

# Merchant Functions List

The appropriate function sequence is as follows: press the FUNCTION button, type the desired Function Number, then press Enter. For example: press **FUNCTION + 10 + Enter**. The following list describes each supported function.

Note: Some functions are host specific and or are dependant on terminal configuration.

## **0: Test Transaction**

**1: Batch Review** - Batch review is used to view the contents of the batch by displaying each transaction on the terminal display and allowing the user to step through each transaction.

The transactions are displayed starting with the last transaction to the first transaction. Each transaction is displayed by using a series of screens.

Each screen is navigated by pressing one of the white screen buttons on the left-side of the terminal display or by pressing the Enter and Clear keys.

The user steps through the batch by pressing the screen buttons next to the Scroll Up or Scroll Down arrows to move forward or backward through the batch.

Adjust and Void transactions can be done during Batch Review by pressing the screen button next to Adjust or Void selections whenever the transaction is displayed.

**4: Keyboard Lock** - Lock the application to prevent unauthorized use of the terminal's desktop applications. To unlock the application, type the terminal password.

Note: The default is 0000. The HOME key is excluded from the lock feature.

**5: Batch Totals** - Review the amount and totals for sales, refunds, and issues.

**8: Batch Information** - Displays the Host ID, Host Name, and Batch Number for each host.

**9: Authorize Only** - Verify funds availability and hold funds until the terminal receives a draft or capture transaction.

**10: Date and Time** - Enter the date and time.

**12: Training Mode** - Enable the terminal to display Training mode. Training mode enables you to perform all financial transactions including settlement but does not affect the live batch. The text **\*\*\*Training Mode\*\*\*** prints on all receipts.

**20: Open/Close/Print Tabs** - Open, close, or print a tab transaction.

**21: Batch Review by Invoice Number** - Review a specific transaction. Information displayed for review is invoice number, type of transaction, amount, approval code, PAN, sequence number, date, and time. Voided transactions and reversals are also displayed.

**22: Shift Processing** - Reset and increment shift number.

**23: Configure Check Reader** Configures a check reader.

**26: Receipt Text** - Add or change text on the receipt header, footer, or idle prompt display. The following applies to adding or changing the text on the receipt header, footers, or idle prompt display:

- 1 additional receipt header line (4th line) consisting of 21 characters of text.
- 4 additional receipt footer lines consisting of 23 characters of text for each line.
- 1 idle prompt display line consisting of 20 characters of text.

**27: View Last Response** - Reviews the last response from the host.

**29: Settlement Status** - View or print summary information of the last settlement attempt on all acquirers including:

- Acquirer name
- Method of transmission
- Response code
- Date & time
- Batch number
- Sale items and amount
- Refund items and amount
- Current attempt number
- Response text from the host

**31: Toggle Card Read** - Toggle the card read between the terminal and the external PIN pad.

**Note:** Must be enabled in Term-Master.

**32: PIN Pad Software Version** - Display the version and checksum of the PIN pad software.

**33: Host Totals** - Perform a Batch Inquiry and a Batch Release.

**Note:** This is a host-specific function.

**34: Datawire OPN** - Performs a Datawire OPN function, an Online PUK Negotiation prior to any transactions.

**36: MCP Credit Sale** - Perform a MCP (Multi-Currency Processing) credit sale.

**Note:** MCP operation is enabled when an Acquirer defines a DCC/MCP host and at least one card range table enables the MCP Eligible field.

**37: MCP Credit Refund** - Perform a refund of an MCP (Multi-Currency Processing) credit sale.

**Note:** MCP operation is enabled when an Acquirer defines a DCC/MCP host and at least one card range table enables the MCP Eligible field.

**37: Gift Card Totals** - Displays gift card totals.

**38: Gift Card Menu** - Displays the menu for gift card and enables you to execute any of the supported gift card transactions such as activate, deactivate, add value, issue etc.

**Note:** Gift card must be enabled in Term-Master

**39: Loyalty Menu** - Displays the menu for loyalty card and enables you to execute any of the supported loyalty card transactions such as activate, deactivate, add value, issue etc.

**Note:** Loyalty card must be enabled in Term-Master

**42: EBT Transaction** - Process food stamp or cash benefit sale transactions using EBT cards.

**43: EBT Voucher Clear** - Process food stamp voucher clear transactions using EBT cards.

**44: EBT Voucher Clear Refund** - Process food stamp voucher clear refund transactions using EBT cards.

**45: Prior ACH Check** - ACH check pre-authorize an electronic ACH check.

**46: ACH Check Refund** - Initiate an electronic ACH check refund.

**49: ACH Check** - ACH check transaction.

**50: Merchant List** - Print a list of merchants.

Note: Multi-merchant must be enabled.

**51: IP Diagnostics** - Used by help desks to quickly identify communication-related errors when processing over IP on the T4220 terminal.

Note: It is recommended that you perform this test only when directed to do so by customer service.

**60: Host Utilities** - Enable or disable Ethernet or PPP.

**65: Mail/Phone Transaction** - Initiate a mail/phone transaction.

**67: DCC Initialization** - Download the current BIN table from the DCC host.

Note: This is typically done when a set number of days have passed since the last update and the terminal prompts you to download the BIN table.

**71: Enable/Disable Printer** - Enable or disable the printer without reinitializing the terminal.

**72: Reprint Last Receipt** - Reprint the last merchant or customer receipt.

**73: Reprint Receipt by Invoice Number** - Reprint a specific merchant or customer receipt.

Use the invoice number to select a merchant or customer receipt.

**74: Card Verification** - This process enables card validation before processing financial transactions.

**Note:** This is a host-specific function.

**75: Balance Inquiry** - Enable a cardholder to ascertain the balance available in the debit or EBT account.

**76: Debit** - Initiate a debit transaction.

**77: Cashier Log-On/Off** - Log a cashier/server on or off. The terminal supports up to 100 cashier/servers.

**Note:** Must be enabled in Term-Master.

**78: Cashier Table** - Print or delete all logged-on servers.

**Note:** Must be enabled in Term-Master.

**79: Reports** - Print the following report types:

1. Audit
2. Summary
3. Till **Note:** Appears only if enabled in Term-Master.
4. Server/Cashier **Note:** Appears only if enabled in Term-Master.
5. Reprint
6. Open Tab **Note:** Appears only if enabled in Term-Master.
7. Performance **Note:** Appears only if enabled in Term-Master.
8. Configuration **Note:** Appears only if enabled in Term-Master.
9. History **Note:** Appears only if enabled in Term-Master.

**80: Upload or Clear Check Scanner Images** - This function is used to upload images from the attached RDM check scanner to the host or used to clear all images from the RDM.

**81: Check Reader Test** - The Check reader test function is used to display data of a check by swiping check through a check reader.

**Note:** The check reader test requires a check reader device.

**82: Printer Test** - Test the printer connection to the terminal. A test receipt prints with alpha numeric characters of different font sizes.

**83: Display Test** - Test the display.

**84: Keyboard Test** - Test the keyboard. The terminal displays the numerical keys 1-9, \*, #, backspace, enter, clear, and the cancel keys when touched.

**For example:** Key=5.

**85: Auto Settle Time** - Set auto batch settle times at the terminal level.

**89: Card Read Test** - Test the terminal card reader. The terminal prompts Read Card Now. Swipe the card. The terminal displays information from track 2.

**90: Password Change** - Change the current password. Initialization overwrites this change. To change the password, type the old password, followed by the new one.

**91: Software Name and Revision** - Enable a fixed display of the software name, version and up to 3 lines of the merchant header.

**93: Logon** - Enter a password to log the terminal on to the host to request the encrypted working keys for the PIN pad.  
Note: This is a host-specific function.

**94: PIN Pad Test** - Test the communication between the terminal and PIN pad.

**95: Network Statistics** - Review the number of data transmission and reception errors for the terminal.

**97: Local Programming** - For Password Protection and Dialing options. You can perform Local programming at the terminal level. You can enable or disable:

Password protection for:

Void  
Refund  
Adjust  
Report  
All

Dialing options for:

Handset  
Toll  
Memory (fast)  
Referral  
All

Tip percentage for:

Suggested tip percentage #1  
Suggested tip percentage #2  
Suggested tip percentage #3

**99: Maintenance** Available functions are:

Clear: Reversal, Batch, Batch Pending or BIN Tables  
Host Report  
DB Report

**Trx/Rcv Report**  
**Print HFS**  
**Restore Config**  
**Get Test PANs**

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Optimum T4200 Family with SPOS32, Merchant Functions