

ID Entry

<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">PROCESS CHECK X</p> <p style="text-align: center; margin: 10px 0;">PLEASE SWIPE OR SCAN ID CARD</p> <p style="text-align: center; border: 1px solid black; padding: 2px; margin: 10px auto; width: 80%;">MANUAL ENTRY</p> </div>	<p>When a check amount greater than the ID limit is entered into the terminal you will be asked to swipe the Check writer's ID card. Slide the ID card through the Terminal with the magnetic strip facing to the left.</p> <p style="text-align: center;">OR</p> <p>Scan the ID barcode if using the 2d-Barcode scanner.</p>
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<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">PROCESS CHECK X</p> <p style="text-align: center; margin: 10px 0;">READING ERROR PLEASE TRY AGAIN</p> <p style="text-align: center; border: 1px solid black; padding: 2px; margin: 10px auto; width: 80%;">MANUAL ENTRY</p> </div>	<p>If the ID's Magnetic stripe or Barcode is unreadable this error message will display. Try swiping the ID again or scan the barcode again. If the error appears a second time you must manually enter the ID number. To do this press the "Manual Entry" button on the display screen.</p>
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<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">MANUAL ENTRY X</p> <p style="text-align: center; margin: 10px 0;">ENTER ID NUMBER</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>KEY</td> <td>←</td> <td>CLEAR</td> <td>ENTER</td> </tr> </table> </div>	KEY	←	CLEAR	ENTER	<p>You will now see the manual entry screen as shown. Key in the ID number and press enter. You should <u>not</u> enter hyphens or dashes. IMPORTANT: If the ID number has letters as well as numbers you must enter the letters! To type letters press the button marked "KEY." This will display a virtual keyboard as shown below.</p>
KEY	←	CLEAR	ENTER		

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A	B	C	D	E	F	G	H	I	J				
K	L	M	N	O	P	Q	R	S					
KEY	T	U	V	W	X	Y	Z	ENTER					
CLEAR	SPACE							←					

The virtual keyboard is shown here. You may type letters with the keyboard and key in numbers with the terminal keypad. When the ID number is complete press the enter button on the screen or on the terminal keypad.

<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">MANUAL ENTRY X</p> <p style="text-align: center; margin: 10px 0;">ENTER STATE CODE Default: MN</p> <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>KEY</td> <td>←</td> <td>CLEAR</td> <td>ENTER</td> </tr> </table> </div>	KEY	←	CLEAR	ENTER	<p>You will then be asked to enter the two-letter state code. The code will automatically default to the state your business is located in. In this example the default is Minnesota MN. If the default state is correct press the enter key. Otherwise press the "KEY" button to enter the correct state code on the virtual Keyboard. Then press "ENTER." The check transaction will then continue. If the terminal returns the message "Error In ID" the ID number was entered incorrectly or the State Code was wrong.</p>
KEY	←	CLEAR	ENTER		

For Client Service Assistance: 1-800-238-7675 options 1*6*5

DISPLAY

ACTION

Electronic Check Conversion

Transaction menu	Press CHECKLOGIX button.
CheckLogix menu	Press CHECK ACH button.
PLEASE INSERT CHECK	<p>Insert check into imager right side up with check facing center of unit.</p> <p>If there is a <u>Reading error</u>, be sure check is oriented correctly and re-insert. If check cannot be read follow manual entry instructions.</p> <p>If check has already been presented in the current batch you will get a <u>Void Required</u> message. This check is already in the batch and must be voided before it can be re-entered. Follow prompts or go to VOID ELECTRONIC CHECK for further instructions.</p>
CHECK AMOUNT \$0.00	Key in check amount and press ENTER .
AMOUNT \$x. xx CORRECT?	<p>Press YES if amount displayed is correct. Press NO to re-enter amount.</p> <p>If the check amount is greater than your ID required limit the message "Please Swipe or Scan ID Card" will display. Follow the ID Entry instructions on the back cover of this guide.</p> <p>If the amount is greater than your maximum check limit the warning message "Over ACH Limit. Use Verify Check" will display. This check can only be verified. Press OK and follow Verify Check instructions.</p>
Terminal will dial out for authorization and print two (2) receipts. Authorization number will be displayed.	<ol style="list-style-type: none"> 1. Have customer sign one receipt and keep internally. 2. Stamp Check "Electronically Processed VOID." Return unsigned receipt and stamped check to customer. <p>(If terminal displays 'No Response From Host' message, run the check again as a new Electronic Check Conversion transaction. If you receive a 'Represent CHK' warning follow the manager override procedures)</p>

Void Electronic Check

Transaction menu	Press CHECKLOGIX button.
CheckLogix menu	Press VOID button.
ENTER INVOICE NUMBER	Enter Invoice Number (found on receipt) and press ENTER .
CHECK AMOUNT \$0.00	Key in amount of check to be voided and press ENTER .
AMOUNT \$x. xx Correct?	Press YES if amount displayed is correct. Press NO to re-enter amount.
Terminal will dial out to void transaction and return with a VOID ACCEPTED message.	Two (2) Void receipts will print. Give customer one receipt and keep one receipt internally.

For Client Service Assistance: 1-800-238-7675 options 1*6*5

Amount Correction	
To change amount of an ACH check transaction. First void the transaction and then re-run check for the correct amount. Follow the Void Electronic Check procedures, then run the check as a new Electronic Check Transaction.	
Manager Override Function	
Warning message displays :	If you wish to proceed with transaction, press the [OVERRIDE] button.
MANAGER NEEDED + Warning details	
ENTER PASSWORD	Key in manager password and press ENTER.
ARE YOU SURE?	Press YES to continue or NO to abort.
Terminal will dial out for authorization and print two (2) receipts. Authorization number will be displayed.	<p>1. Have customer sign one receipt and keep internally.</p> <p>2. Stamp Check “Electronically Processed VOID.” Return unsigned receipt and stamped check to customer.</p> <p>(If terminal displays ‘No Response From Host’ message, run the check again as a new Electronic Check Conversion transaction. If you receive a ‘Represent CHK’ warning follow the manager override procedures)</p>
Manual Entry	
Manually Entered Checks Will Be Verified Only	
	After check read error press [MANUAL ENTRY] button at bottom of display.
ENTER ROUTE NUMBER	Key in routing number from check (first 9 digits in lower left hand corner) and press ENTER.
ENTER CHECK ACCOUNT #	Key in checking account number from check and press ENTER.
ENTER CHECK NUMBER	Key in check number and press ENTER.
CHECK AMOUNT <input type="text" value="\$0.00"/>	Key in amount of check and press ENTER.
AMOUNT X. XX CORRECT?	Press YES if amount is correct. Press NO to re-enter amount.
Terminal will dial out to verify account and print receipt. Auth number will be displayed.	Keep Check for normal bank deposit.
Verify Check	
Transaction menu	Press CHECK LOGIX button.
CheckLogix menu	Press VERIFY CHECK button.
PLEASE INSERT CHECK	Insert check into imager right side up with check facing center of imager unit. If there is a Reading error, be sure check is oriented correctly and re-insert.
CHECK AMOUNT <input type="text" value="\$0.00"/>	Key in check amount and press ENTER.
AMOUNT \$0.00 CORRECT?	Press YES if amount displayed is correct. Press NO to re-enter amount.
Terminal will dial out to verify account and print receipt. Authorization number will be displayed.	Keep Check for normal bank deposit.
	If check was presented previously for verification, or ACH, response will be ‘REPRESENT CHK.’ The receipt will have a ‘TRANSACTION FAILED’ message.
Reprint Receipt Or Print Batch Report	
Transaction menu	Press CHECKLOGIX button.
CheckLogix menu	Press REPORTS MENU button .
CheckLogix Reports Menu	Choose AUDIT or REPRINT.

Check Settlement and Image Upload	
Transaction menu	Press CHECKLOGIX button.
CheckLogix menu	Press ⇨ button.
Check Function menu	Press SETTLE Button.
Settle Menu	Press SETTLE TRANS & IMAGES button.
Terminal will print out batch report. Only ACH transaction will be shown. Verifications will not appear	If you wish to proceed with settlement press YES. To exit back to transaction menu without settling press NO.
DO YOU WISH TO SEND DEPOSIT?	
** SETTLE BATCH ** DEPOSIT = \$x. xx ACCEPTED	Terminal will print a settlement receipt. This receipt will show the final deposit amount.
Your terminal will now begin the image upload process. A phone line must be inserted into the phone port on the back of your imager unit for images to upload. To cancel this process at any time press the CANCEL button on your terminal screen. The image upload will proceed at a rate of approximately 11 images per minute depending on phone line quality. The following messages will display as the upload takes place.	
1. IDLE	
2. Connecting to Server	
3. Connected	
4. File image 1 of # (Start Transmitting, Transmitting, Transmitting complete). All three messages display for each image uploaded.	
5. Disconnecting from Server	
6. Images Successfully Transmitted	
7. Delete Image Storage Please Wait.	
8. Settle Check Images Complete. (When this screen appears, the upload is complete and successful)	
9. Settle Batch Complete. (When this screen appears, the settlement deposit is complete and successful)	
Image Upload Only	
Transaction menu	Press CHECKLOGIX button.
CheckLogix menu	Press ⇨ button.
Check Function menu	Press SETTLE Button.
Settle Menu	Press SETTLE CHECK IMAGES button.
See Steps 1-9 above under “Check Settlement and Image Upload” section	Image Upload begins.
Terminal Messages	
“Settle Batch Soon”	Check Imager is nearing capacity. Settle images soon.
“Memory Full Settle Batch Now”.	Check Imager is full. You must settle images now.
“NO ACH”	The check writer’s bank cannot accept ECC transactions. Run Check as Verify Only and keep for bank deposit.
“Error In ID”	ID number was scanned or entered incorrectly. See ID Entry section on back of this guide.
“Connection Error Please Check the Imager”	Check cable connections between ICE 5500 terminal and your check imager unit. Re-try transaction.
“Reading Error Please Insert Check”	Imager was unable to read the magnetic check information. Remove any sources of electronic interference and re-scan check.