

VeriFone TRANZ 330

Quick Reference Guide

Credit Only Application

(444444's—No Printer)

CREDIT CARD SALE	
DISPLAY	ACTION
Idle Prompt	Press 1 for Credit
Slide/Enter Card	Swipe card through the card reader If card is unreadable, manually enter the card number
Expiry Date MMY	Enter the expiration date and press the ENTER key
Enter Trans Code	Key in 10 for Sale and press ENTER
Enter Invoice #	Key in the invoice # from sales slip and press ENTER
Enter Amount	Enter the total amount and press ENTER
Dialing & Processing	Terminal approves or declines
<p>If Approved: The terminal displays 'Accepted #' and the Approval Code. Write the approval code number on the invoice. <i>Optional: Press the # key to display the invoice number; press # again to display the dollar amount and card number. Use the * key to see previous screen.</i></p> <p>If Declined: The terminal will display a declined message. See your manual for a list of declined messages.</p>	

PURCHASE CARD SALE	
Purchase cards are credit cards used by companies and organizations for Purchase Orders (P.O.)	
DISPLAY	ACTION
Idle Prompt	Press 1 for Credit
Slide/Enter Card	Swipe Card If card is unreadable, manually enter the card number
Expiry Date MMY	Enter the expiration date and press ENTER
Enter Trans Code	Key in 10 for Sale and press ENTER
Enter Invoice #	Key in the invoice # from sales slip and press ENTER
Enter Amount	Enter the amount and press ENTER
Enter Customer Code	Key in Customer's PO/ID # and press ENTER
Enter Tax Amount	Enter Tax Amount and press ENTER
Customer Address	Key in customer's numeric address of business and press ENTER
Zip Code	Key in zip code of business and press ENTER
Dialing & Processing	Terminal approves or declines
<p>If Approved: The terminal displays 'Accepted #' and the Approval Code. Write the approval code number on the invoice. <i>Optional: Press the # key to display the invoice number; press # again to display the dollar amount and card number. Use the * key to see previous screen.</i></p> <p>If Declined: The terminal will display a declined message. See your manual for a list of declined messages.</p>	

CONCORD EFS PHONE NUMBER
<p>24 HOUR CUSTOMER SERVICE 1-800-238-7675</p> <p>Listen for the automated operator to direct you to the correct department</p>

REFUND	
DISPLAY	ACTION
Idle Prompt	Press 1 for Credit
Slide/Enter Card	Swipe Card If card is unreadable, manually enter the card number
Expiry Date MMY	Enter the expiration date and press ENTER
Enter Trans Code	Key in 15 for Refund & press ENTER
Enter Invoice #	Key in the invoice # from sales slip and press ENTER
Enter Refund Amount	Key in Refund Amount and press ENTER
Dialing & Processing	Terminal approves or declines
<p>If Approved: The terminal displays 'Accepted #' and the Approval Code. Write the approval code number on the invoice. <i>Optional: Press the # key to display the invoice number; press # again to display the dollar amount and card number. Use the * key to see previous screen.</i></p> <p>If Declined: The terminal will display a declined message. See your manual for a list of declined messages.</p> <p><i>On a Purchase Card Refund the terminal will prompt for a Customer Code and Tax amount.</i></p>	

VOID / CANCEL	
Only Sales from the CURRENT Batch may be voided	
DISPLAY	ACTION
Idle Prompt	Press 1 for Credit
Slide/Enter Card	Swipe Card If card is unreadable, manually enter the card number
Expiry Date MMY	Enter the expiration date and press ENTER
Enter Trans Code	Key in 19 for Void and press ENTER
Enter Invoice Number	Enter invoice number from the transaction to be voided and press ENTER
Enter Cancel Amount	Key in Cancel Amount and press ENTER
Dialing & Processing	Terminal approves or declines
<p>If Approved: The terminal displays 'Accepted #' and the Approval Code. Write the approval code number on the invoice. <i>Optional: Press the # key to display the invoice number; press # again to display the dollar amount and card number. Use the * key to see previous screen.</i></p> <p>If Declined: The terminal will display a declined message. See your manual for a list of declined messages.</p>	

CREDIT TOTALS REPORT	
Shows store totals and settlement fees for the requested date	
DISPLAY	ACTION
Idle Prompt	Press 4 for Credit Totals
Enter Date MMDD	Enter in desired date
Dialing & Processing	Terminal displays totals. Use the # key to scroll to the next screen; use the * key to return to a previous screen.

