

# Nurit

## GETI Basic Functions Guide

<b>ABOUT THIS GUIDE</b>	<b>2</b>
<b>SALES</b>	<b>3</b>
CHECK SALE (CONVERSION) NURIT	3
CHECK SALE (VERIFICATION) NURIT	4
CHECK SALE (BUSINESS/PAYROLL) NURIT	5
<b>BATCH/IMAGE UPLOAD</b>	<b>6</b>
CLOSE BATCH NURIT	6
UPLOAD IMAGES NURIT	7
	(PHONE LINE MUST BE PLUGGED INTO IMAGER TO UPLOAD IMAGES TO GETI!)
<b>VOID</b>	<b>8</b>
CHECK VOID NURIT	8
<b>REPORTS/REPRINT</b>	<b>9</b>
CURRENT CHECK REPORTS NURIT	9
CHECK REPRINT NURIT	10
<b>STATE CODES</b>	<b>11</b>

## 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 1<sup>st</sup> Action is always from the Home Menu.

## Sales

<b>Check Sale (Conversion) Nurit</b>	
<b><i>Action</i></b>	<b><i>Display</i></b>
Press Green ENTER key until screen displays .....➔	CHECK CONVERSION AMOUNT      ➔➔
Enter Check Amount and press OK	Enter MICR or Use Check Reader
Run check through check scanner/imager. - (ALWAYS CONFIGURE SCANNER BEFORE INITIAL USE!)	1 - Personal Check 2 - Payroll/Corp
Press 1 for Personal Check	Swipe/Enter DL:
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.)	Default to (DEFAULT STATE)? ENTR = YES, MENU = NO
Press ENTER to leave as the default state or press MENU to input a different State Code.	State Code:
Type 2 digit state code for where the license is issued.	Dialing connecting approved TEAR SLIP ➔➔ Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

<b>Check Sale (Verification) Nurit</b>	
<b><u>Action</u></b>	<b><u>Display</u></b>
Press Green ENTER key until screen displays .....→	CHECK CONVERSION AMOUNT →→
Press the VERIFY Key - *NOTE* Traditional and Bronze accounts will display Check Verify Amount automatically.	CHECK.....VERIFY AMOUNT →→
Enter Check Amount and press OK	Enter MICR or Use Check Reader
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!)	Enter Check Num
Key in the check number located in the top right hand corner of the check and press ENTER	ENTER INVOICE #
Type in an invoice number for this check and press ENTER.	1 - Personal Check 2 - Payroll/Corp
Press 1 for Personal Check	Swipe/Enter DL:
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.)	Default to (DEFAULT STATE)? ENTR = YES, MENU = NO
Press ENTER to leave as the default state or press MENU to input a different State Code.	State Code:
Type 2 digit state code for where the license is issued.	Dialing connecting approved TEAR SLIP →→ Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

<b>Check Sale (Business/Payroll) Nurit</b>	
<u><b>Action</b></u>	<u><b>Display</b></u>
Press Green ENTER key until screen displays .....→	CHECK CONVERSION AMOUNT →→
Press the VERIFY Key - *NOTE* Traditional and Bronze accounts will display Check Verify Amount automatically.	CHECK.....VERIFY AMOUNT →→
Enter Check Amount and press OK	Enter MICR or Use Check Reader
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!)	Enter Check Num
Key in the check number located in the top right hand corner of the check and press ENTER	ENTER INVOICE #
Type in an invoice number for this check and press ENTER.	1 - Personal Check 2 - Payroll/Corp
Press 2 for Payroll/Corp	Swipe/Enter DL:
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.)	Default to (DEFAULT STATE)? ENTR = YES, MENU = NO
Press ENTER to leave as the default state or press MENU to input a different State Code.	State Code:
Type 2 digit state code for where the license is issued.	Dialing connecting approved TEAR SLIP →→ Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

## Batch/Image Upload

### Close Batch Nurit

<b><i>Action</i></b>	<b><i>Display</i></b>
Press the On/Off Key to power terminal on. <i>(If terminal is not on battery power proceed to next step)</i>	CREDIT .....SALE ACCOUNT           →
For Nurit 2085 press the BATCH key; 30XX & 8320 press the BLUE FUNC Key - For Nurit 8010 or 8020 Press The BLUE "F" Key	FUNCTION MENU: 1. REPORT 2. BATCH 3. REVIEW
Press 2 for BATCH	CHOOSE HOST: 1. ALL 2. VITRT CrDb 3. OPTCIP Gn
Use the down arrow to scroll to GETI Ch and press ENTER	Opening...Processing Sending, Processing Receiving, GB 0000001 Press Any Key.....
Press ENTER	CREDIT .....SALE ACCOUNT           →

<b>Upload Images Nurit</b>	
<b>(Phone Line must be plugged into Imager to Upload Images to GET!!)</b>	
<b><u>Action</u></b>	<b><u>Display</u></b>
Press the On/Off Key to power terminal on. <i>(If terminal is not on battery power proceed to next step)</i>	CREDIT .....SALE ACCOUNT           →
Press Menu	MENU SCREEN: 1. Reports 2. Merch. Params 3. Merch Options
Press 3 for MERCH OPTIONS	MERCH OPTIONS: 1. Paper Type 2. No-Paper Mode 3. Buzzer Set
Use the down arrow to scroll to Check Reader and press ENTER	ENTER PASSWORD:
Type in the date, the date according to the terminal in MMDDYYYY format and press ENTER	ChkRdr Options 1. ChkReader Type
Use the down arrow to scroll to Send Images and press ENTER	FTP Transmitting Accepted ChkRdr Options 1. ChkReader Type
Press MENU 3 Times	CREDIT .....SALE ACCOUNT           →

## Void

### Check Void Nurit

<u><i>Action</i></u>	<u><i>Display</i></u>
Press Green ENTER key until screen displays .....→	CHECK CONVERSION AMOUNT →→
Press the VOID Key	CHECK.....VOID/SALE AMOUNT →→
Enter Check Amount and press OK	Pls Swipe Check
Run check through check scanner/imager	Auth ID (nnnnnn)
Key in the Authorization number from the original sale and press ENTER	ENTER INVOICE #
Type in an invoice number for this check and press ENTER.	Dialing connecting approved TEAR SLIP →→ Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

## Reports/Reprint

### Current Check Reports Nurit

<b><u>Action</u></b>	<b><u>Display</u></b>
Press the On/Off Key to power terminal on. <i>(If terminal is not on battery power proceed to next step)</i>	CREDIT . . . . .SALE ACCOUNT                      →
Press Menu	MENU SCREEN: 1. Reports 2. Merch. Params 3. Merch Options
Press 1 for Reports	ENTER PASSWORD:
Type in the date, the date according to the terminal in MMDDYYYY format and press ENTER	REPORTS: 1. Default Report 2. Current Report 3. History Report
Press 2 for Current Reports	CUR REPORT TYPE: 1. Condensed Rprt 2. Short Report 3. Journal Report 4. TOTALS ONLY
Choose the report type you need to print by Pressing its corresponding number	CHOOSE EDC TYPE: 1. ALL 2. CREDIT 3. DEBIT
Use the down arrow to scroll to CHECK and press ENTER	CHOOSE TRAN. TYPE: 1. ALL 2. SALE 3. FORCED
Press 1 for All or choose the TRANSACTION type you need to print by Pressing its corresponding number	Set Cur. Defaults ENTR = YES, MENU = NO
Press ENTER to set this report as the Default Report in REPORTS MENU, MENU will not save these options.	Printing... REPORTS: 1. Default Report 2. Current Report
Press Menu 2 times	CREDIT . . . . .SALE ACCOUNT                      →

<b>Check Reprint Nurit</b>	
<b><u>Action</u></b>	<b><u>Display</u></b>
Press the On/Off Key to power terminal on. <i>(If terminal is not on battery power proceed to next step)</i>	CREDIT . . . . .SALE ACCOUNT           →
Press Menu	MENU SCREEN: 1. Reports 2. Merch. Params 3. Merch Options
Press 1 for Reports	ENTER PASSWORD:
Type in the date, the date according to the terminal in MMDDYYYY format and press ENTER	REPORTS: 1. Default Report 2. Current Report 3. History Report
Press 5 for RECEIPT COPY	RECEIPT COPY: 1. Last Cust. Rcpt 2. Any Receipt 3. Last Mrch. Rcpt
Choose the receipt copy type you need to print by pressing its corresponding number	CHOOSE EDC TYPE: 2. CREDIT 3. DEBIT 4. CASH
Choose CHECK and Press ENTER	Transaction # ? 1
Enter the transaction number for the receipt copy needed	Choose copy type 1-Customr 2-Merch
Choose the receipt copy type you need to print by pressing its corresponding number 1 =Customer or 2=Merchant	Printing... REPORTS: 1. Default Report 2. Current Report
Press Menu	CREDIT . . . . .SALE ACCOUNT           →

## State Codes

<b>STATE CODES</b>								
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