECT ? YES OR NO
Press ENTER for YES or press CLEAR for NO	TRANSACTION ACCEPTED MAR 25, 08 15:02 SWIPE CUSTOMER CARD

Clerk/Server Options

Log On/Off Clerk/Server T7-P (New Program)	
<u><i>Action</i></u>	<u><i>Display</i></u>
	MAR 25, 08 15:02 SWIPE CUSTOMER CARD
Press FUNCTION 77 and ENTER	SIGNON/OFF ENTER SERVER NUMBER
Type in the server id and press ENTER	SIGNON/OFF SIGN-ON(OFF)? Y OR N
Press ENTER for YES or press CLEAR for NO	TRANSACTION ACCEPTED - back to SIGNON/OFF ENTER SERVER ID

**Continue to repeat the last 2 steps or press
CANCEL to exit**

**MAR 25, 08
SWIPE CUSTOMER CARD**

15:02