

# Magic 6100

## TSYS 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 Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Swipe card	SALE - ENTER AMOUNT 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Type in the amount of the sale and press OK or the GREEN Enter key.	SELECT CARD - 1 = VS; 2 = DB
Press 1 for Credit (VS) and GREEN Enter key	NUMERIC ENTER LAST 4 - ◀ = BS
Type in the last 4 digits of the credit account number and press the GREEN Enter key	CALLING HOST - STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen

### Credit Keyed (Manual) Sale Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Type in the amount of the sale and press OK or the GREEN Enter key.	PLEASE SWIPE/INSERT CARD
Type in the credit account number and press the GREEN Enter key	NUMERIC - ENTER EXP {MMYY} - ◀ = BS
Type in the Expiration Date and press the GREEN Enter key	SELECT CARD - 1 = VS; 2 = DB
Press 1 for VS and GREEN Enter key	CUST VALIDATE? - CVV2/CVC2/CID ▲ or ◀ = BYPASS; ▼ or ▶ = ENTER
Press either arrow for ENTER.	NUMERIC - ENTER CVV2 - ◀ = BS
Type in CVV2 from the back of the card and press GREEN Enter key	NUMERIC - ENTER INVOICE - ◀ = BS
Type in a 6 digit invoice number and press the GREEN Enter key (MUST DO THIS TO QUALITY FOR BEST POSS.RATE!)	WAITING - TAKE IMPRINT OF CARD! ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press either arrow for OK.	NUMERIC - ENTER ADDRESS - ◀ = BS; ▲ = ALP; ▶ = SPE;
Type House Number where cardholder bill goes to, and press GREEN Enter Key	NUMERIC - ENTER ZIP CODE - ◀ = BS
Enter Zip Code where cardholder bill goes to, and press GREEN Enter Key	CALLING HOST - STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen

## Debit Sale Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Swipe card	SALE - ENTER AMOUNT 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Type in the amount of the sale and press OK or the GREEN Enter key.	SELECT CARD - 1 = VS; 2 = DB
Press 2 for Debit (DB) and GREEN Enter key	SALE (Amt of Sale) - ENTER TIP - 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Enter in the amount of the tip and Press GREEN Enter key or either arrow for OK.	CONFIRM TIP? - TIP (Amt of Tip) - TOTAL - (Total Amount of Sale)▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press GREEN Enter key or either arrow for OK.	ENTER PIN
Type in the 4 digit PIN of the account on the Pinpad 1000 and press the GREEN Enter key	CALLING HOST - STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen

## Credit Auth Only Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 3 for Functions and press the GREEN Enter key.	FUNCTIONS - 1 = VOID TXN →; 2 = DUP RECEIPT →; 3 = PRE AUTH
Press 3 for Pre Auth and press the GREEN Enter key.	SALE - ENTER AMOUNT - 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Type in the amount of the sale and press the GREEN Enter key.	PLEASE SWIPE/INSERT CARD
<i>For Swipe Sales:</i> Swipe card	SELECT CARD - 1 = VS; 2 = DB
Press 1 for Credit (VS) and GREEN Enter key	NUMERIC ENTER LAST 4 - ◀ = BS
Type in the last 4 digits of the credit account number and press the GREEN Enter key	CALLING HOST - STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen
<i>For Manual Sales:</i> Type in the credit account number and press the GREEN Enter key	NUMERIC - ENTER EXP {MMYY} - ◀ = BS
Type in the Expiration Date and press the GREEN Enter key	SELECT CARD - 1 = VS; 2 = DB
Press 1 for VS and GREEN Enter key	NUMERIC - ENTER INVOICE - ◀ = BS
Type in a 6 digit invoice number and press the GREEN Enter key (MUST DO THIS TO QUALITY FOR BEST POSS.RATE!)	WAITING - TAKE IMPRINT OF CARD! ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press either arrow for OK.	NUMERIC - ENTER ADDRESS - ◀ = BS; ▲ = ALP; ▶ = SPE;
Type House Number where cardholder bill goes to, and press GREEN Enter Key	NUMERIC - ENTER ZIP CODE - ◀ = BS
Enter Zip Code where cardholder bill goes to, and press GREEN Enter Key	CALLING HOST - STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen

## Settlement

<b>Settlement Magic 6100 (Echelon)</b>	
<u><i>Action</i></u>	<u><i>Display</i></u>
	Main Screen - the date and time and a spinning globe
Press Menu 2 Times	PERSONAL MENU - ◀ = VOI; ▲ = REF ; ▼ = EOD ; ▶ = DUP
Press ▼ for End of Day	4788...7991 - <span style="float: right;">0001 VS</span> SALE - <span style="float: right;">10:17 \$0.01 -</span> ◀ = PRV; ▲ ▼ = ADD TIP; ▶ = NXT
Press either arrow for Add Tip.	SALE (Current Amount) - ENTER TIP - 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Type in the amount of the tip and press the GREEN Enter key.	CONFIRM TIP - TIP - \$X.XX - TOTAL \$X.XX ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press either arrow for OK. (Will repeat for each transaction that needs a tip adjustment)	SETTLEMENT SUCCESSFUL - STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen

## Voids/Refunds

<b>Credit Refund Magic 6100 (Echelon)</b>	
<b><u>Action</u></b>	<b><u>Display</u></b>
	Main Screen - the date and time and a spinning globe
Press Menu 2 Times	PERSONAL MENU - ◀ = VOI; ▲ = REF ; ▼ = EOD ; ▶ = DUP
Press ▲ for Refund	SALE - ENTER AMOUNT - 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Type in the amount of the sale and press the GREEN Enter key.	PLEASE SWIPE/INSERT CARD
<i>For Swipe Sales:</i> Swipe card	SELECT CARD - 1 = VS; 2 = DB
Press 1 for Credit (VS) and GREEN Enter key	NUMERIC ENTER LAST 4 - ◀ = BS
Type in the last 4 digits of the credit account number and press the GREEN Enter key	REFUND APPROVED - STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen
<i>For Manual Sales:</i> Type in the credit account number and press the GREEN Enter key	NUMERIC - ENTER EXP {MMYY} - ◀ = BS
Type in the Expiration Date and press the GREEN Enter key	SELECT CARD - 1 = VS; 2 = DB
Press 1 for VS and GREEN Enter key	NUMERIC - ENTER INVOICE - ◀ = BS
Type in a 6 digit invoice number and press the GREEN Enter key (MUST DO THIS TO QUALITY FOR BEST POSS.RATE!)	WAITING - TAKE IMPRINT OF CARD! ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press either arrow for OK.	CALLING HOST - STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen

## Credit Void Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 3 for Functions and press the GREEN Enter key.	FUNCTIONS - 1 = VOID TXN →; 2 = DUP RECEIPT →; 3 = PRE AUTH
Press 1 for Void Txn and press the GREEN Enter key.	FUNCTIONS - 1 = SEARCH ALL, 2 = SEARCH ACCT; 3 = SEARCH TXN
Press 3 for Search Txn and press the GREEN Enter key.	NUMERIC - ENTER TXN # - ◀ = BS
Type in the Transaction Number of the credit transaction and press the GREEN Enter key	4788...7991 - 0001 VS REFUND - 10:17 \$0.01 - ◀ = PRV; ▲ ▼ = VOID; ▶ = NXT
Press either arrow for VOID.	CONFIRM VOID 4788....7991 10:17 \$0.01 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press either arrow for OK.	PRINTING - (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen

## Offline/Forced Sales

<b>Credit Offline Magic 6100 (Echelon)</b>	
<u><i>Action</i></u>	<u><i>Display</i></u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 3 for Functions and press the GREEN Enter key.	FUNCTIONS - 1 = VOID TXN →; 2 = DUP RECEIPT →; 3 = PRE AUTH
Press 5 for Voice Auth and press the GREEN Enter key.	SALE - ENTER AMOUNT - 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Type in the amount of the sale and press the GREEN Enter key.	PLEASE SWIPE/INSERT CARD
<i>For Swipe Sales: Swipe card</i>	SELECT CARD - 1 = VS; 2 = DB
Press 1 for Credit (VS) and GREEN Enter key	NUMERIC ENTER LAST 4 - ◀ = BS
Type in the last 4 digits of the credit account number and press the GREEN Enter key	NUMERIC - ENTER AUTH CODE - ◀ = BS ▲ = ALP ▶ = SPE
Type in the approval code of the credit transaction and press the GREEN Enter key	VOICE (AUTHCODE) - STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen
<i>For Manual Sales: Type in the credit account number and press the GREEN Enter key</i>	NUMERIC - ENTER EXP {MMYY} - ◀ = BS
Type in the Expiration Date and press the GREEN Enter key	SELECT CARD - 1 = VS; 2 = DB
Press 1 for VS and GREEN Enter key	NUMERIC - ENTER AUTH CODE - ◀ = BS ▲ = ALP ▶ = SPE
Type in the approval code of the credit transaction and press the GREEN Enter key	NUMERIC - ENTER INVOICE - ◀ = BS
Type in a 6 digit invoice number and press the GREEN Enter key (MUST DO THIS TO QUALITY FOR BEST POSS.RATE!)	WAITING - TAKE IMPRINT OF CARD! ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press either arrow for OK.	VOICE (AUTHCODE) - STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen

## Debit Re-Enter Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 3 for Functions and press the GREEN Enter key.	FUNCTIONS - 1 = VOID TXN →; 2 = DUP RECEIPT →; 3 = PRE AUTH
Press 8 for Debit Re-Enter and press the GREEN Enter key.	DEBIT RE-ENTER - 1 = SALE; 2 = REFUND
Press 1 for Sale and press the GREEN Enter key.	SALE - ENTER AMOUNT - 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Type in the amount of the sale and press the GREEN Enter key.	PLEASE SWIPE/INSERT CARD
<i>For Manual Sales:</i> Type in the credit account number and press the GREEN Enter key	NUMERIC - ENTER EXP {MMYY} - ◀ = BS
Type in the Expiration Date and press the GREEN Enter key	SELECT CARD - 1 = VS; 2 = DB
<i>For Swipe Sales:</i> Swipe card	SELECT CARD - 1 = VS; 2 = DB
Press 2 for Debit (DB) and GREEN Enter key	SALE (Current Amount) - ENTER TIP - 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Type in the amount of the tip and press the GREEN Enter key.	CONFIRM TIP - TIP - \$X.XX - TOTAL \$X.XX ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press either arrow for OK.	ENTER DATE - TXN DATE MMDD - ◀ = BS
Type in the transaction date of the debit sale press the GREEN Enter key	ENTER TIME - TXN TIME HHMMSS - ◀ = BS
Type in the transaction time of the debit sale press the GREEN Enter key	DEBIT RE-ENTER - ENTER AUTH CODE - ◀ = BS ▲ = NUM ▼ = LOW ▶ = SPE
Hit the ▲ Key 1st - Type in the approval code of the debit sale press the GREEN Enter key	DEBIT RE-ENTER -RETRIEVAL # ◀ = BS ▲ = ALP ▶ = SPE
Type in the Retrieval Number of the debit sale press the GREEN Enter key	DEBIT RE-ENTER -SYSTEM TRACE ◀ = BS ▲ = ALP ▶ = SPE
Type in the TRACE Number of the debit sale press the GREEN Enter key	DEBIT RE-ENTER -RETURNED ACI ◀ = BS ▲ = ALP ▶ = SPE
This is not listed press the GREEN Enter key	DEBIT RE-ENTER -AUTH SOURCE CODE ◀ = BS ▲ = ALP ▶ = SPE

Type in the Auth Source Number of the debit sale press the GREEN Enter key	DEBIT RE-ENTER -RESP CODE BS ▲ = ALP ► = SPE ◀ =
Type in the Response Code of the debit sale press the GREEN Enter key	DEBIT RE-ENTER - TRAN ID - BS ▲ = NUM ▼ = LOW ► = SPE ◀ =
Hit the ▲ Key depending on if Numbers or Letters are needed (The "*" Key cycle through letters)- Type in the Transaction ID press the GREEN Enter key	DEBIT RE-ENTER - NETWORK ID - ◀ = BS ▲ = NUM ▼ = LOW ► = SPE
Type in the Network ID of the debit sale press the GREEN Enter key (The "*" Key cycle through letters)	DEBIT RE-ENTER -SETTLEMENT DATE ◀ = BS ▲ = ALP ► = SPE
Type in the Settlement Date MMDDYY of the debit sale press the GREEN Enter key	DEBIT RE-ENTER - VAL CODE - = BS ▲ = NUM ▼ = LOW ► = SPE ◀
Type in the Validation code of the debit transaction and press the GREEN Enter key (The "*" Key cycle through letters)	STATUS (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen

## Reports

### Batch Summary Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 4 for Batch and press the GREEN Enter key.	BATCH - 1 = LOCAL RPTS →; 2 = SETTLE BATCH; 3 = CLEAR BATCH
Press 1 for Local RPTS and press the GREEN Enter key.	←LOCAL REPORTS - 1 = BATCH SUMMARY; 2 = TXN DETAILS →; 3 = CLERK SERV ER
Press 1 for Batch Summary and press the GREEN Enter key.	STATUS (VSA) - PRINTING- Report will print.

### Detail Report Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 4 for Batch and press the GREEN Enter key.	BATCH - 1 = LOCAL RPTS →; 2 = SETTLE BATCH; 3 = CLEAR BATCH
Press 1 for Local RPTS and press the GREEN Enter key.	←LOCAL REPORTS - 1 = BATCH SUMMARY; 2 = TXN DETAILS →; 3 = CLERK SERVER
Press 2 for TXN Detail and press the GREEN Enter key.	←LOCAL REPORTS - 1 = SEARCH ALL; 2 = SEARCH TXN
Press 1 for Search All and press the GREEN Enter key.	STATUS (VSA) - PRINTING- Report will print.

## Clerk/Server Report Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 4 for Batch and press the GREEN Enter key.	BATCH - 1 = LOCAL RPTS →; 2 = SETTLE BATCH; 3 = CLEAR BATCH
Press 1 for Local RPTS and press the GREEN Enter key.	←LOCAL REPORTS - 1 = BATCH SUMMARY; 2 = TXN DETAILS →; 3 = CLERK SERVER
Press 3 for Clerk/Server and press the GREEN Enter key.	STATUS (VSA) - PRINTING- Report will print.

## Card Totals Report Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 4 for Batch and press the GREEN Enter key.	BATCH - 1 = LOCAL RPTS →; 2 = SETTLE BATCH; 3 = CLEAR BATCH
Press 1 for Local RPTS and press the GREEN Enter key.	←LOCAL REPORTS - 1 = BATCH SUMMARY; 2 = TXN DETAILS →; 3 = CLERK SERVER
Press 4 for Card Totals and press the GREEN Enter key.	STATUS (VSA) - PRINTING- Report will print.

## Tip Summary Report Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 4 for Batch and press the GREEN Enter key.	BATCH - 1 = LOCAL RPTS →; 2 = SETTLE BATCH; 3 = CLEAR BATCH
Press 1 for Local RPTS and press the GREEN Enter key.	←LOCAL REPORTS - 1 = BATCH SUMMARY; 2 = TXN DETAILS →; 3 = CLERK SERVER
Press 5 for Tip Summary and press the GREEN Enter key.	STATUS (VSA) - PRINTING- Report will print.

## Server Detail Report Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 4 for Batch and press the GREEN Enter key.	BATCH - 1 = LOCAL RPTS →; 2 = SETTLE BATCH; 3 = CLEAR BATCH
Press 1 for Local RPTS and press the GREEN Enter key.	←LOCAL REPORTS - 1 = BATCH SUMMARY; 2 = TXN DETAILS →; 3 = CLERK SERVER
Press 6 for Server Detail and press the GREEN Enter key.	STATUS (VSA) - PRINTING- Report will print.

## Reprint Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 3 for Functions and press the GREEN Enter key.	FUNCTIONS - 1 = VOID TXN →; 2 = DUP RECEIPT →; 3 = PRE AUTH
Press 2 for Dup Receipt and press the GREEN Enter key.	DUP RECEIPT - 1 = SEARCH ALL, 2 = SEARCH ACCT; 3 = SEARCH TXN
Press 3 for Search Txn and press the GREEN Enter key.	NUMERIC - ENTER TXN # - ◀ = BS
Type in the Transaction Number of the credit transaction and press the GREEN Enter key	4788...7991 - 0001 VS REFUND - 10:17 \$0.01 - ◀ = PRV; ▲ ▼ = REPRINT; ▶ = NXT
Press either arrow for Reprint.	CONFIRM REPRINT 4788....7991 10:17 \$0.01 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press either arrow for OK.	PRINTING - (VSA) - APPROVED - PRESS ANY KEY - Receipt will print. Main Screen

## Tip Adjustment

<b>Tip Adjust Magic 6100 (Echelon)</b>	
<u><i>Action</i></u>	<u><i>Display</i></u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 1 for Adjust Tips and press the GREEN Enter key.	ADJUST TIPS - 1 = SEARCH ALL, 2 = SEARCH SERVER; 3 = SEARCH TXN
Press 3 for Search TXN and press the GREEN Enter key.	NUMERIC - ENTER TXN # - ◀ = BS
Type in the Transaction Number of the credit transaction and press the GREEN Enter key	4788...7991 - 0001 VS SALE - 10:17 \$0.01 - ◀ = PRV; ▲ ▼ = ADD TIP; ▶ = NXT
Press either arrow for Add Tip.	SALE (Current Amount) - ENTER TIP - 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Type in the amount of the tip and press the GREEN Enter key.	CONFIRM TIP - TIP - \$X.XX - TOTAL \$X.XX ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press either arrow for OK.	LAST MATCHING RECORD - WILL GO THE NEXT TIP NEEDING ADJUSTMENT

## Re-Adjust Tip Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ▼ for App	1 = VSA BANKCARDS; 2 = CATUITY SYSTEM; 3 = NCN CHECK
Choose 1 for VSA BANKCARDS	VSA 001 - 1 = ADJUST TIPS →; 2 = RE-ADJUST TIP; 3 = FUNCTIONS →
Press 2 for Re-Adjust Tips and press the GREEN Enter key.	RE-ADJUST TIPS - 1 = SEARCH ALL, 2 = SEARCH SERVER; 3 = SEARCH TXN
Press 3 for Search TXN and press the GREEN Enter key.	NUMERIC - ENTER TXN # - ◀ = BS
Type in the Transaction Number of the credit transaction and press the GREEN Enter key	4788...7991 - 0001 VS SALE - 10:17 \$0.01 - ◀ = PRV; ▲ ▼ = ADD TIP; ▶ = NXT
Press either arrow for Add Tip.	SALE (Current Amount) - ENTER TIP - 0.00 ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Type in the amount of the tip and press the GREEN Enter key.	CONFIRM TIP - TIP - \$X.XX - TOTAL \$X.XX ▲ or ◀ = CANCEL; ▼ or ▶ = OK
Press either arrow for OK.	LAST MATCHING RECORD - WILL GO THE NEXT TIP NEEDING ADJUSTMENT

## Clerk/Server Options

<b>Add Clerk/Server Magic 6100 (Echelon)</b>	
<u><i>Action</i></u>	<u><i>Display</i></u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ◀ for MER	←MERCHANT MENU - 1 = END OF DAY ; 2 = TOTALS RPT →; 3 = ALARMS RPT
Press 4 for Merch Config and press the GREEN Enter key.	←MERCHANT CONFIG 1 = CLERK/SERVER →; 2 = PROTECTED →
Press 1 for Clerk/Server and press the GREEN Enter key.	←CLERK/SERVER 1 = ADD; 2 = REMOVE
Press 1 for Add and press the GREEN Enter key.	ALPHA UPPER - ENTER ID ◀ = BS ▲ = NUM ▼ = LOW ▶ = SPE
Hit the ▲ or ▼ Key depending on if Numbers, Letters or if Capitalization formats are needed (The "*" Key cycle through letters)- Type in the Clerk / Server ID press the GREEN Enter key	(Clerk is Added, Screen will go back to)←CLERK/SERVER 1 = ADD; 2 = REMOVE

## Reset Clerk/Server Totals Magic 6100 (Echelon) (Needed to Remove Clerk/Server from terminal)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ◀ for MER	←MERCHANT MENU - 1 = END OF DAY ; 2 = TOTALS RPT →; 3 = ALARMS RPT
Press 2 for Totals Rpt and press the <b>GREEN</b> Enter key.	← TOTALS RPT <span style="float: right;">1 =</span> CLERK/SERVER; 2 = APPLICATION; 3 = TERMINAL
Press 1 for Clerk/Server and press the <b>GREEN</b> Enter key.	Report will print: Screen will display: RESET TOTALS
Press 1 for Add and press the <b>GREEN</b> Enter key.	ALPHA UPPER - ENTER ID <span style="float: right;">◀ =</span> BS ▲ = NUM ▼ = LOW ▶ = SPE
Hit the ▲ or ▼ Key depending on if Numbers, Letters or if Capitalization formats are needed (The "*" Key cycle through letters)- Type in the Clerk / Server ID press the <b>GREEN</b> Enter key	(Clerk is Added, Screen will go back to)←CLERK/SERVER <span style="float: right;">1</span> = ADD; 2 = REMOVE

## Remove Clerk/Server Magic 6100 (Echelon)

<u>Action</u>	<u>Display</u>
	Main Screen - the date and time and a spinning globe
Press Menu	MAIN MENU - ◀ = MER; ▲ = SYS ; ▼ = APP ; ▶ = FCT
Press ◀ for MER	←MERCHANT MENU - 1 = END OF DAY ; 2 = TOTALS RPT →; 3 = ALARMS RPT
Press 4 for Merch Config and press the <b>GREEN</b> Enter key.	←MERCHANT CONFIG <span style="float: right;">1 =</span> CLERK/SERVER →; 2 = PROTECTED →
Press 1 for Clerk/Server and press the <b>GREEN</b> Enter key.	←CLERK/SERVER <span style="float: right;">1 =</span> ADD; 2 = REMOVE
Press 2 for Remove and press the <b>GREEN</b> Enter key.	ENTER ID - 1 = DEFAULT; 2 = BOB; 3 = KAREN ETC.
Enter the ID Number for the person to remove and press the <b>GREEN</b> Enter Key.	(Clerk is Removed, Screen will go back to)←CLERK/SERVER <span style="float: right;">1</span> = ADD; 2 = REMOVE