**Quick Reference Guide: FD 50**

Note:  Terminal may prompt for more or less actions than listed here, depending on setup.

**SALE / SWIPED**

* Touch Credit
* Touch Sale
* Swipe card or key card # Enter
* Key sale amount Enter
* Key tip amount Enter
* Print Customer Receipt? \* Yes or No
* Press Clear to return to idle prompt\*\*

**TIP ADJUST**

* Touch Credit
* Touch Tip
* Key transaction number Enter
* Touch Edit
* Key tip amount Enter

**REFUND**

* Touch credit
* Touch refund
* Swipe card or key card # Enter
* Key server ID Enter
* Key refund amount Enter

**VOID**

* Touch Credit
* Touch More 3 times
* Touch Void Trans
* Key Invoice # Enter
* Touch Void
* Void Trans? Yes or No



**1st National Bankcard**

**REPRINT RECEIPT**

* Touch Credit
* Touch More 2 times
* Touch Reprint
* Key invoice # or press Enter for last

Transaction Enter

* Print Cust receipt Yes or No

**BATCH REPORTS** **(FOR TRANSACTIONS NOT YET SETTLED)**

* Touch Credit
* Touch More 2 times
* Touch View Report or Print Report
* Touch desired report to view or print
* If viewing, choose to view by server ID or transaction
* If viewing, press Next to scroll

**BATCH SETTLE**

* Touch Credit
* Touch More
* Touch Close
* Confirm totals Yes or No
* Printing a customer receipt is an option for all transactions

\*\* Press Clear to return to idle prompt after any function.

\*\* A forced transaction may occur only after obtaining an authorization code

* Either by authorization or by performing an Authorization Only.

**Manually Enter a Credit Card Charge**

* Press Credit
* Press Sale
* Enter card number using the keys
* When prompted to enter the expiration date enter it using the keypad