

FLEET SALE	
Screen Prompt	Action
From Main Screen	1. Swipe card.
Or Key Manually	
From Main Screen	2. Select Sale [F#], and type Acct # + [F#]
Choose Card	3. Select Fleet [F#]
Exp Date (MMYY)	4. Exp Date + [F#]
Imprint Card	5. Imprint card + [F#]
Fuel only	6. Select: • Yes [F#]; go to step 9 • No [F#]; go to step 7
Fuel/Main Only	7. Select: • Yes [F#]; go to step 9 • No [F#]; go to step 8
Admin Only	8. Select: • Yes [F#] • No [F#]
<If Prompted, fraud control message>	9. If displayed, follow the screen prompts.
For a fuel sale	
Select Product	10. Enter Product Code.
Select Service	11. Was the fuel purchase Full service or Self service.
Amount	12. Enter sale amount. Enter another product code, or press [F#] and go to step 16.
For a nonfuel sale	
Select Product	13. Enter Product Code.
Quantity	14. Enter the number of items.
Price	15. Enter the price per unit. Enter another product code, or press [F#] and go to step 16.
Enter Odometer <If Prompted>	16. Customer types mileage.
Vehicle Number <If Prompted>	17. Customer types vehicle number.
Continued in next column...	

FLEET SALE	
Screen Prompt	Action
PIN <If Prompted>	18. Customer types PIN or driver ID.
Clerk ID <If Prompted>	19. Clerk ID + [F#]

CREDIT SALE	
Screen Prompt	Action
From Main Screen	1. Swipe card.
Or Key Manually	
From Main Screen	2. Select Sale [F#], and type Acct # + [F#]
Choose Card	3. Select Card Type [F#]
Exp Date (MMYY)	4. Exp Date + [F#]
Imprint Card	5. Imprint card + [F#]
<If Prompted, fraud control message>	6. If displayed, follow the screen prompts.
Clerk ID: <If Prompted>	7. Clerk ID + [F#]
Amount: \$	8. Trans Amt + [F#]
Address <If Prompted>	9. Address + [F#] or Press Enter to bypass
Zip Code <If Prompted>	10. ZIP Code + [F#] or Press Enter to bypass
Host Velocity <If Prompted>	11. Check ID + [F#] or Press Enter to bypass
Debit Transactions Only	
Enter PIN	12. Customer enters PIN

REPRINT A RECEIPT	
Screen Prompt	Action
From Main Screen	1. Press [Reprint]
<Receipt type>	2. Select a Receipt [F#]
Last Receipt	
Printing...	3. Prints the last receipt.
Any Receipt	
Invoice #:	3. Invoice Number + [F#]

REFUND (CREDIT TRANSACTIONS ONLY)	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Refund [F#]
Password	2. Password + [F#]
Swipe or Enter Account #:	3. Swipe card.
Account #	4. Type Acct # + [F#]
Choose Card	5. Select Card Type [F#]
Exp Date (MMYY)	6. Exp Date + [F#]
Imprint Card Press Enter Key	7. Imprint card + [F#]
Clerk ID <If Prompted>	8. Clerk ID + [F#]
Amount: \$	9. Trans Amt + [F#]
Prnt Cust Copy?	10. Yes for customer receipt.

TICKET ONLY	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Ticket Only [F#]
Swipe or Enter Account #:	2. Swipe card.
Or Key Manually	
Account #:	3. Type Acct # + [F#]
Choose Card	4. Select Card Type [F#]
Exp Date (MMYY)	5. Exp Date + [F#]
Choose Tran:	6. Select Tran Type [F#]
Imprint Card <If Prompted>	7. Imprint card + [F#]
Clerk ID: <If Prompted>	8. Clerk ID + [F#]
Amount: \$	9. Trans Amt + [F#]
Appr Code	10. Approval Code + [F#]
Prnt Cust Copy?	11. Yes for customer receipt

SETTLEMENT	
Screen Prompt	Action
Note: Batch must be settled to receive funds.	
From Main Screen	1. Scroll ↓ to Settlement [F#]
Password	2. Password + [F#]
<terminal displays totals >	3. Confirm totals + [F#]
<ul style="list-style-type: none"> Verify that "Settlement Successful" prints on Settlement report If "Batch Previously Closed Settlement Failed" displays, contact the Help Desk. 	

VOID	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Void [F#]
Password	2. Password + [F#]
Void Last Trans Yes No	3. Yes [F#] = last transaction
Void Any Transaction	
Click No [F#] = any transaction. Find a transaction by one of the following methods:	
<ul style="list-style-type: none"> Press Inv# [F#], and [F#] for first invoice in batch; press Next [F#] to scroll to next invoice in batch Inv# [F#]; type invoice number + [F#] Acct# [F#]; type last 4 digits of account number + [F#] 	
<card number> <trans amount>	4. Press Yes [F#]

REPORTS	
Screen Prompt	Action
From Main Screen	1. Press Reports [Reports]
<Reports>	2. Scroll menu and select Report Name [F#]
Totals - Prints Total report Detail - Prints Detail report Host Totals - Select Host Type Exception Report - Date or range Product - Product price report Server - Available when Server/Clerk active Shift - Shift Number or All Unadjust - Available when tips active Batch History - Date or All Terminal Parm - App. and Terminal Info Cards Report - Card Range info. Terminal Stats - Diagnostic info. Merchant Report - Prints merchant info.	

BATCH REVIEW (ADJ, PRINT, VOID)	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Batch Review (F#)
Password	2. Password +
Retrieve By:	3. Select Inv, Clerk, Amount, or Acct (F#)
Press Enter For All	4. Press
Adjust	
Batch Review ADJ	5. Select Adj (F#)
Adjust Option	6. Select adjust type (F#)
Print	
Batch Review Prnt	5. Select Prnt (F#)
Void	
Batch Review Void	5. Select Void (F#)

AUTHORIZATION ONLY	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Auth Only (F#)
Swipe or Enter Account #:	2. Swipe card.
Or Key Manually	
Account #:	3. Type Acct # +
Choose Card	4. Select Card Type (F#)
Exp Date (MMYY)	5. Exp Date +
Imprint Card	6. Imprint card +
Amount: \$	7. Trans Amt +
Prnt Cust Copy?	8. Yes for customer receipt

CHANGING PRODUCT PRICE	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Other Setup (F#)
Password	2. Password +
	3. Scroll ↓ to Product Admin (F#)
Description	4. Press Next (F#), until the product is displayed
	5. Press Slct (F#)
Product Code	6. Press Next (F#) until Amount is displayed
Amount:	7. Press Edit (F#)
New:	8. Enter new price: • Fuel, enter as 0.000 • Other, enter as 0.00
	9. Press Enter
	10. Press Exit (F#)
Save Changes	11. Press OK (F#)
	12. Cancel back to main menu prompt

PRODUCT REPORT CODES	
Code	Description
001	Unleaded 1
002	Unleaded 2
003	Unleaded 3
004	Unleaded 4
005	Unleaded 5
019	Diesel 1
026	E-85
053	ULSD
071	Misc Fuel
075	Misc Fuel
076	Misc Fuel
081	Misc Fuel
085	Misc Fuel
089	Misc Fuel
097	Misc Fuel
098	Misc Fuel
099	Misc Fuel
100	Gen. Maintenance
101	Motor Oil
102	Car Wash
103	Oil Change
106	Anti-Freeze
109	Tires
111	Tire Rotation
112	Batteries
113	Lube
114	Inspection
115	Labor
116	Towing
117	Road Service
118	Auto Accessories
119	Auto Parts
120	Preventive Maintenance
121	A/C Service
122	Engine Service
123	Transmission Service
124	Brake Service
149	Misc Parts/Service
350	Kerosene
450	Gen Merchandise
488	Gift Certificate
905	Coupon
913	Split Tender
950	Tax

Note: The above codes are default product codes. Additional product codes may be added via a download. Contact your corporate representative to change product codes.

RESTRICTED CARD ERROR
This error occurs when a product code does not match the restrictions on the card.
Retry the product, making sure that the correct code is keyed. If the code was keyed correctly, the card may not support the product being purchased.
Check the front of the card to verify which services are allowed.