



CHARGE ANYwhere™



USER MANUAL

My Important Information

Merchant Name:

MAN Number:

Customer Support Phone Number:

Comstar Interactive Corp. Web Site

Visa Mastercard Processor Information

Help Desk: Monday-Friday, 9am to 5:30 pm, (800) 422-5005

24-Hour Help Desk: (800) 705-2559

Voice Authorization Phones

Merchant Numbers

Visa / MC : (800) 944-1111

Visa / MC _____

Visa / MC Bank ID _____

American Express: (800) 528-2121

Am. Exp. _____

Discover : (800) 347-1111

Discover _____

Diners Club : (800) 525-9040

Diners _____

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Getting Started

After completing these three steps you are ready to begin using your Charge Anywhere device.

1. Verify that your RIM device has the charge anywhere software loaded. The icon will resemble a credit card.



Charge Anywhere Icon

2. Securely fasten your RIM device to your charge anywhere sled by aligning the serial port connections and snapping the device into place.

3. If applicable connect the printer

NOTE: The current credit cards accepted by your Charge Anywhere Device are:

- Visa
- MasterCard
- American Express
- Discover
- Diners Club
- JCB

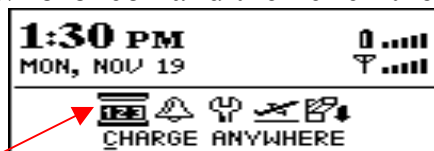
Types of Transactions

The Comstar Interactive Corp. Charge Anywhere device provides you with the option to process multiple types of credit card transactions to suit your needs. These are:

- Quick Sale – This is the most common of all transactions. It is used to process sales immediately and will include prompts for which values were pre-assigned.
- Online Sale – This is used to enter data for all optional fields that are industry specific. The merchant assigns these optional fields. This option is used when you are in coverage.
- Offline Sale– This transaction is used when there is no coverage. This will store the transactions for you in the offline log to submit at your convenience when you return to coverage.
- Auth Only– This transaction is used to obtain pre authorization from the credit card company for a certain amount. This can only be completed Online.
- Force - This is used to process a pre authorization that you obtained from the credit card company from means other than your charge anywhere device. This can be used Online or Offline. When used offline this transaction will be stored in the offline log for you to submit at a later time.
- Un-Tipped (Tip Amount Unknown) - This is used to pre authorize the sale amount and leave the transaction open to include a tip.
- Un-Tipped (Tip Amount Known) – This is used to process a sale to include the tip amount.
- Void – This option is used when you want to void a transaction that occurred within the same business day. This can be used only Online.
- Return – This option is used when a refund is requested from the customer after the date of purchase. This can be used Online or Offline. When used offline this transaction will be stored in the offline log for you to submit at a later time.
- Retry – This option is used when you did not receive confirmation that the transaction was processed. This can be used only Online.
- Manual Entry – This option is used when the credit card swiper is malfunctioning or the credit card is not present.

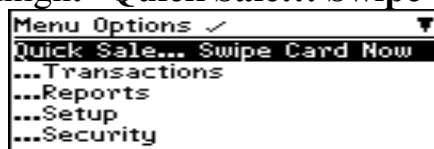
Processing a Quick Sale

Highlight the **Charge Anywhere** icon and then click the track wheel.



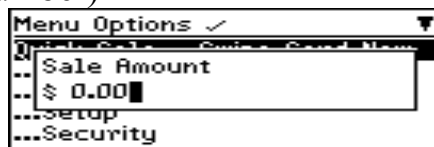
Charge Anywhere Icon

From the menu options highlight “**Quick Sale... Swipe Card Now**”.

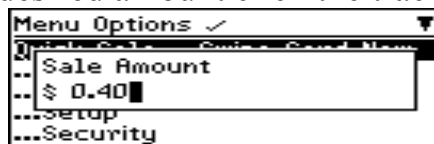


With the magnetic strip on the credit card facing up swipe the card from left to right.

You will now be prompted to enter a sale amount. (You do not have to press the orange cap key to enter a number)



Once you have entered the desired amount click the track wheel.



This screen will provide you with the name, account number, expiration date, amount of sale and the grand total for the transaction. Click the track wheel.



Processing a Quick Sale Continued

You will then be prompted to submit or cancel the transaction. Highlight **Submit** and then click the track wheel.

Card Info...	Hide Menu
Name: MASTERCAR	Submit
Acct.#: 54999901	Cancel
Exp Date: 0809	
Amount Of Sale: \$ 0.40	
Grand Total: \$ 1.40	

The information will then be encrypted for security and processing will begin. You will receive an approval code or decline.

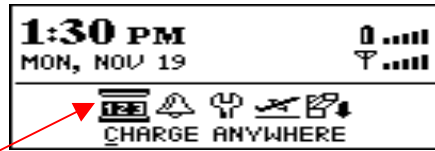
Card Info...	Hide Menu
Name: MASTERCAR	
AP: 000067	
Ok	
Amount Of Sale: \$ 0.40	
Grand Total: \$ 1.40	

You will then have the option to print a receipt. Select **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.

Card Info...	Hide Menu
Print Receipt?	
Yes	
No	
Grand Total: \$ 1.40	

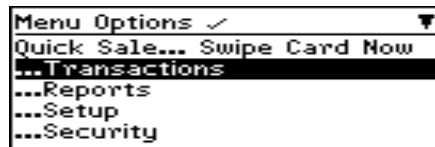
Processing an Online Sale

Highlight the **Charge Anywhere** icon and then click the track wheel.

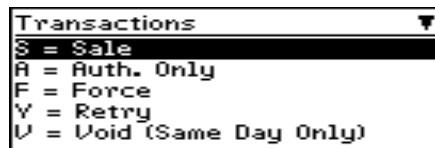


Charge Anywhere Icon

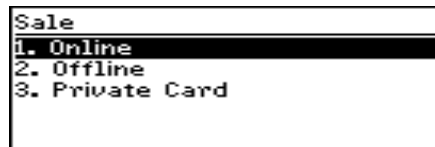
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **OK** and then click the track wheel.



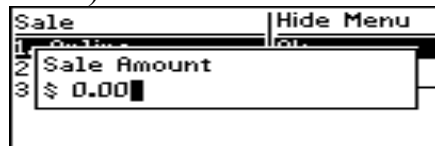
From the transaction menu highlight **Sale** and then click the track wheel. From the next menu highlight **OK** and then click the track wheel.



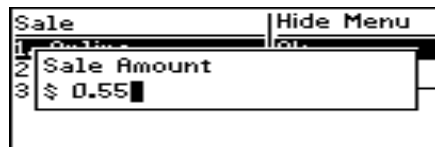
From the sale menu highlight **Online** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You will now be prompted to enter a sale amount. (You do not have to press the orange cap key to enter a number)



Once you have entered the desired amount click the track wheel.



Processing an Online Sale Continued

You will now be prompted to swipe the credit card. This is done with the magnetic strip facing up and swiping left to right.

Please swipe card...
Acct.#: █
Exp Date:
Amount Of Sale: \$ 0.55
Grand Total: \$ 0.55

This screen will provide you with verification of the name, account number, expiration date, amount of sale and the grand total for the transaction. Click the track wheel to continue.

Card Info...	▲
Acct.#: 5499990123456781	
Exp Date: 0809	
Amount Of Sale: \$ 0.55	
Grand Total: \$ 0.55	

You will then be prompted to submit or cancel the transaction. Highlight **Submit** and then click the track wheel.

Card Info...	Hide Menu
Acct.#: 54999901	Submit
Exp Date: 0809	Cancel
Amount Of Sale: \$ 0.55	
Grand Total: \$ 0.55	

The information will then be encrypted for security and processing will begin. You will receive an approval code or decline. Click the track wheel.

Card Info...	Hide Menu
Acct.#: 54999901	Submit
Exp Date: 0809	Cancel
Amount Of Sale: \$ 0.55	
Grand Total: \$ 0.55	
AP: 000097	
Ok	

You will then have the option to print a receipt. Select **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.

Card Info...	Hide Menu
Print Receipt?	
Yes	
No	

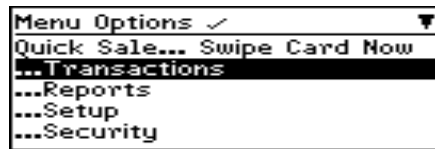
Processing an Offline Sale

Highlight the **Charge Anywhere** icon and then click the track wheel.

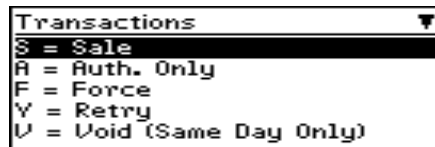


Charge Anywhere Icon

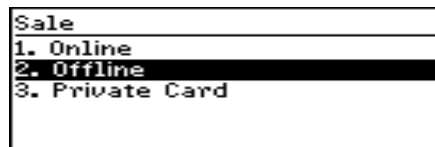
From menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



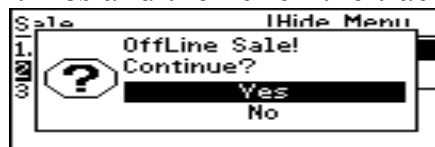
From the transactions menu highlight **Sale** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the sale menu highlight **Offline** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.

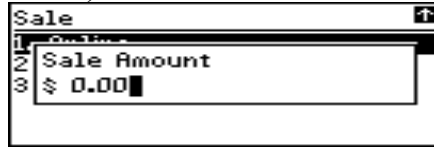


You will then be prompted to confirm that you want to continue processing the offline transaction. Highlight **Yes** and then click the track wheel.

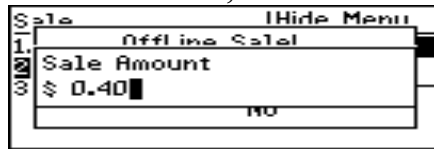


[Processing an Offline Sale Continued.](#)

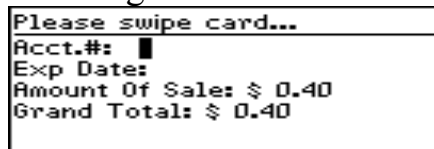
You will now be prompted to enter a sale amount. (You do not have to press the orange cap key to enter a number)



Once you have entered the desired amount, click the track wheel.



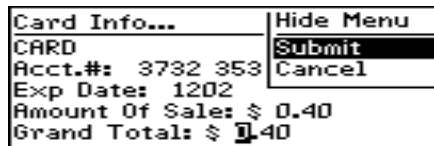
You will now be prompted to swipe the credit card. This is done with the magnetic strip facing up and swiping left to right.



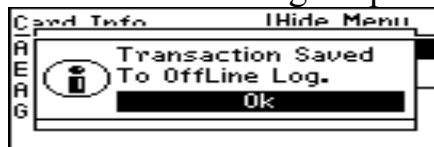
This screen will provide you with verification of the name, account number, expiration date, amount of sale and the grand total for the transaction. Click the track wheel.



You will then be prompted to submit or cancel the transaction. Highlight **Submit** and then click the track wheel.



Your transaction is then stored in the offline log for processing at a later time.



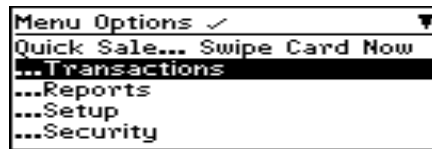
Processing an Auth Only

Highlight the **Charge Anywhere** icon and then click the track wheel.

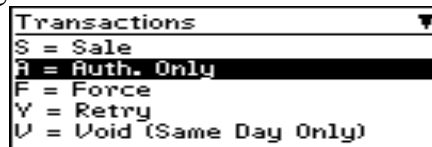


Charge Anywhere Icon

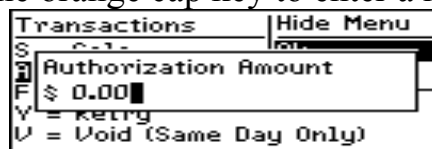
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



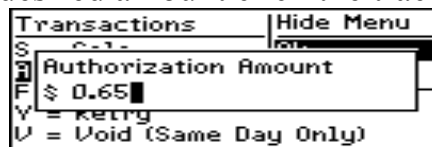
From the transactions menu highlight **Auth. Only** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



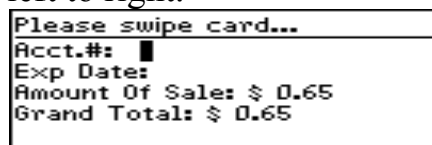
You will now be prompted to enter the amount that you want pre authorization for. (You do not have to press the orange cap key to enter a number)



Once you have entered the desired amount click the track wheel.



You will now be prompted to swipe the credit card. This is done with the magnetic strip facing up and swiping left to right.



Processing an Auth Only Continued

This screen will provide you with verification of the name, account number, expiration date, amount of sale and the grand total for the transaction. Click the track wheel.

Card Info...
Name: MASTERCARD TESTCARD
Acct.#: 5499990123456781
Exp Date: 0809
Amount Of Sale: \$ 0.65
Grand Total: \$ 0.65

You will then be prompted to submit or cancel the transaction. Highlight **Submit** and then click the track wheel.

Card Info...	Hide Menu
Name: MASTERCAR	Submit
Acct.#: 54999901	Cancel
Exp Date: 0809	
Amount Of Sale: \$ 0.65	
Grand Total: \$ 0.65	

The information will then be encrypted for security and processing will begin. You will receive an approval code or decline. Click the track wheel.

Card Info...	Hide Menu
Name: MASTERCARD TESTCARD	
AP: 000047	
Ok	
Amount of sales: \$ 0.65	
Grand Total: \$ 0.65	

You will then have the option to print a receipt. Select **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.

Card Info...	Hide Menu
Name: MASTERCARD TESTCARD	
Print Receipt?	
Yes	
No	
Grand Total: \$ 0.65	

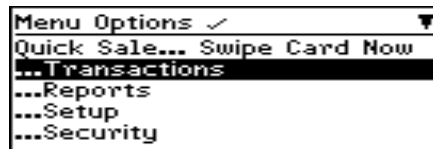
Submitting an Auth Only For Payment

Highlight the **Charge Anywhere** icon and then click the track wheel.

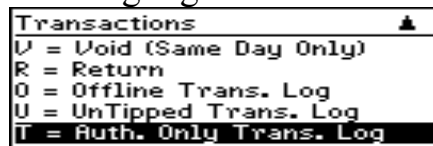


Charge Anywhere Icon

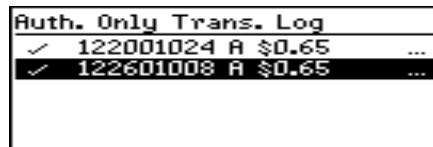
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



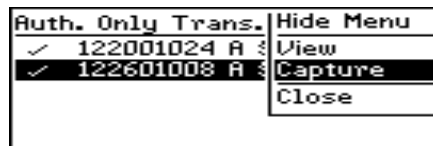
From the transaction menu highlight **Auth. Only Trans. Log** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



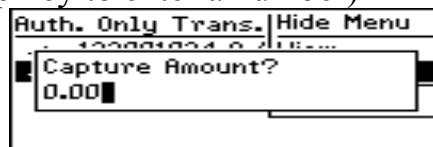
From the auth. only trans. log menu, highlight the transaction you want to process and then click the track wheel.



You will then be prompted to view or capture the transaction. Highlight **Capture** and then click the track wheel.

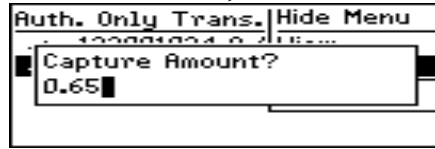


You will then be prompted to enter the amount you want to capture. (You do not have to press the orange cap key to enter a number)

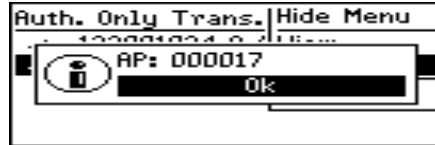


Submitting an Auth Only For Payment Continued.

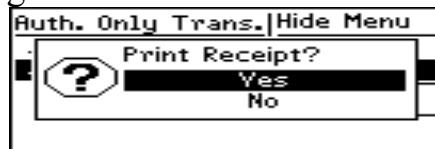
Once you have entered the desired amount, click the track wheel.



The information will then be encrypted for security and processing will begin. You will receive an approval code or decline. Click the track wheel.

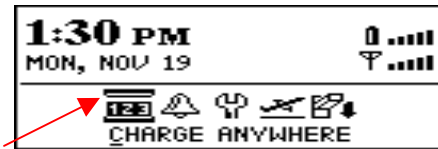


You will then have the option to print a receipt. Select **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.



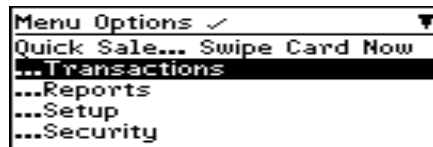
Processing an Online Force

Highlight the **Charge Anywhere** icon and then click the track wheel.

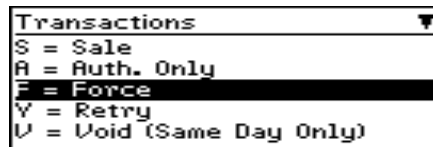


Charge Anywhere Icon

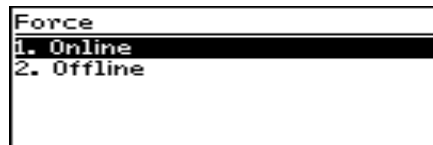
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



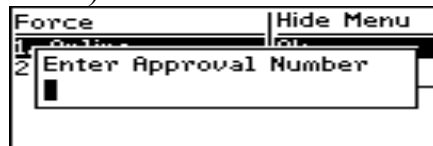
From the transactions menu highlight **Force** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



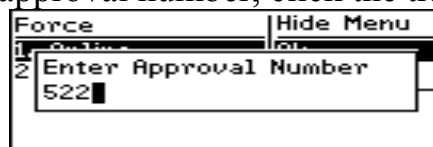
From the force menu highlight **Online** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You will now be prompted to enter the approval number. (You have to press the orange cap key to enter a number)



Once you have entered the approval number, click the track wheel.



Processing an Online Force Continued

You will now be prompted to enter the sale amount.

Force	Hide Menu
1	Force
2	Force Amount
	\$ 0.00

Once you have entered the sale amount, click the track wheel.

Force	Hide Menu
1	Force
2	Force Amount
	\$ 0.55

You will now be prompted to swipe the credit card. This is done with the magnetic strip facing up and swiping left to right.

Please swipe card...	
Acct.#:	
Exp Date:	
Amount Of Sale:	\$ 0.55
Grand Total:	\$ 0.55

This screen will provide you with verification of the name, account number, expiration date, amount of sale and the grand total for the transaction. Click the track wheel.

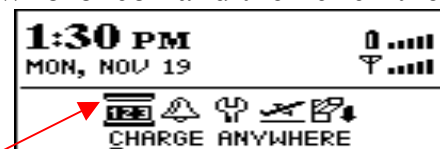
Card Info...	
Acct.#:	5499990123456781
Exp Date:	0809
Amount Of Sale:	\$ 0.55
Grand Total:	\$ 0.55

You will then be prompted to submit or cancel the transaction. Highlight **Submit** and then click the track wheel. The online force is now completed.

Card Info...	Hide Menu
Acct.#: 54999901	Submit
Exp Date: 0809	Cancel
Amount Of Sale: \$ 0.55	
Grand Total: \$ 0.55	

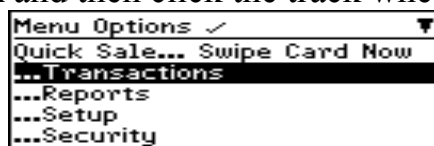
Processing an Offline Force

Highlight the **Charge Anywhere** icon and then click the track wheel.

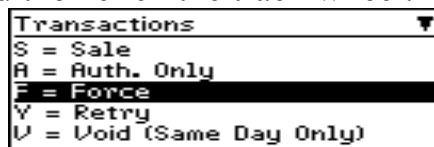


Charge Anywhere Icon

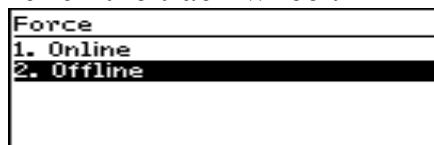
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



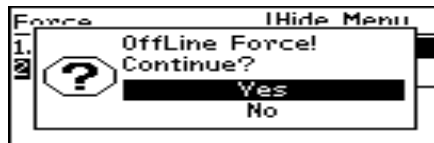
From the transactions menu highlight **Force** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



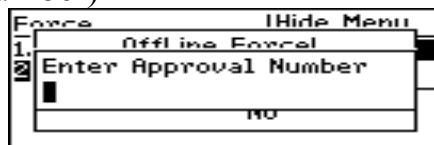
From the force menu highlight **Offline** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You will then be prompted to confirm that you want to continue processing the offline transaction. Highlight **Yes** and then click the track wheel.



You will now be prompted to enter the approval number. (You have to press the orange cap key to enter a number)



Processing an Offline Force Continued

Once you have entered the approval number, click the track wheel.

Force	Hide Menu
1. Offline Force	
2. Enter Approval Number	
999	
	NO

You will now be prompted to enter the sale amount.

Force	Hide Menu
1. Offline Force	
2. Force Amount	
\$ 0.00	
	NO

Once you have entered the sale amount, click the track wheel.

Force	Hide Menu
1. Offline Force	
2. Force Amount	
\$ 0.52	
	NO

You will now be prompted to swipe the credit card. This is done with the magnetic strip facing up and swiping left to right.

Please swipe card...
Acct.#: █
Exp Date:
Amount Of Sales: \$ 0.52
Grand Total: \$ 0.52

This screen will provide you with verification of the name, account number, expiration date, amount of sale and the grand total for the transaction. Click the track wheel.

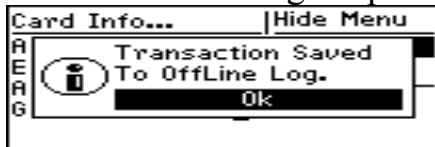
Card Info...	▲
Acct.#: 5499990123456781	
Exp Date: 0809	
Amount Of Sales: \$ 0.52	
Grand Total: \$ 0.52	

You will then be prompted to submit or cancel the transaction. Highlight **Submit** and then click the track wheel.

Card Info...	Hide Menu
Acct.#: 54999901	Submit
Exp Date: 0809	Cancel
Amount Of Sales: \$ 0.52	
Grand Total: \$ 0.52	

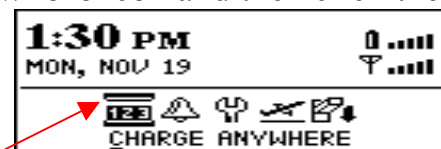
Processing an Offline Force Continued

Your transaction is then stored in the offline log for processing at a later time.



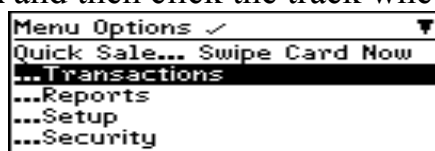
Processing an Un-Tipped (Tip Amount Unknown)

Highlight the **Charge Anywhere** icon and then click the track wheel.

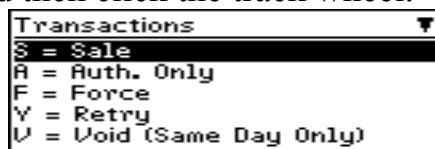


Charge Anywhere Icon

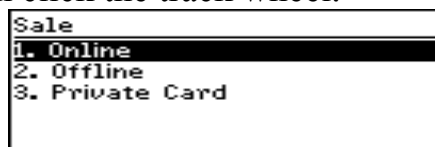
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



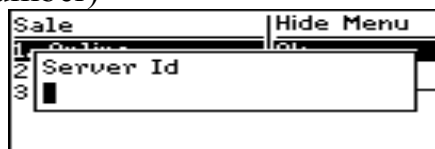
From the transactions menu highlight **Sale** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



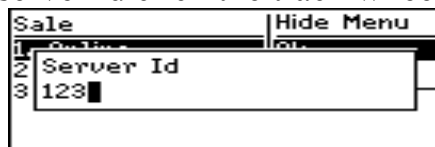
From the sale menu highlight **OnLine** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You will then be prompted to enter the server id. (You do not have to press the orange cap key to enter a number)



Once you have entered the server id click the track wheel.



Processing an Un-Tipped (Tip Amount Unknown) Continued

You will then be prompted to enter the dollar amount for food.

Sale	Hide Menu
Food	
\$ 0.00	

Once you have entered the amount click the track wheel.

Sale	Hide Menu
Food	
\$ 0.32	

You will then be prompted to enter the dollar amount for beverage.

Sale	Hide Menu
Beverage	
\$ 0.00	

Once you have entered the amount click the track wheel.

Sale	Hide Menu
Beverage	
\$ 0.10	

You will then be prompted to keep the tip amount open or enter the amount if known. Leave the amount zero and then click the track wheel.

Sale	Hide Menu
Accept Zero to Keep Tip Open, or Enter Tip if Known	
\$ 0.00	

You will then be prompted to confirm that you want to leave the tip open. Highlight **Yes** and then click the track wheel.

Sale	Hide Menu
Accept Zero to Keep Tip	
Tip = OPEN ?	Yes
\$ 0.00	

You will now be prompted to swipe the credit card. This is done with the magnetic strip facing up and swiping left to right.

Please swipe card...
Acct.#:
Exp Date:
Server Id: 123
Food: \$ 0.32
Beverage: \$ 0.10

[Processing an Un-Tipped \(Tip Amount Unknown\) Continued](#)

This screen will provide you with verification of the name, account number, expiration date, details of the sale and the grand total for the transaction. Click the track wheel.

Card Info...	
Server Id:	123
Food:	\$ 0.32
Beverage:	\$ 0.10
Tips:	\$ OPEN
Grand Total:	\$ 1.42

You will then be prompted to submit or cancel the transaction. Highlight **Submit** and then click the track wheel.

Card Info...		Hide Menu
Server Id:	123	Submit
Food:	\$ 0.32	Cancel
Beverage:	\$ 0.10	
Tips:	\$ OPEN	
Grand Total:	\$ 1.42	

The information will then be encrypted for security and processing will begin. You will receive an approval code or decline. Click the track wheel.

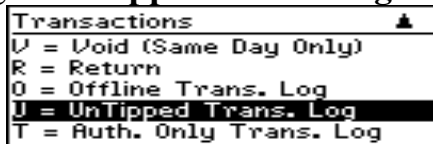
Card Info...		Hide Menu
S	AP: 000047	
F	Ok	
B		
T	\$ OPEN	
Grand Total:	\$ 1.42	

You will then have the option to print a receipt. Select **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.

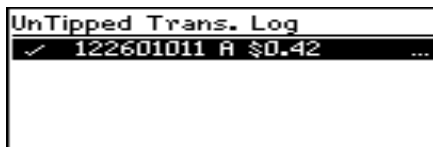
Card Info...		Hide Menu
S	Print Receipt?	
F	Yes	
B	No	
T		
Grand Total:	\$ 1.42	

[Processing an Un-Tipped \(Tip Amount Unknown\) Continued](#)

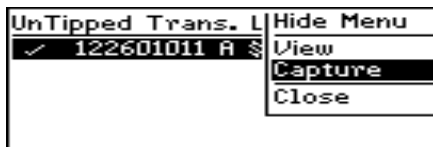
Return to the transaction menu (You can follow the first 2 steps in this process to return to this menu) Highlight **UnTipped Trans. Log** and then click the track wheel.



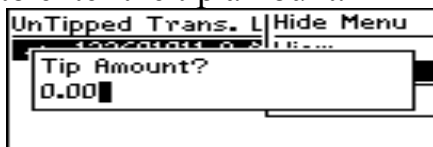
From the untipped trans log menu, highlight the transaction that you want to process and then click the track wheel.



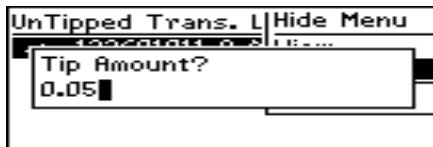
You will then be prompted to view or capture the transaction. Highlight **Capture** and click the track wheel.



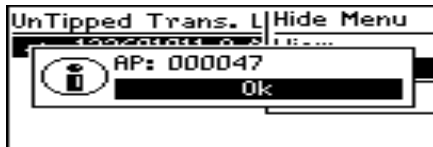
You will then be prompted to enter the tip amount.



Upon entering the tip amount click the track wheel.

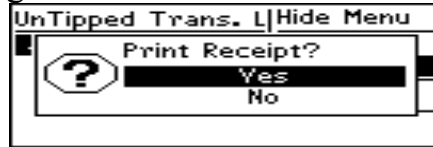


The information will then be encrypted for security and processing will begin. You will receive an approval code or decline. Click the track wheel.



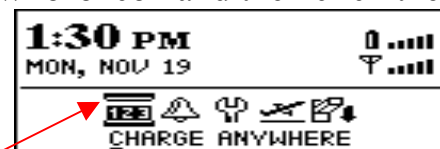
[Processing an Un-Tipped \(Tip Amount Unknown\) Continued](#)

You will then have the option to print a receipt. Select **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.



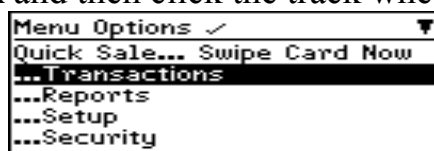
Processing an Un-Tipped (Tip Amount Known)

Highlight the **Charge Anywhere** icon and then click the track wheel.

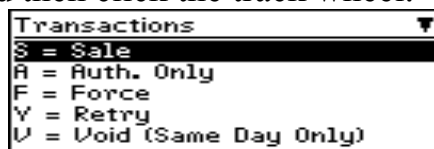


Charge Anywhere Icon

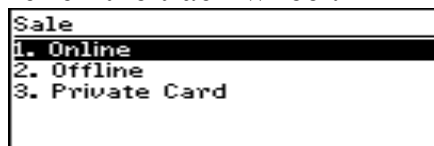
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



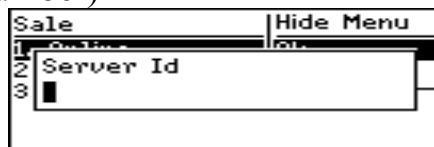
From the transactions menu highlight **Sale** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the sale menu highlight **OnLine** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You will then be prompted to enter the server id. (You do not have to press the orange cap key to enter a number)



Processing an Un-Tipped (Tip Amount Known) Continued

Once you have entered the server id click the track wheel.

Sale	Hide Menu
1	Customer
2	Server Id
3	123

You will then be prompted to enter the dollar amount for food.

Sale	Hide Menu
1	Customer
2	Food
3	\$ 0.00

Once you have entered the amount click the track wheel.

Sale	Hide Menu
1	Customer
2	Food
3	\$ 0.32

You will then be prompted to enter the dollar amount for beverage.

Sale	Hide Menu
1	Customer
2	Beverage
3	\$ 0.00

Once you have entered the amount click the track wheel.

Sale	Hide Menu
1	Customer
2	Beverage
3	\$ 0.10

You will then be prompted to keep the tip amount open or enter the amount if known.

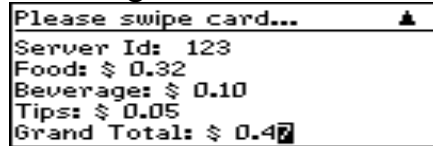
Sale	Hide Menu
1	Customer
2	Accept Zero to Keep Tip Open, or Enter Tip if Known
3	\$ 0.00

Once you have entered the tip amount click the track wheel.

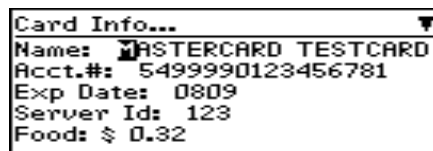
Sale	Hide Menu
1	Customer
2	Accept Zero to Keep Tip Open, or Enter Tip if Known
3	\$ 0.05

Processing an Un-Tipped (Tip Amount Known) Continued

You will now be prompted to swipe the credit card. This is done with the magnetic strip facing up and swiping left to right.



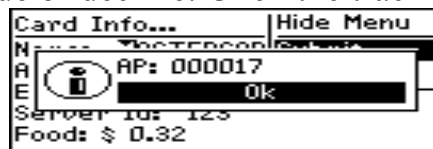
This screen will provide you with verification of the name, account number, expiration date, details of the sale and the grand total for the transaction. Click the track wheel.



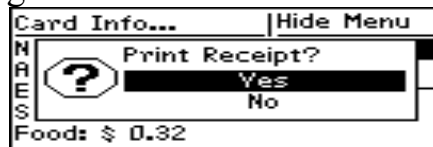
You will then be prompted to submit or cancel the transaction. Highlight **Submit** and then click the track wheel.



The information will then be encrypted for security and processing will begin. You will receive an approval code or decline. Click the track wheel.

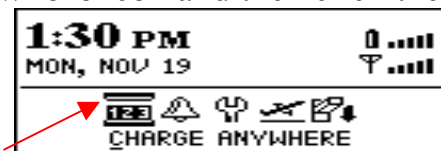


You will then have the option to print a receipt. Select **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.



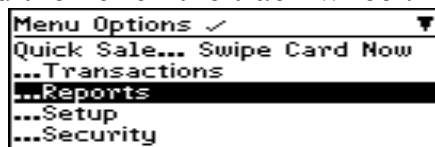
Processing a Void

Highlight the **Charge Anywhere** icon and then click the track wheel.

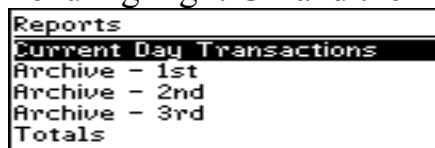


Charge Anywhere Icon

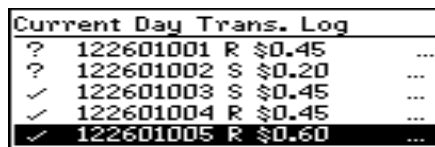
From the menu options highlight **Reports** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



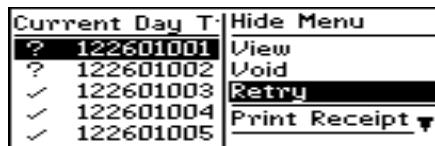
From the reports menu highlight **Current Day Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



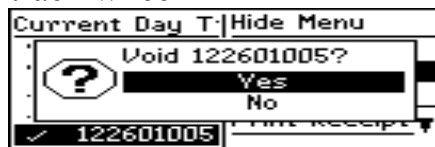
From the current day trans log menu highlight the desired transaction and then click the track wheel.



You will then be prompted to view, void or retry the transaction. Highlight **Void** and click the track wheel.

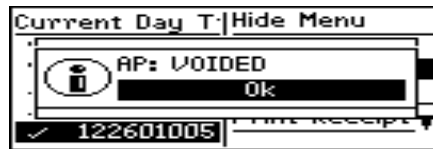


You will then be prompted to confirm that you want to void the transaction. Highlight **Yes** and click the track wheel

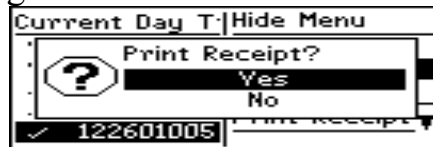


[Processing a void continued](#)

You will then receive confirmation that the transaction was voided.

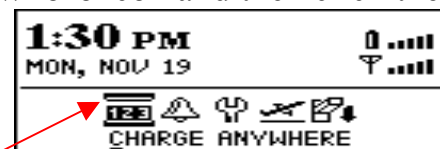


You will then have the option to print a receipt. Select **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.



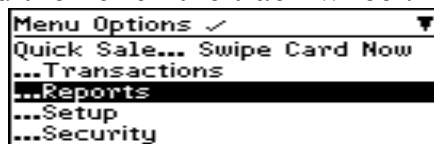
Processing a Retry

Highlight the **Charge Anywhere** icon and then click the track wheel.

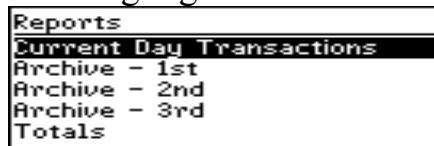


Charge Anywhere Icon

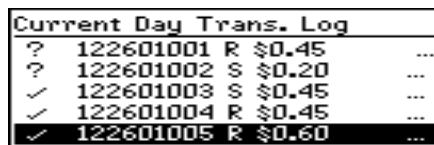
From the menu options highlight **Reports** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



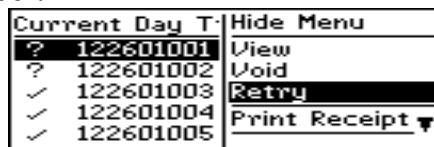
From the reports menu highlight **Current Day Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the current day trans log menu highlight the desired transaction and then click the track wheel.

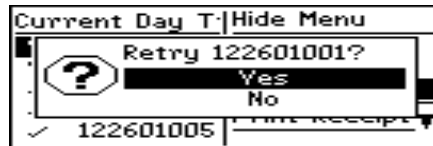


You will then be prompted to view, void or retry the transaction. Highlight **Retry** and then click the track wheel.

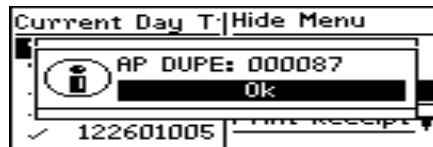


Processing a Retry Continued

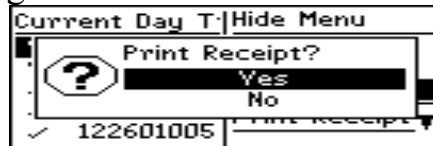
You will then be prompted to confirm that you want to retry the transaction. Highlight **Yes** and then click the track wheel



You will then receive confirmation that the transaction was processed.

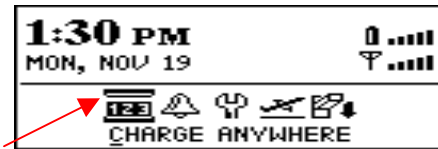


You will then have the option to print a receipt. Select **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.



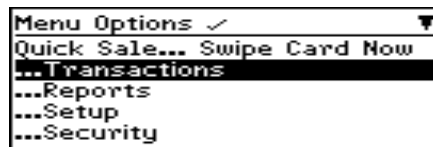
Processing a Return Online

Highlight the **Charge Anywhere** icon and then click the track wheel.

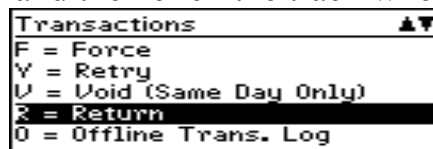


Charge Anywhere Icon

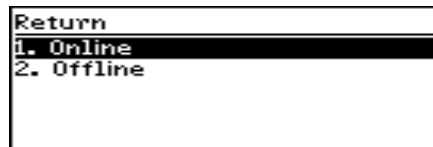
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



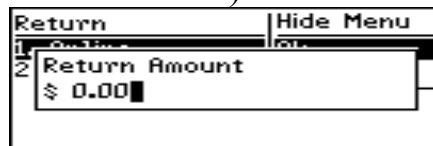
From the transactions menu highlight **Return** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



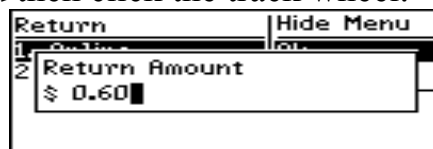
From the return menu highlight **Online** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You are now prompted to enter the dollar amount for the return. (You do not have to press the orange cap key to enter a number)

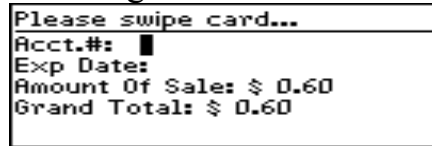


Enter the dollar amount and then click the track wheel.

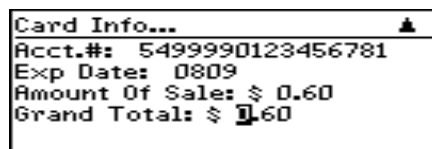


[Processing a Return Online Continued](#)

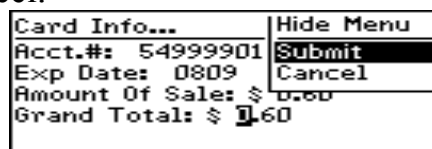
You will now be prompted to swipe the credit card. This is done with the magnetic strip facing up and swiping left to right.



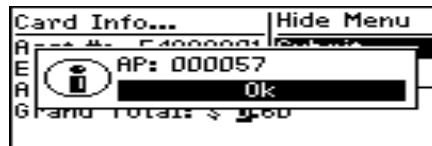
This screen will provide you with verification of the name, account number, expiration date, amount of sale and the grand total for the transaction. Click the track wheel.



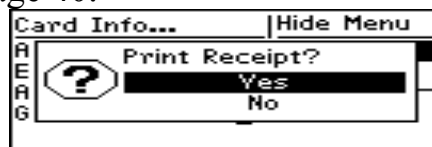
You will then be prompted to submit or cancel the transaction. Highlight **Submit** and then click the track wheel.



The information will then be encrypted for security and processing will begin. You will receive an approval code or decline. Click the track wheel.



You will then have the option to print a receipt. Highlight **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.



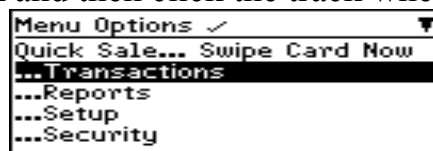
Processing a Return Offline

Highlight the **Charge Anywhere** icon and then click the track wheel.

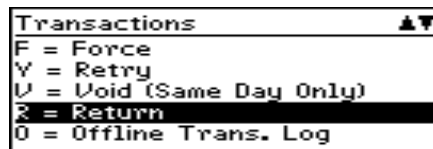


Charge Anywhere Icon

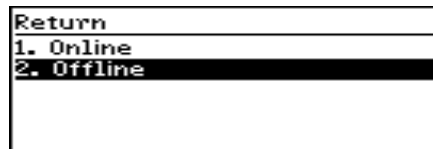
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



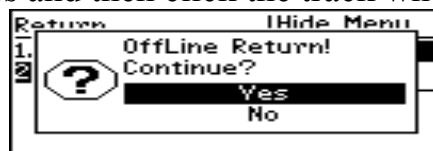
From the transactions menu highlight **Return** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the return menu highlight **Offline** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You will then be prompted to confirm that you want to continue processing the offline return. Highlight **Yes** and then click the track wheel.



Processing a Return Offline Continued

You are now prompted to enter the dollar amount for the return. (You do not have to press the orange cap key to enter a number)

Return	IHide Menu
1. Offline Return	
2. Return Amount	
\$ 0.00	
	NO

Enter the dollar amount and then click the track wheel.

Return	IHide Menu
1. Offline Return	
2. Return Amount	
\$ 0.45	
	NO

You will now be prompted to swipe the credit card. This is done with the magnetic strip facing up and swiping left to right.

Please swipe card...
Acct.#: █
Exp Date:
Amount Of Sales: \$ 0.45
Grand Total: \$ 0.45

This screen will provide you with verification of the name, account number, expiration date, amount of sale and the grand total for the transaction. Click the track wheel.

Card Info...	▲
Acct.#: 5499990123456781	
Exp Date: 0809	
Amount Of Sales: \$ 0.45	
Grand Total: \$ 0.45	

You will then be prompted to submit or cancel the transaction. Highlight **Submit** and then click the track wheel.

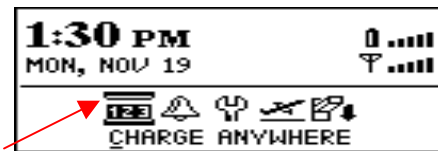
Card Info...	IHide Menu
Acct.#: 54999901	Submit
Exp Date: 0809	Cancel
Amount Of Sales: \$ 0.45	
Grand Total: \$ 0.45	

Your transaction is then stored in the offline log for processing at a later time.

Card Info	IHide Menu
Transaction Saved	
To OffLine Log.	
Ok	

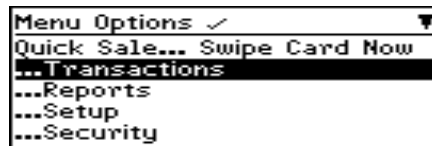
Processing a Manual Entry

Highlight the **Charge Anywhere** icon and then click the track wheel.

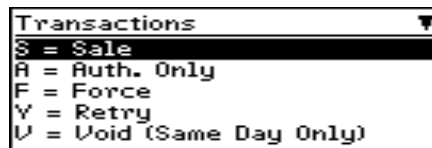


Charge Anywhere Icon

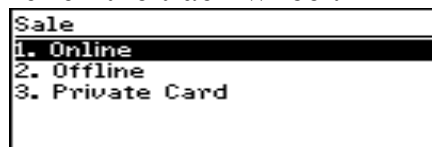
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



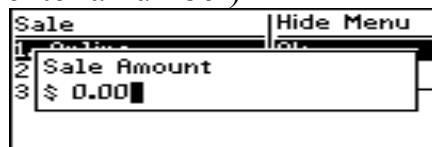
From the transactions menu highlight **Sale** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



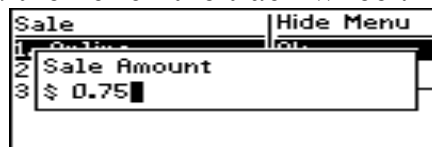
From the sale menu highlight **Online** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You are now prompted to enter the dollar amount for the return. (You do not have to press the orange cap key to enter a number)



Enter the dollar amount and then click the track wheel.



Processing a Manual Entry Continued

You will now be prompted to swipe the credit card.

```

Please swipe card...
Acct.#: █
Exp Date:
Amount Of Sale: $ 0.75
Grand Total: $ 0.75
  
```

Manually enter the credit card account number and then move the cursor to the Exp Date: line.

```

Please swipe card...
Acct.#: 4003000123456781█
Exp Date:
Amount Of Sale: $ 0.75
Grand Total: $ 0.75
  
```

Enter the expiration date and then click the track wheel.

```

Please swipe card...
Acct.#: 4003000123456781
Exp Date: 1215█
Amount Of Sale: $ 0.75
Grand Total: $ 0.75
  
```

You will then be prompted to submit or cancel the transaction. Highlight Submit and then click the track wheel.

```

Please swipe card|Hide Menu
Acct.#: 40030001|Submit
Exp Date: 1215|Cancel
Amount Of Sale: $ 0.75
Grand Total: $ 0.75
  
```

You will then be prompted to enter the street address.

```

Please swipe card|Hide Menu
Acct.#: 40030001|Submit
E|Street Address
A|█
Grand Total: $ 0.75
  
```

After you have entered the street address click the track wheel.

```

Please swipe card|Hide Menu
Acct.#: 40030001|Submit
E|Street Address
A|11█
Grand Total: $ 0.75
  
```

You will then be prompted to enter the zip code.

```

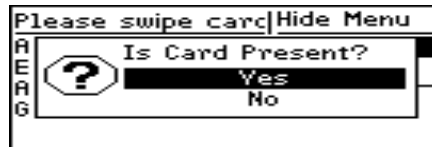
Please swipe card|Hide Menu
Acct.#: 40030001|Submit
E|Zip Code
A|█
Grand Total: $ 0.75
  
```

Processing a Manual Entry Continued

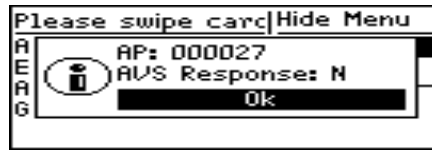
After you have entered the zip code click the track wheel.



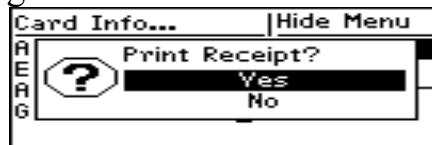
You will then be prompted to confirm if the credit card is present. Highlight **Yes** and then click the track wheel. (Selecting no will not change the screens or entries that follow)



The information will then be encrypted for security and processing will begin. You will receive an approval code or decline and an AVS code. Then click the track wheel.



You will then have the option to print a receipt. Highlight **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.



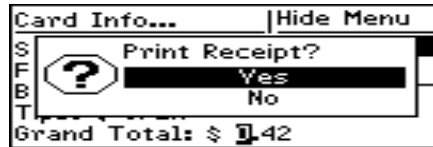
Types of Receipts

There are three types of receipts that you can provide to a customer upon completion of a transaction. These are:

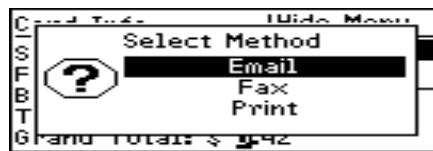
- Email – This will send the receipt to an email address that the customer chooses.
- Fax – This will send the receipt to a fax number that the customer chooses.
- Print – If you have a printer attached to your charge anywhere device, you can choose this option and provide the customer with a printed receipt.

Processing an Email Receipt

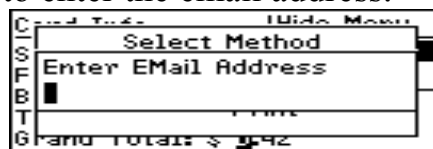
Upon completing a transaction you will be prompted to print the customer a receipt. Highlight **Yes** and then click the track wheel.



You will then be prompted to select the type of receipt. Highlight **Email** and then click the track wheel.



You will then be prompted to enter the email address.



Upon entering the email address click the track wheel.

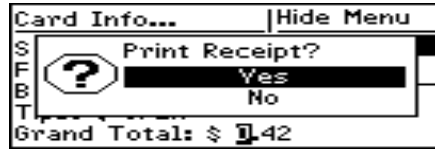


You will then be prompted again to print a receipt. By selecting yes you are able to provide the customer another receipt. By selecting no the receipt process is completed.

To verify that the receipt was processed, go to the messaging portion of the device and verify that there is a check mark next to the receipt that was sent.

Processing a Fax Receipt

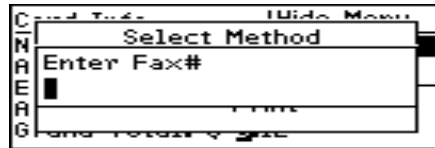
Upon completing a transaction you will be prompted to print the customer a receipt. Highlight **Yes** and then click the track wheel.



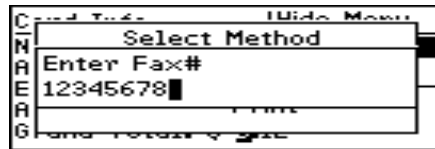
You will then be prompted to select the type of receipt. Highlight **Fax** and then click the track wheel.



You will then be prompted to enter the fax number.



Upon entering the fax number click the track wheel.

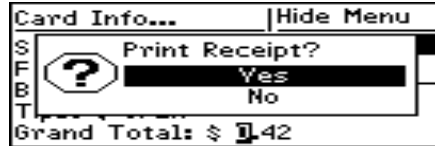


You will then be prompted again to print a receipt. By selecting yes you are able to provide the customer another receipt. By selecting no the receipt process is completed.

To verify that the receipt was processed, go to the messaging portion of the device and verify that there is a check mark next to the receipt that was sent.

Processing a Printed Receipt

Upon completing a transaction you will be prompted to print the customer a receipt. Highlight **Yes** and then click the track wheel.



You will then be prompted to select the type of receipt. Highlight **Print** and then click the track wheel.



You will then be prompted again to print a receipt. By selecting yes you are able to provide the customer another receipt. By selecting no the receipt process is completed.

Processing Transactions From the Offline log

This function is used when you are ready to submit the following types of transactions that were stored in the offline log, to the credit card company for payment: offline sale, force offline and return offline.

You have the following three options:

1. View – This allows you to open a single transaction that is stored in queue to view its content
2. Send – This will process a single transaction that is stored in queue. You will receive a response when the credit card company accepts this. You will then be given the option to print a receipt.
3. Send All – This will process all transactions that are stored in queue. You will receive a response and be given the option to print a receipt as the credit card company accepts each one.

The different types of transactions that are stored in the offline log are processed the same way. Upon sending, the transaction is completed.

The following is a view and definitions of the offline line transaction log.

OffLine Transaction Log ▲			
×	122101006	S	\$0.20
×	122101007	S	\$0.40
×	122101008	S	\$0.60
×	122101009	F	\$0.25
×	122101010	R	\$0.20

Transaction ID Type of Transaction * Amount of Transaction

* The alphanumeric symbols mean the following:

S – Offline Sale

F – Force Offline

R – Return Offline

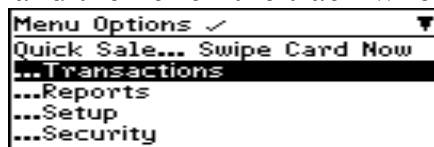
[View a Transaction](#)

Highlight the **Charge Anywhere** icon and then click the track wheel.

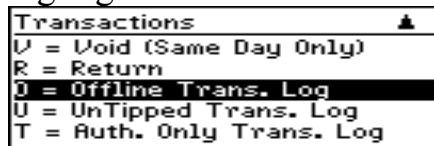


Charge Anywhere Icon

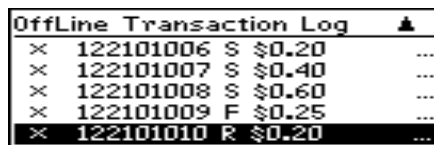
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



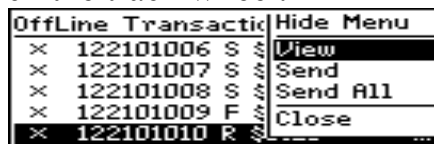
From the transactions menu highlight **Offline Tran. Log** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



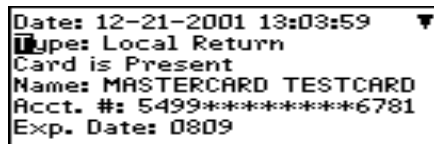
From the offline transaction log highlight the transaction you want to view and then click the track wheel.



Highlight View and then click the track wheel.



This screen will show the details of the selected transaction.



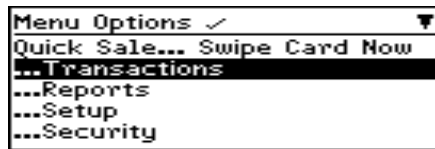
Send a Single Transaction

Highlight the **Charge Anywhere** icon and then click the track wheel.

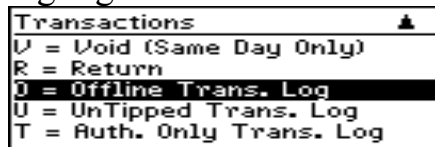


Charge Anywhere Icon

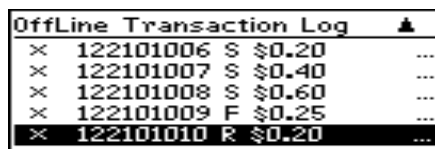
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



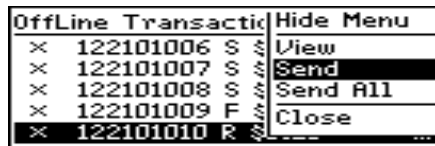
From the transactions menu highlight **Offline Tran. Log** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the offline transaction log highlight the transaction you want to process and then click the track wheel.



Highlight **Send** and then click the track wheel.

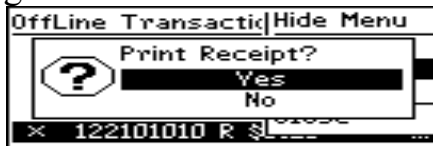


The information will then be encrypted for security and processing will begin. You will receive an approval code or decline. Click the track wheel.



[Send a Single Transaction Continued](#)

You will then have the option to print a receipt. Select **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.



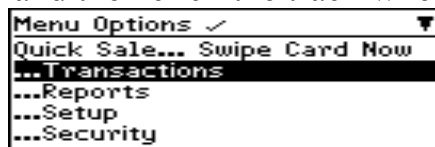
Send all Transactions Stored in Queue

Highlight the **Charge Anywhere** icon and then click the track wheel.

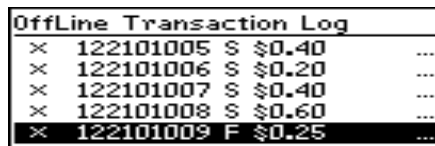


Charge Anywhere Icon

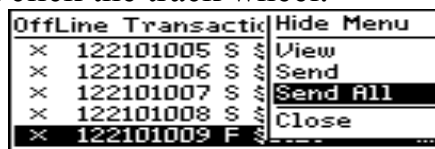
From the menu options highlight **Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



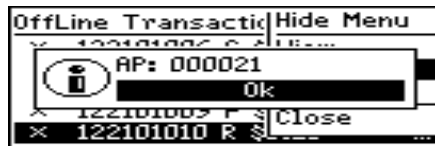
From the offline transaction log click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



Highlight **send all** and then click the track wheel.

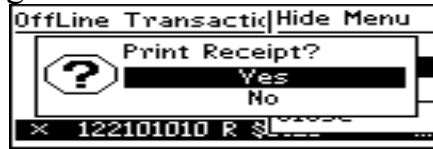


The information will then be encrypted for security and processing will begin. You will receive an approval code or decline. Click the track wheel.



[Send all Transactions Stored in Queue Continued](#)

You will then have the option to print a receipt. Highlight **Yes** by clicking the track wheel. By selecting no, the transaction is completed. For more information on printing receipts, refer to page 40.



Note: The last 3 steps of this process will repeat itself until all stored transactions are completed.

Reports

There are seven reports that you can access for information on your transactions, these are:

- **Current Day Transactions:** This report allows you to view all approved transactions that were processed for the current day.
- **Archive – 1st:** This report allows you to view transactions for your previous day transactions.
- **Archive – 2nd:** This report allows you to view transactions that occurred 2 days prior.
- **Archive – 3rd:** This report allows you to view transactions that occurred 3 days prior.
- **Card Type -** This report allows you view a summary of transactions by individual credit card type.
- **Grand Totals:** This report allows you to view a summary of all transactions by credit card type and a total for all transactions for the current day.
- **Tip Totals:** This report allows you to view sales by an individual or group of users. This is an industry specific report that is assigned by the merchant.
- **Host Totals:** This report is not available.

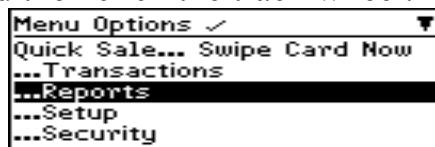
Current Day Transactions

Highlight the **Charge Anywhere** icon and then click the track wheel.

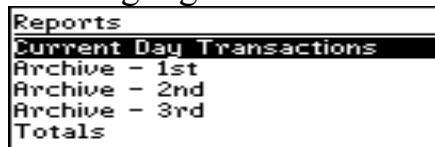


Charge Anywhere Icon

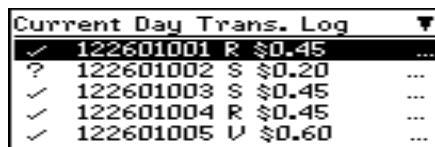
From the menu options highlight **Reports** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



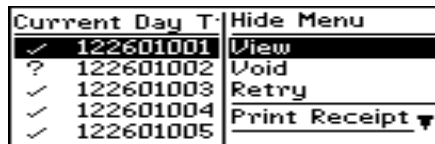
From the reports menu highlight **Current Day Transactions** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



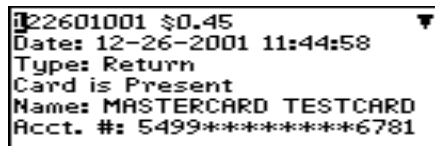
From the Current Day Trans, Log highlight the transaction you want and then click the track wheel.



Highlight **View** and then click the track wheel.

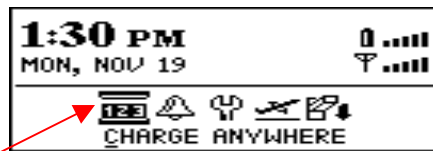


This screen will show details of the selected transaction.



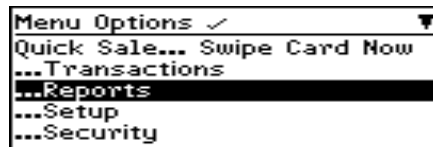
Archive 1st

Highlight the **Charge Anywhere** icon and then click the track wheel.

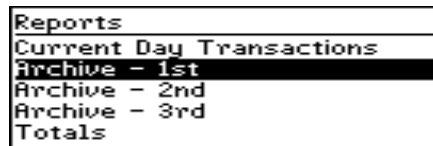


Charge Anywhere Icon

From the menu options highlight **Reports** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the reports menu highlight **Archive – 1st** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You now have the ability to view all transactions for the prior day. Highlight the one you want to view, click the track wheel and select view for the details.

AllTransactions				▲
✓	011402003	\$	\$0.10	...
?	011402004	\$	\$0.99	...
✓	011402005	\$	\$0.14	...
✓	011402006	\$	\$0.50	...
✓	011402007	\$	\$0.22	...

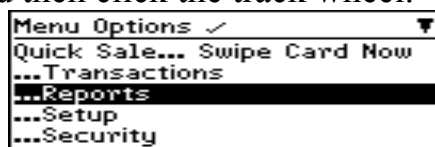
Archive 2nd

Highlight the **Charge Anywhere** icon and then click the track wheel.

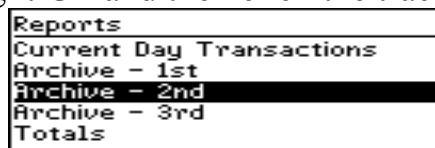


Charge Anywhere Icon

From the menu options highlight **Reports** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the reports menu highlight **Archive – 2nd** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.

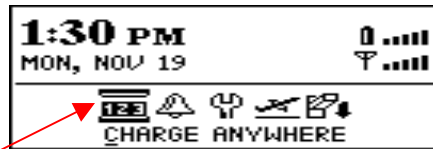


You now have the ability to view all transactions that were completed two days prior. Highlight the one you want to view, click the track wheel and select view for the details.

R2Transactions				▲
✓	010802004	\$	\$0.12	...
✓	010802006	\$	\$4.34	...
✓	010802007	\$	\$0.66	...
✓	010802009	\$	\$2.10	...
✓	010802011	\$	\$2.00	...

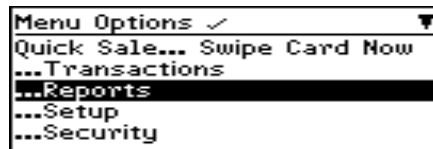
Archive 3rd

Highlight the **Charge Anywhere** icon and then click the track wheel.

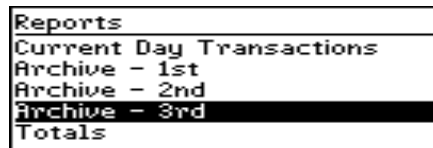


Charge Anywhere Icon

From the menu options highlight **Reports** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the reports menu highlight **Archive – 3rd** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.

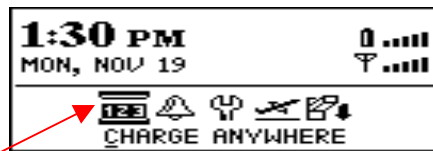


You now have the ability to view all transactions that were completed three days prior. Highlight the one you want to view, click the track wheel and select view for the details.

A3Transactions			▲
✓	010202010	\$ \$0.75	...
✓	010202011	\$ \$0.82	...
✓	010202012	\$ \$0.12	...
✓	010202013	\$ \$0.11	...
✓	010202014	\$ \$1.24	...

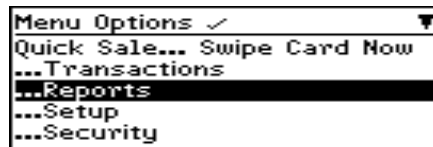
Card Type

Highlight the **Charge Anywhere** icon and then click the track wheel.

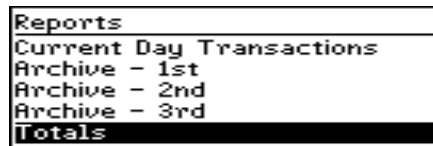


Charge Anywhere Icon

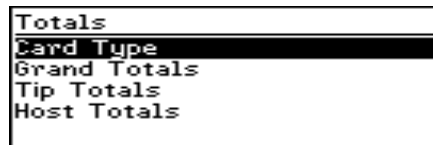
From the menu options highlight **Reports** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the reports menu highlight **Totals** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the totals menu highlight **Card Type** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You will then be prompted to choose card. Use the track wheel to select the desired card and then click the track wheel.



You now have the ability to view a summary of the transactions for the selected card type.



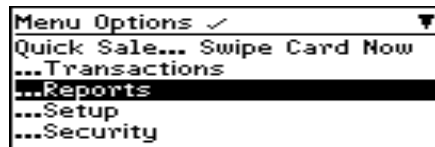
Grand Totals

Highlight the **Charge Anywhere** icon and then click the track wheel.

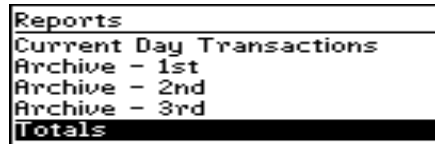


Charge Anywhere Icon

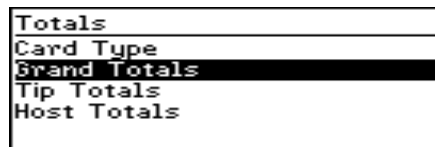
From the menu options highlight **Reports** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



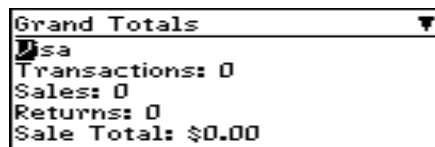
From the reports menu highlight **Totals** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the totals menu highlight **Grand Totals** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.

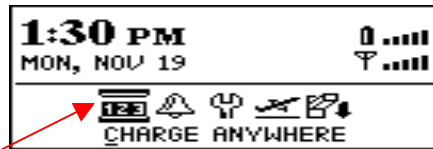


This screen will show the summary by credit card and the grand total of all credit cards.



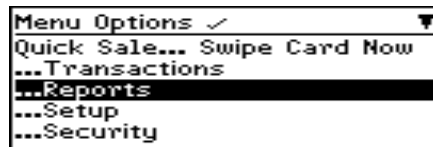
Tip Totals

Highlight the **Charge Anywhere** icon and then click the track wheel.

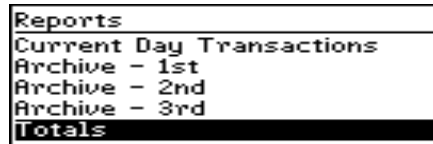


Charge Anywhere Icon

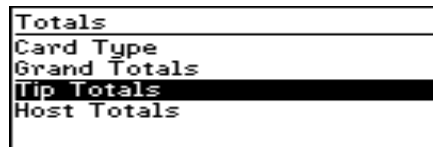
From the menu options highlight **Reports** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the reports menu highlight **Totals** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



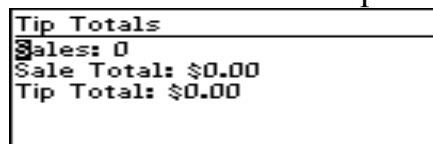
From the totals menu highlight **Tip Totals** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You will now be prompted to choose the criteria for the report. Highlight **All Servers** to view data on all users or highlight **By ServerId** to view an individual users data, and then click the track wheel.



*This screen will show the details of the selected report.



*Regardless of the criteria you choose, this screen will remain the same.

Setup

There are four options that you can choose from to setup your device and customize your Charge Anywhere software. These are:

- **Industry Type** – This is setup prior to shipment. If you require a change to this prompt, contact Comstar customer support.
- **Optional Prompts** – This allows you to customize your Charge Anywhere software with industry specific fields and text. The supported industries are Retail, Restaurant, Quick Rest, Taxi, Limousine, Delivery and Towing. This section will cover:

Accessing the optional prompts menu.

Available optional prompts.

- **Printer Setup** – This will setup your printer for use with the Charge Anywhere device
- **Receipt Header** – This will allow you to review the header that will print on your receipts. To change this you will need to contact Comstar customer support.

Enabling Optional Prompts

Enabling optional prompts is done from the Optional Prompts menu by highlighting the desired one, pressing the Y key, clicking the track wheel and selecting save.

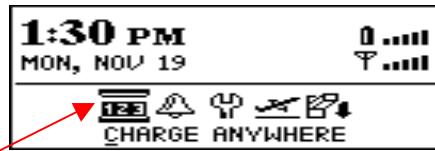
When enabling certain optional prompts you will be prompted at another screen to enter additional information. After entering the required information click the track and select save.

Disabling Optional Prompts

Disabling optional prompts is done from the optional prompts menu by highlighting the desired one, pressing the N key, clicking the track wheel and selecting save.

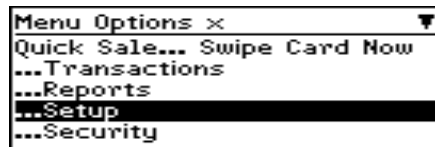
Accessing the Optional Prompts Menu

Highlight the **Charge Anywhere** icon and then click the track wheel.

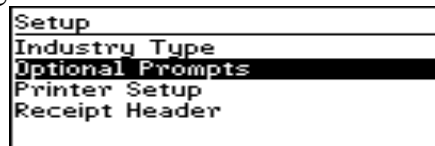


Charge Anywhere Icon

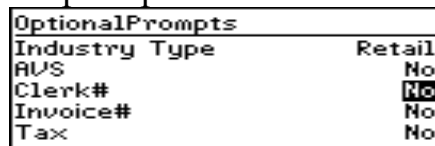
From the menu options highlight **Setup** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the setup menu highlight **Optional Prompts** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You are now at the optional prompts menu. From this menu you have the ability to enable and disable the optional prompts.



[Available Optional Prompts for Retail](#)

The Optional Prompts menu is where you would enable, disable and change the text for the desired options.

OptionalPrompts	
Industry Type	Retail
AVS	No
Operator#	No
Invoice#	No
Tax	No

The available optional text for **AVS** is: The text for this option cannot be changed. This option can only be enabled. When enabled AVS verifies that the address the customer provided you matches the billing address of the credit card. **Page 61**

The available optional text for **Operator#** is: Operator#, Clerk#, Driver#, Employee# and Vendor#. When enabled this option will allow you to track transactions for each ID assigned to your employees. Entering a predefined number that will automatically populate the field or manually entering it when prompted can do this. **Page 62**

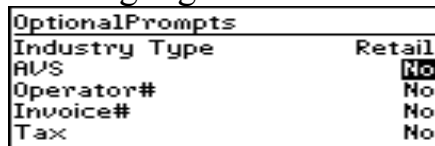
The available optional text for **Invoice#** is: Invoice#, Ticket#, Job# and Order#. When enabled this option will allow you to assign a number of your choice for each transaction. **Page 65**

The available optional text for **Tax** is: This option cannot be changed. This option can only be enabled. When enabled this option will allow you to apply tax to each transaction. You have the option to enter a predefined tax % that will automatically calculate with each transaction or you can manually enter a tax % for each sale. **Page 67**

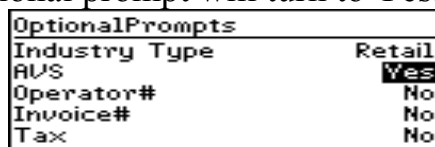
Note: Depending on the configuration of your pager, the optional text referenced as the default could differ. However, all options remain the same.

Enabling AVS for Retail

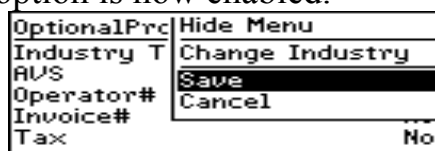
From the optional prompts menu highlight AVS.



Press the Y key and the optional prompt will turn to Yes.

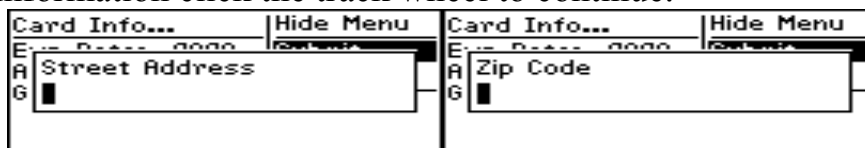


You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

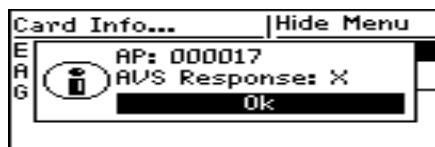


With the AVS option active the following changes will occur when processing a sale:

You will be prompted to enter the credit card's Street Address and Zip Code. Upon entering the information click the track wheel to continue.



When the transaction response is sent to you from the processor, there will be an AVS response code.



Enabling Operator# for Retail

From the optional prompts menu highlight **Operator#** and then press the **Y** key.

OptionalPrompts	
Industry Type	Retail
AUS	No
Operator#	No
Invoice#	No
Tax	No

From the operator# menu click the track wheel.

Operator#	
Choose Text	Operator#
Operator# =	

Highlight **Change Text** and then click the track wheel.

Operator#	Hide Menu
Choose Text	Change Text
Operator# =	Save
	Cancel

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

Operator#	Hide Menu
Choose Text	Change Text
0 Choose Text	Employee#

The text has now been changed from operator# to employee#.

Operator#	
Choose Text	Employee#
Employee#	

From the operator# menu, you have the option to leave the employee# text field blank which will prompt you to enter the employee# when completing a transaction.

Operator#	
Choose Text	Employee#
Employee#	█

[Enabling Operator# for Retail Continued](#)

Or you can highlight the employee# text field and enter an operator number of your choice which will automatically populate the operator number field when completing a transaction. Upon completion of this portion click the track wheel.

Operator#	
Choose Text	Employee#
Employee# 124	

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Operator#	
Choose Text	Hide Menu
Employee# 124	Change Text
	Save
	Cancel

From the optional prompts menu click the track wheel.

OptionalPrompts	
Industry Type	Retail
AUS	No
Employee#	Yes
Ticket#	No
Tax	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	
Industry T	Hide Menu
AUS	Change Industry
Employee#	Save
Ticket#	Cancel
Tax	No

With this option active and the text field blank the following changes will occur when processing a transaction:

Enabling Operator# for Retail Continued

You will be prompted to enter the employee# when processing a transaction. Upon entering the information click the track wheel to continue.

Sale	Hide Menu
1	Employee#
2	Employee#
3	123

The employee# you entered will be displayed when processing a transaction.

```

Please swipe card...
-----
Acct.#: █
Exp Date:
Employee#: 123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
  
```

When processing a transaction with a pre defined employee#, the employee# being displayed when processing a transaction is the only change that will occur.

```

Please swipe card...
-----
Acct.#: █
Exp Date:
Employee#: 124
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
  
```

Enabling Invoice# for Retail

From the optional prompts menu highlight **Invoice#** and then press the **Y** key.

OptionalPrompts	
Industry Type	Retail
AUS	No
Operator#	No
Invoice#	No
Tax	No

From the invoice# menu, click the track wheel.

Invoice#
Choose Text Invoice#

Highlight **Change Text** and then click the track wheel.

Invoice#	Hide Menu
Choose Text	Change Text
	Save
	Cancel

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

Invoice#	Hide Menu
Choose Text	Ticket#

The text has now been changed from invoice# to ticket#. Click the track wheel.

Invoice#
Choose Text Ticket#

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Invoice#	Hide Menu
Choose Text	Change Text
	Save
	Cancel

Enabling Invoice# for Retail Continued

From the optional prompts menu click the track wheel.

OptionalPrompts	
Industry Type	Retail
AUS	No
Operator#	No
Ticket#	Yes
Tax	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	Hide Menu
Industry T	Change Industry
AUS	Save
Operator#	Cancel
Ticket#	
Tax	No

With this option activated the following changes occur when processing a transaction.

You will be prompted to enter the Ticket# when processing a transaction. Upon entering the information click the track wheel to continue.

Sale	Hide Menu
1	Order
2	Ticket#
3	

The Ticket# you entered will be displayed when processing a transaction.

Please swipe card...	
Acct.#:	█
Exp Date:	
Ticket#:	123
Amount Of Sale:	\$ 0.10
Grand Total:	\$ 0.10

Enabling Tax for Retail

From the optional prompts menu highlight **TAX** and then press the **Y** key.

OptionalPrompts	
Industry Type	Retail
A/S	No
Operator#	No
Ticket#	No
Tax	Y

From the tax menu, you have the option of leaving the tax rate (%) text field blank, which will prompt you to enter the percentage of tax to charge when completing a transaction.

Tax
Tax Rate(%) = 0.00

Or you can highlight the **Tax Rate (%)** text field and enter the tax percentage that will automatically be charged to each sale processed. Upon completion of this portion click the track wheel.

Tax
Tax Rate(%) = 1.00

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Tax	Hide Menu
Tax Rate(%) = 1.00	Save
	Cancel

From the optional prompts menu click the track wheel.

OptionalPrompts	
Industry Type	Retail
A/S	No
Operator#	No
Ticket#	No
Tax	Yes

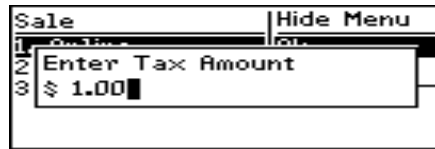
Enabling Tax for Retail Continued

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

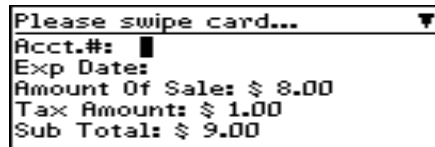


With the Tax option enabled and the tax rate% left at 0.00 the following changes will occur when processing a transaction:

You will be prompted to enter the Tax Amount when processing a transaction. Upon entering the information click the track wheel to continue.

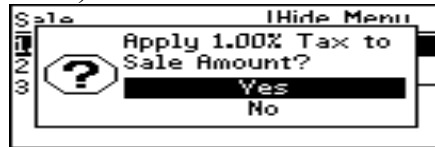


The tax amount you entered will be displayed and added to the total sale when processing a transaction.

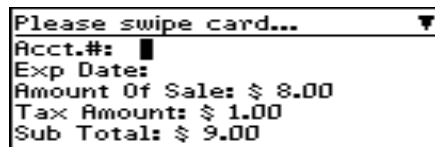


When processing a transaction with a pre defined tax amount, the following changes will occur when processing a transaction:

You will be prompted to confirm that you want to apply the predefined tax % to the transaction. Highlight **Yes** and then click the track wheel. (by selecting no, tax will not be applied to the transaction.)



The tax amount that you pre-defined will be displayed and added to the total sale when processing a transaction.



[Available Optional Prompts for Restaurant/Quick Restaurant](#)

The optional prompts menu is where you would enable, disable and change the text for the desired options.

OptionalPrompts		OptionalPrompts	
Industry Type	Restaurant	Invoice#	No
Server Id	No	Truck#	No
Ticket#	No	Food/Beverage	No
Table#	No	Tax	No
Food/Beverage	No	Tips	No

The available optional text for **Server Id** is: Server Id, Bartender Id and Waiter Id. When enabled this option will allow you to track transactions for each ID assigned to your employees. Entering a predefined number that will automatically populate the field or manually entering it when prompted can do this. **Page 70**

The available optional text for **Ticket #** is: Ticket#, Job#, Order# and Invoice#. When enabled this option will allow you to assign a number of your choice for each transaction. **Page 73**

The available optional text for **Table #** is: Table#, Station#, Register#, Trailer# Bike#, Truck#, Van#, Sedan# Car# and Cab#. When enabled this option will allow you to track transactions for each ID assigned to your employees. Entering a predefined number that will automatically populate the field or manually entering it when prompted can do this. **Page 75**

The available optional text for **Food/Beverage** is: Food and Take out. When this option is enabled and you are processing a transaction, the screen will prompt you to enter separate dollar amounts for the text that you select. The totals will then be combined when the transaction is processed. **Page 78**

The available optional text for **Tax** is: This option cannot be changed. This option can only be enabled. When enabled this option will allow you to apply tax to each transaction. You have the option to enter a predefined tax % that will automatically calculate with each transaction or you can manually enter a tax % for each sale. **Page 80**

The available optional text for **Tips** is: This option cannot be changed. This option can only be enabled. When enabled this option will allow you to add a tip amount to the total transaction. **Page 82**

Note: Depending on the configuration of your pager, the optional text referenced as the default could differ. However, all options remain the same.

Enabling Server ID for Restaurant/Quick Restaurant

From the optional prompts menu highlight **Server ID** and then press the **Y** key.

OptionalPrompts		▼
Industry Type	Restaurant	
Server Id		No
Ticket#		No
Truck#		No
Food/Beverage		No

From the server id menu click the track wheel.

Server Id	
Choose Text	Server Id
Server Id =	

Highlight **Change Text** and then click the track wheel.

Server Id	Hide Menu
Choose Text	Change Text
Server Id =	Save
	Cancel

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

Server Id	Hide Menu
Choose Text	Change Text
Server Id =	Bartender Id

The text has now been changed from server id to bartender id.

Server Id	
Choose Text	Bartender Id
Bartender Id	

From the server id menu you have the option to leave the bartender id text field blank, which will prompt you to enter the bartender id when completing a transaction.

Server Id	
Choose Text	Bartender Id
Bartender Id	

[Enabling The Server ID for Restaurant/Quick Restaurant Continued](#)

Or you can highlight the bartender id text field and enter a bartender id of your choice, which will automatically populate the bartender id field when completing a transaction. Upon completion of this portion click the track wheel.

Server Id	
Choose Text	Bartender Id
Bartender Id 124	

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Server Id	Hide Menu
Choose Text	Change Text
Bartender Id 1	Save
	Cancel

From the optional prompts menu click the track wheel.

OptionalPrompts	
Industry Type	Restaurant
Bartender Id	Yes
Ticket#	No
Truck#	No
Food/Beverage	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	Hide Menu
Industry T	Change Industry
Bartender	Save
Ticket#	Cancel
Truck#	
Food/Beverage	No

With this option enabled and the text field blank the following changes will occur when processing a transaction:

You will be prompted to enter the bartender id when processing a transaction. Upon entering the information click the track wheel to continue.

Sale	Hide Menu
1	
2	Bartender Id
3	123

[Enabling The Server ID for Restaurant/Quick Restaurant Continued](#)

The bartender id you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:
Exp Date:
Bartender Id: 123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

When processing a transaction with a pre defined bartender id, the bartender id being displayed, when processing a transaction is the only change that will occur.

```
Please swipe card...
Acct.#:
Exp Date:
Bartender Id: 124
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

Enabling Ticket # for Restaurant/Quick Restaurant

From the optional prompts menu highlight **Ticket#** and then press the **Y** key.

OptionalPrompts		▼
Industry Type	Restaurant	
Server Id		No
Ticket#		No
Truck#		No
Food/Beverage		No

From the ticket# menu, click the track wheel.

Ticket#	
Choose Text	Ticket#

Highlight **Change Text** and then click the track wheel.

Ticket#	Hide Menu
Choose Text	Change Text
	Save
	Cancel

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

Ticket#	Hide Menu
Choose Text	Job#

The text has now been changed from ticket# to job#. Click the track wheel.

Ticket#	
Choose Text	Job#

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Ticket#	Hide Menu
Choose Text	Change Text
	Save
	Cancel

Enabling Ticket # for Restaurant/Quick Restaurant Continued

From the optional prompts menu click the track wheel.

OptionalPrompts		▼
Industry Type	Restaurant	
Server Id		No
Job#		Yes
Truck#		No
Food/Beverage		No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	Hide Menu
Industry T	Change Industry
Server Id	Save
Job#	Cancel
Truck#	
Food/Beverage	No

With this option enabled the following changes occur when processing a transaction:

You will be prompted to enter the job# when processing a transaction. Upon entering the information click the track wheel to continue.

Sale	Hide Menu
1 Job#	
2 Job#	
3 124	

The job# you entered will be displayed when processing a transaction.

Please swipe card...	
Acct.#:	█
Exp Date:	
Job#:	124
Amount Of Sale:	\$ 0.10
Grand Total:	\$ 0.10

Enabling Table # for Restaurant/Quick Restaurant

From the optional prompts menu highlight **Table#** and then press the **Y** key.

OptionalPrompts		▼
Industry Type	Restaurant	
Server Id		No
Job#		No
Table#		NO
Food/Beverage		No

From the table# menu click the track wheel.

Table#	
Choose Text	Table#
Table# =	

Highlight **Change Text** and then click the track wheel.

Table#	Hide Menu
Choose Text	Change Text
Table# =	Save
	Cancel

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel

Table#	Hide Menu
Choose Text	Change Text
Table# =	Station#

The text has now been changed from table# to station#.

Table#	
Choose Text	Station#
Station#	█

From the table# menu, you have the option to leave the station# text field blank which will prompt you to enter the station# when completing a transaction.

Table#	
Choose Text	Station#
Station#	█

[Enabling Station # for Restaurant/Quick Restaurant Continued](#)

Or you can highlight the station# text field and enter a station number of your choice which will automatically populate the station number field when completing a transaction. Upon completion of this portion click the track wheel.

Table#	
Choose Text	Station#
Station# 124	

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Table#	Hide Menu
Choose Text	Change Text
Station# 124	Save
	Cancel

From the optional prompts menu click the track wheel.

OptionalPrompts	
Industry Type	Restaurant
Server Id	No
Job#	No
Station#	Yes
Food/Beverage	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	Hide Menu
Industry T	Change Industry
Server Id	Save
Job#	Cancel
Station#	
Food/Beverage	No

With this option enabled and the text field blank the following changes will occur when processing a transaction:

You will be prompted to enter the station# when processing a transaction. Upon entering the information click the track wheel to continue.

Sale	Hide Menu
1) Choose Item	Hide Menu
2) Station#	
3) 123	

[Enabling Station # for Restaurant/Quick Restaurant Continued](#)

The station# you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#: █
Exp Date:
Station#: 123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

When processing a transaction with a pre defined station#, the station# being displayed when processing a transaction is the only change that will occur.

```
Please swipe card...
Acct.#: █
Exp Date:
Station#: 124
Amount Of Sale: $ 0.01
Grand Total: $ 0.01
```

Enabling Food/Beverage for Restaurant/Quick Restaurant

From the optional prompts menu highlight **Food/Beverage** and then press the **Y** key.

OptionalPrompts		▼
Industry Type	Restaurant	
Server Id		No
Job#		No
Station#		No
Food/Beverage		NO

From the food menu click the track wheel.

Food	
Food	Food

Highlight **Change Text** and then click the track wheel.

Food	Hide Menu
Food	Change Text
	Save
	Cancel

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel

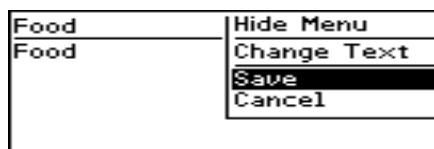
Food	Hide Menu
Food	Change Text
Choose Text	Take Out

The text has now been changed from food to take out. Click the track wheel.

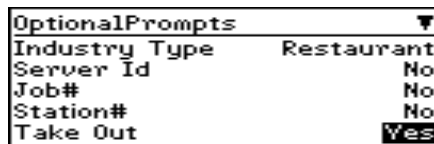
Food	
Food	Take Out

Enabling Food/Beverage for Restaurant/Quick Restaurant Continued

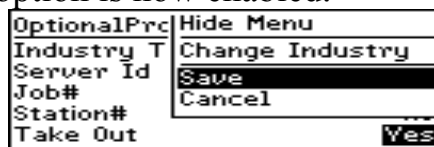
You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.



From the optional prompts menu click the track wheel.



You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.



With this option enabled the following changes will occur when processing a transaction:

You will be prompted to enter the take out amount when processing a transaction. Upon entering the information you will click the track wheel to proceed. Take out will appear on your transaction.



Enabling Tax for Restaurant/Quick Restaurant

From the optional prompts menu highlight **TAX** and then press the **Y** key.

OptionalPrompts		▲
Job#	No	
Station#	No	
Food/Beverage	No	
Tax	NO	
Tips	No	

From the tax menu, you have the option of leaving the tax rate (%) # text field blank which will prompt you to enter the percentage of tax to charge when completing a transaction.

Tax
Tax Rate(%) = 0.00

Or you can highlight the **Tax Rate (%)** text field and enter the tax percentage that will automatically be charged to each sale processed. Upon completion of this portion click the track wheel.

Tax
Tax Rate(%) = 4.00

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Tax	Hide Menu
Tax Rate(%) = 4.00	Save
	Cancel

From the optional prompts menu click the track wheel.

OptionalPrompts		▲
Job#	No	
Station#	No	
Food/Beverage	No	
Tax	Yes	
Tips	No	

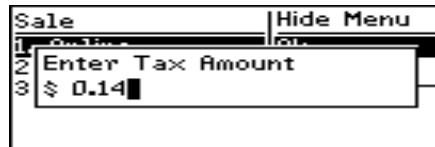
[Enabling Tax for Restaurant/Quick Restaurant Continued](#)

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

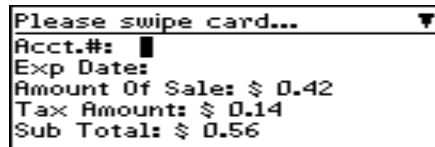


With the Tax option enabled and the tax rate% left at 0.00 the following changes will occur when processing a transaction:

You will be prompted to enter the tax amount when processing a transaction. Upon entering the information click the track wheel to continue.

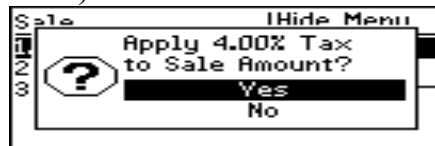


The tax amount you entered will be displayed and added to the total sale when processing a transaction.

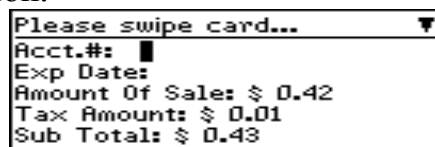


When processing a transaction with a pre defined tax amount, the following changes will occur when processing a transaction:

You will be prompted to confirm that you want to apply the predefined tax % to the transaction. Highlight **Yes** and then click the track wheel. (by selecting no, tax will not be applied to the transaction.)



The tax amount that you pre-defined will be displayed and added to the total sale when processing a transaction.



Enabling Tips for Restaurant/Quick Restaurant

From the optional prompts menu highlight **Tips** and then press the **Y** key.

OptionalPrompts		▲
Job#	No	
Station#	No	
Food/Beverage	No	
Tax	No	
Tips	No	Y

The Tips prompt changes to yes, click the track wheel.

OptionalPrompts		▲
Job#	No	
Station#	No	
Food/Beverage	No	
Tax	No	
Tips	Yes	

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc		Hide Menu
Job#		Change Industry
Station#		Save
Food/Bever		Cancel
Tax	no	
Tips	Yes	

There are two available options with this prompt. They are tip amount known and tip amount unknown. Please see Types of Transactions page 21 and 26 for details.

[Optional Prompts for Taxi, Limousine, Delivery and Towing](#)

The optional prompts menu is where you would enable, disable and change the text for the desired options.

OptionalPrompts	▲▼	OptionalPrompts	▲
Hook-up	No	Time On	No
Truck#	No	Time Off	No
Operator#	No	Tolls	No
Ticket#	No	Extras	No
Trip Miles	<input checked="" type="checkbox"/>	Tips	<input checked="" type="checkbox"/>

The available optional text for Hook-up is: This option cannot be changed. This option can only be enabled. When enabled this option will prompt you to enter the hook-up amount when processing a transaction. **This optional prompt is only available for towing. Page 84**

The available optional text for **Truck#** is: Truck#, Cab#, Sedan#, Van#, Truck#, Bike#, Trailer#, Table#, Station# and Register#. When enabled this option will allow you to track transactions for each ID assigned to your employees. Entering a predefined number that will automatically populate the field or manually entering it when prompted can. **Page 86**

The available optional text for **Operator#** is: Operator#, Clerk#, Driver#, Employee# and Vendor#. When enabled this option will allow you to track transactions for each ID assigned to your employees. Entering a predefined number that will automatically populate the field or manually entering it when prompted can do this. **Page 89**

The available optional text for **Ticket #** is: Ticket#, Job#, Order# and Invoice#. When enabled this option will allow you to assign a number of your choice for each transaction. **Page 92**

The available optional text for **Trip Miles** is: Trip Miles and Mileage. When enabled this option will prompt you to enter the mileage for the trip when processing a transaction. **Page 94**

The available optional text for **Time On** is: This option cannot be changed. This option can only be enabled. When enabled this option will prompt you to enter the time on for the trip when a transaction is processed. **Page 96**

[Optional Prompts for Taxi, Limousine, Delivery and Towing Continued.](#)

The available optional text for **Time Off** is: This option cannot be changed. This option can only be enabled. When enabled this option will prompt you to enter the time off for the trip when a transaction is processed. **Page 97**

The available optional text for **Tolls** is: This option cannot be changed. This option can only be enabled. When enabled this option will prompt you to enter the amount of tolls to be added to the transaction. **Page 98**

The available optional text for **Extras** is: This option cannot be changed. This option can only be enabled. When enabled this option will prompt you to enter any extra charges that need to be included in the transaction. **Page 99**

The available optional text for **Tips** is: This option cannot be changed. This option can only be enabled. When enabled this option will allow you to add a tip amount to the total transaction. **Page 100**

Note: Depending on the configuration of your pager, the optional text referenced as the default could differ. However, all options remain the same.

Enabling Hook-Up for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Hook-up** and then press the **Y** key.

OptionalPrompts	
Industry Type	Towing
Hook-up	No
Truck#	No
Operator#	No
Ticket#	No

The optional prompt will turn to Yes. Click the track wheel to continue.

OptionalPrompts	
Hook-up	Yes
Truck#	No
Operator#	No
Ticket#	No
Trip Miles	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	Hide Menu
Hook-up	Change Industry
Truck#	Save
Operator#	Cancel
Ticket#	No
Trip Miles	No

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter the hook-up cost when processing a transaction. Upon entering the information, click the track wheel to continue.

Sale	Hide Menu
1	Hook-up
2	Hook-up
3	\$ 8.00

The hook up amount entered will be displayed when processing a transaction.

Please swipe card...	
Acct.#:	
Exp Date:	
Hook-up:	8.00
Grand Total:	\$ 8.00

Enabling Truck# for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Truck#** and then press the **Y** key.

OptionalPrompts	
Industry Type	Limousine
Truck#	No
Employee#	No
Job#	No
Trip Miles	No

From the truck# menu click the track wheel.

Truck#	
Choose Text	Truck#
Truck# =	

Highlight **Change Text** and then click the track wheel.

Truck#	Hide Menu
Choose Text	Change Text
Truck# =	Save
	Cancel

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel

Truck#	Hide Menu
Choose Text	Change Text
Truck# =	Van#

The text has now been changed from truck# to van#.

Truck#	
Choose Text	Van#
Van#	

From the truck# menu, you have the option to leave the van# text field blank which will prompt you to enter the van# when completing a transaction.

Truck#	
Choose Text	Van#
Van#	

[Enabling Truck# for Taxi, Limousine, Delivery and Towing Continued](#)

Or you can highlight the van# text field and enter a van number of your choice which will automatically populate the van number field when completing a transaction. Upon completion of this portion click the track wheel.

Truck#	
Choose Text	Van#
Van# 124	

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Truck#	Hide Menu
Choose Text	Change Text
Van# 124	Save
	Cancel

From the optional prompts menu click the track wheel.

OptionalPrompts	
Industry Type	Limousine
Van#	Yes
Employee#	No
Job#	No
Trip Miles	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. The van# option is now enabled.

OptionalPrc	Hide Menu
Industry T	Change Industry
Van#	Save
Employee#	Cancel
Job#	
Trip Miles	No

With this option enabled and the text field blank the following changes will occur when processing a transaction:

You will be prompted to enter the station# when processing a transaction. Upon entering the information click the track wheel to continue.

Sale	Hide Menu
1	
2	Van#
3	123

[Enabling Truck# for Taxi, Limousine, Delivery and Towing Continued](#)

The van# you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#: █
Exp Date:
Van#: 123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

When processing a transaction with a pre defined van#, the van# being displayed when processing a transaction is the only change that will occur.

```
Please swipe card...
Acct.#: █
Exp Date:
Van#: 124
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

Enabling Operator# for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Operator#** and then press the **Y** key.

OptionalPrompts		▼
Industry Type	Limousine	
Van#		No
Operator#		No
Job#		No
Trip Miles		No

From the operator# menu click the track wheel.

Operator#	
Choose Text	Operator#
Operator# =	

Highlight **Change Text** and then click the track wheel.

Operator#	Hide Menu
Choose Text	Change Text
Operator# =	Save
	Cancel

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

Operator#	Hide Menu
Choose Text	Change Text
0 Choose Text	Employee#

The text has now been changed from operator# to employee#.

Operator#	
Choose Text	Employee#
Employee#	

From the operator# menu, you have the option to leave the employee# text field blank which will prompt you to enter the employee# when completing a transaction.

Operator#	
Choose Text	Employee#
Employee#	█

[Enabling Operator# for Taxi, Limousine, Delivery and Towing Continued](#)

Or you can highlight the employee# text field and enter the employee number of your choice which will automatically populate the employee number field when completing a transaction. Upon completion of this portion click the tack wheel.

Operator#
Choose Text Employee#
Employee# 124

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Operator#	Hide Menu
Choose Text	Change Text
Employee# 124	Save
	Cancel

From the optional prompts menu click the track wheel.

OptionalPrompts	
Industry Type	Limousine
Van#	No
Employee#	Yes
Job#	No
Trip Miles	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	Hide Menu
Industry T	Change Industry
Van#	Save
Employee#	Cancel
Job#	
Trip Miles	No

With this option enabled and the text field blank the following changes will occur when processing a transaction:

You will be prompted to enter the employee# when processing a transaction. Upon entering the information click the track wheel to continue.

Sale	Hide Menu
1	
2	Employee#
3	

[Enabling Operator# for Taxi, Limousine, Delivery and Towing Continued](#)

The employee# you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#: █
Exp Date:
Employee#: 123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

When processing a transaction with a pre defined employee#, the employee# being displayed when processing a transaction is the only change that will occur.

```
Please swipe card...
Acct.#: █
Exp Date:
Employee#: 124
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

Enabling Ticket # for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Ticket#** and then press the **Y** key.

OptionalPrompts		▼
Industry Type	Limousine	
Truck#	No	
Operator#	No	
Ticket#	NO	
Trip Miles	No	

From the ticket# menu, click the track wheel.

Ticket#	
Choose Text	Ticket#

Highlight **Change Text** and then click the track wheel.

Ticket#	Hide Menu
Choose Text	Change Text
	Save
	Cancel

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

Ticket#	Hide Menu
Choose Text	Change Text
Choose Text	Job#

The text has now been changed from ticket# to job#. Click the track wheel.

Ticket#	
Choose Text	Job#

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Ticket#	Hide Menu
Choose Text	Change Text
	Save
	Cancel

[Enabling Ticket # for Taxi, Limousine, Delivery and Towing Continued](#)

From the optional prompts menu click the track wheel.

OptionalPrompts	
Industry Type	Limousine
Truck#	No
Operator#	No
Job#	Yes
Trip Miles	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	
Industry T	Change Industry
Truck#	Save
Operator#	Cancel
Job#	
Trip Miles	No

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter the job# when processing a transaction. Upon entering the information click the track wheel to continue.

Sale		Hide Menu
1	Job#	
2	124	
3		

The job# you entered will be displayed when processing a transaction.

Please swipe card...	
Acct.#:	
Exp Date:	
Job#:	124
Amount Of Sale:	\$ 0.10
Grand Total:	\$ 0.10

Enabling Trip Miles for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Trip Miles** and then press the **Y** key.

OptionalPrompts		▼
Industry Type	Limousine	
Truck#	No	
Operator#	No	
Job#	No	
Trip Miles	No	Y

From the trip miles menu, click the track wheel.

Trip Miles	
Choose Text	Trip Miles

Highlight **Change Text** and then click the track wheel.

Trip Miles	Hide Menu
Choose Text	Change Text
	Save
	Cancel

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

Trip Miles	Hide Menu
Choose Text	Change Text
	Mileage

The text has now been changed from trip miles to mileage. Click the track wheel.

Trip Miles	
Choose Text	Mileage

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

Trip Miles	Hide Menu
Choose Text	Change Text
	Save
	Cancel

[Enabling Trip Miles for Taxi, Limousine, Delivery and Towing Continued](#)

From the optional prompts menu click the track wheel.

OptionalPrompts		▼
Industry Type	Limousine	
Truck#	No	
Operator#	No	
Job#	No	
Mileage	Yes	

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc		Hide Menu
Industry T	Change Industry	
Truck#	Save	
Operator#	Cancel	
Job#		
Mileage	Yes	

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter the mileage when processing a transaction. Upon entering the information you will click the track wheel to proceed.

Sale		Hide Menu
1	Operator#	
2	Mileage	
3	0.00	

The mileage you entered will be displayed when processing a transaction.

Please swipe card...	
Acct.#:	█
Exp Date:	
Mileage:	12.22
Amount Of Sale:	\$ 0.10
Grand Total:	\$ 0.10

Enabling Time On for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Time On** and then press the **Y** key.

OptionalPrompts		▲▼
Operator#	No	
Job#	No	
Mileage	No	
Time On	Yes	
Time Off	No	

The time on line will change to **Yes**. Click the track wheel to continue.

OptionalPrompts		▲▼
Operator#	No	
Job#	No	
Mileage	No	
Time On	Yes	
Time Off	No	

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc		Hide Menu
Operator#		Change Industry
Job#		Save
Mileage		Cancel
Time On	Yes	
Time Off	No	

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter time on when processing a transaction. Upon entering the information click the track wheel to continue.

Sale		Hide Menu
1	Time On	
2	2:00	
3		

Time is entered in the 24-hour format.

The time on you entered will be displayed when processing a transaction.

Please swipe card...	
Acct.#:	
Exp Date:	
Time On:	2:00
Amount Of Sales:	\$ 0.10
Grand Total:	\$ 0.10

Enabling Time Off for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Time Off** and then press the **Y** key.

OptionalPrompts ▲	
Time On	No
Time Off	NO
Tolls	No
Extras	No
Tips	No

The time off line will change to **Yes**. Click the track wheel to continue.

OptionalPrompts ▲	
Time On	No
Time Off	YES
Tolls	No
Extras	No
Tips	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	Hide Menu
Time On	Change Industry
Time Off	Save
Tolls	Cancel
Extras	No
Tips	No

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter time off when processing a transaction. Upon entering the information click the track wheel to continue.

Sale	Hide Menu
1	Time Off
2	3:00
3	

Time is entered in the 24-hour format.

The time off you entered will be displayed when processing a transaction.

Please swipe card...	
Acct.#:	█
Exp Date:	
Time Off:	3:00
Amount Of Sales:	\$ 0.25
Grand Total:	\$ 0.25

Enabling Tolls for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Tolls** and then press the **Y** key.

OptionalPrompts	▲
Time On	No
Time Off	No
Tolls	NO
Extras	No
Tips	No

The tolls line will change to **Yes**. Click the track wheel to continue.

OptionalPrompts	▲
Time On	No
Time Off	No
Tolls	Yes
Extras	No
Tips	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	Hide Menu
Time On	Change Industry
Time Off	Save
Tolls	Cancel
Extras	No
Tips	No

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter the tolls amount when processing a transaction. Upon entering the information, click the track wheel to continue.

Sale	Hide Menu
1	...
2	Tolls
3	\$ 2.00

The tolls amount you entered will be displayed when processing a transaction.

Please swipe card...
Acct.#: █
Exp Date:
Amount Of Sale: \$ 0.10
Tolls: \$ 2.00
Grand Total: \$ 2.10

Enabling Extras for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Extras** and then press the **Y** key.

OptionalPrompts ▲	
Time On	No
Time Off	No
Tolls	No
Extras	No
Tips	No

The extras line will change to **Yes**. Click the track wheel to continue.

OptionalPrompts ▲	
Time On	No
Time Off	No
Tolls	No
Extras	Yes
Tips	No

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

OptionalPrc	Hide Menu
Time On	Change Industry
Time Off	Save
Tolls	Cancel
Extras	
Tips	Yes

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter the extras amount when processing a transaction. Upon entering the information, click the track wheel to continue.

Sale	Hide Menu
1 Extras	OK
2 Extras	
3 \$ 0.10	

The extras amount you entered will be displayed when processing a transaction.

Please swipe card...	
Acct.#:	█
Exp Date:	
Amount Of Sale:	\$ 0.10
Extras:	\$ 0.10
Grand Total:	\$ 0.20

Enabling Tips for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Tips** and then press the **Y** key.

OptionalPrompts ▲	
Time On	No
Time Off	No
Tolls	No
Extras	No
Tips	No

The Tips prompt changes to yes, click the track wheel.

OptionalPrompts ▲	
Time On	No
Time Off	No
Tolls	No
Extras	No
Tips	Yes

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

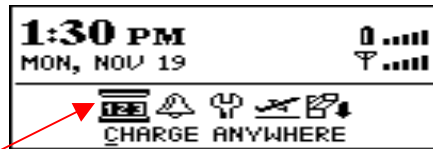
OptionalPrc	
Time On	no
Time Off	no
Tolls	no
Extras	no
Tips	Yes

Hide Menu	
Change Industry	
Save	
Cancel	

There are two available options with this prompt. They are tip amount known and tip amount unknown. Please see Types of Transactions page 21 and 26 for details.

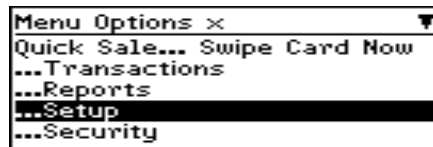
Printer Setup

Highlight the **Charge Anywhere** icon and then click the track wheel.

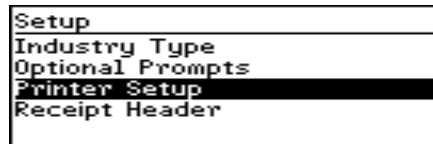


Charge Anywhere Icon

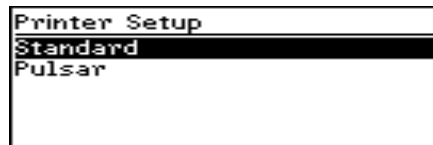
From the menu options highlight **Setup** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the setup menu highlight **Printer Setup** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.

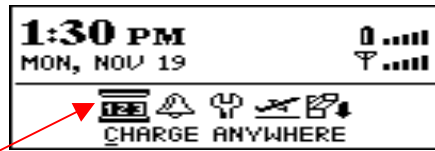


From the printer setup menu highlight the printer that you purchased and then click the track wheel.



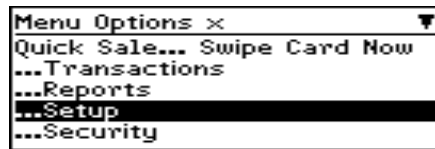
Receipt Header

Highlight the **Charge Anywhere** icon and then click the track wheel.

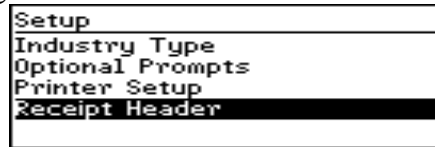


Charge Anywhere Icon

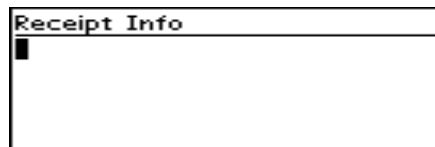
From the menu options highlight **Setup** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the setup menu highlight **Receipt Header** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the receipt info screen you are able to view what the receipt will look like. This is changed wirelessly by contacting Comstar Interactive Corp. customer support.



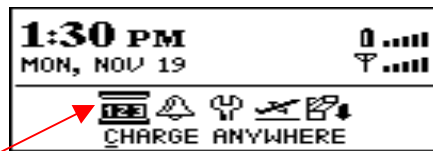
Security

You have the option to set different levels of security on your Charge Anywhere device for your protection. These are:

- Fraud Control – This feature has two options. The first requires the merchant to enter the last 4 digits of the credit card number before a transaction can be processed. The second feature provides the option to display the credit card holders name and credit card number when a transaction is processed. The steps to complete both of these are listed below in order.
- Transaction Security – This feature restricts access to the different transactions.
- Application Security – This feature requires the merchant to enter a password prior to accessing any of the Charge Anywhere options.
- Manager Password – This feature will require the merchant to enter a password before any adjustments can be made to the security settings on the device.
- Halo – This feature places a limit on the maximum amount that the merchant can process a sale and or return for.

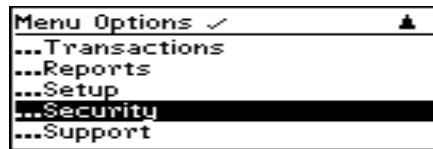
Fraud Control

Highlight the **Charge Anywhere** icon and then click the track wheel.



Charge Anywhere Icon

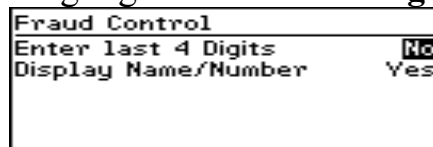
From the menu options highlight **Security** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the security menu highlight **Fraud Control** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the fraud control menu highlight **Enter last 4 Digits**.



Press the Y key to change this option to Yes and then click the track wheel. (By pressing the N button the option will change to no and this feature is disabled.)

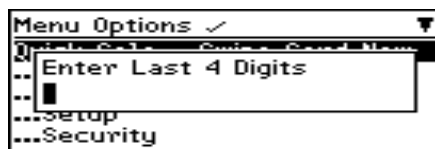


You will then be prompted to save or cancel the changes. Highlight **Save** and then click the track wheel. This feature is now enabled.

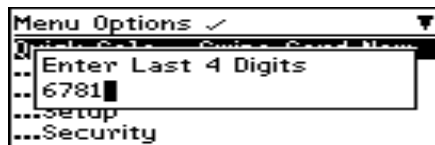


Fraud Control Continued

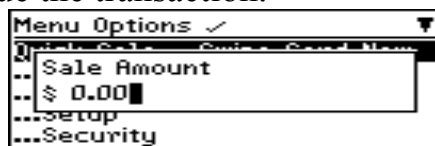
With this security feature enabled you will be prompted with the following screen when processing a sale.



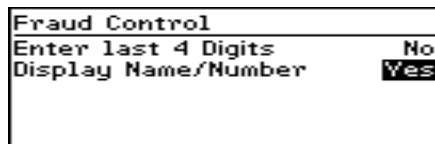
Enter the last four digits of the credit card number and then click the track wheel.



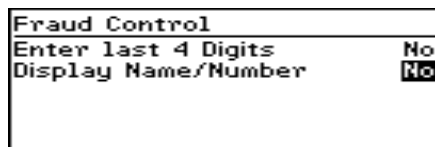
You are now able to continue the transaction.



To enable the option so the credit card holders name and credit card number are not displayed, follow steps 1 and 2 above. And then from the fraud control menu highlight **Display Name/Number**.



Press the N key to change this option to No and then click the track wheel. (By pressing the Y button the option will change to yes and the information will be displayed.)

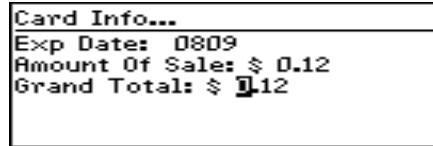


You will then be prompted to save or cancel the changes. Highlight **Save** and then click the track wheel. This feature is now enabled.



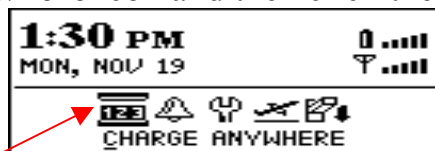
Fraud Control Continued

When a transaction is processed with this security feature activated the card information screen will appear like this.



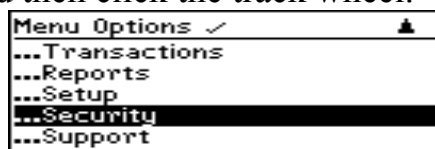
Transaction Security

Highlight the **Charge Anywhere** icon and then click the track wheel.

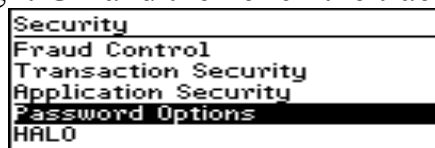


Charge Anywhere Icon

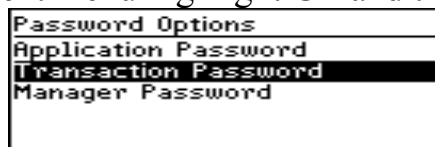
From the menu options highlight **Security** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the security menu highlight **Password Options** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the password options menu highlight **Transaction Password** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You will then be prompted to enter a trans action password.



Enter the desired password and then click the track wheel.



Transaction Security Continued

You will then be prompted to save or cancel the changes. Highlight **Save** and then click the track wheel.



You will then be prompted to confirm the password. This option is now enabled.



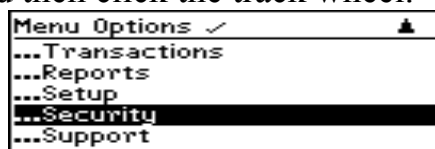
Application Security

Highlight the **Charge Anywhere** icon and then click the track wheel.

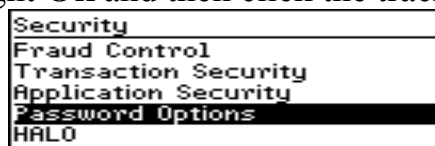


Charge Anywhere Icon

From the menu options highlight **Security** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the security menu highlight **Password Options** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



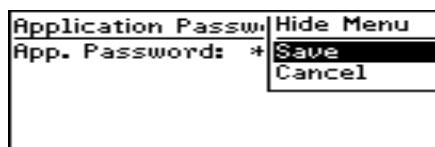
From the password options menu highlight **Application Password** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the application password menu enter the desired password and then click the track wheel.



You will then be prompted to save or cancel the changes. Highlight **Save** and then click the track wheel.



Application Security Continued

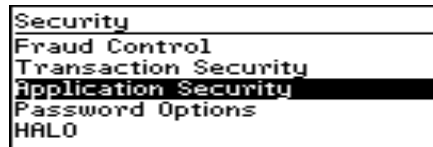
You will then be prompted to confirm the password.



Enter the password and then click the track wheel.



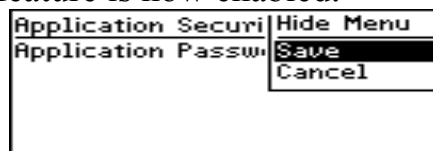
Follow steps one and two above to return to the security menu. From the security menu highlight **Application Security** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the application security menu highlight **Application Password** then Press the Y key to change this option to Yes. Click the track wheel. (By pressing the N button the option will change to No and the password will be disabled)



You will then be prompted to save or cancel the changes. Highlight **Save** and then click the track wheel. This feature is now enabled.



Before a transaction is processed with this security feature enabled the merchant must enter the password.



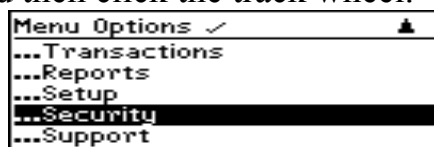
Manager Password

Highlight the **Charge Anywhere** icon and then click the track wheel.

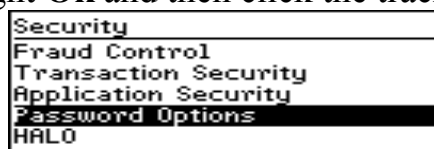


Charge Anywhere Icon

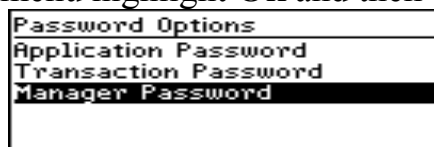
From the menu options highlight **Security** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the security menu highlight **Password Options** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the password options menu highlight **Manager Password** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the manager password menu enter the desired password and then click the track wheel.



You will then be prompted to save or cancel the changes. Highlight **Save** and then click the track wheel.



Manager Password Continued

You will then be prompted to confirm the password.



Enter the password and then click the track wheel. This feature is now enabled.



When attempting to access the security settings on the device with this feature enabled the merchant will be prompted to enter the manager password before they can proceed.



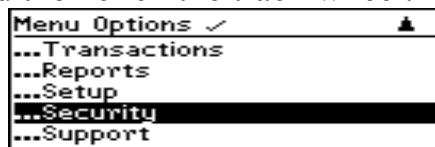
Halo

Highlight the **Charge Anywhere** icon and then click the track wheel.

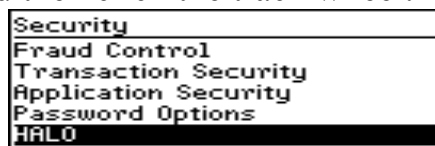


Charge Anywhere Icon

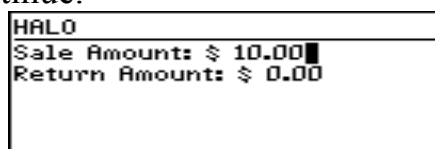
From the menu options highlight **Security** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



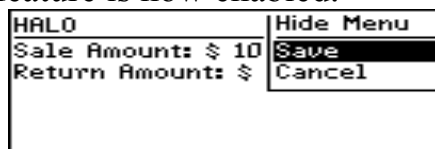
From the security menu highlight HALO and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



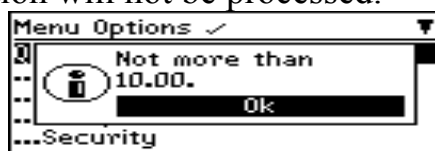
From the halo menu highlight **Sale Amount** and enter the desired amount. Click the track wheel. To set a limit on a return amount highlight **Return Amount** and enter the desired amount and continue.



You will then be prompted to save or cancel the changes. Highlight **Save** and then click the track wheel. This feature is now enabled.

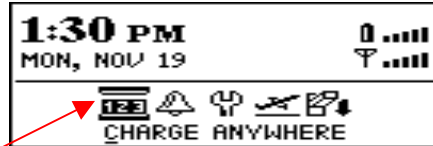


If the merchant attempts a transaction over the set amount the following message will appear and the transaction will not be processed.



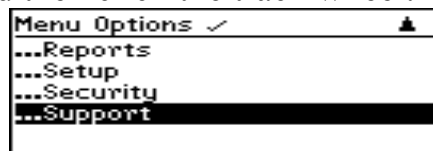
Customer Support

To locate the Comstar Interactive Corp. customer support telephone number, highlight the **Charge Anywhere** icon and then click the track wheel.



Charge Anywhere Icon

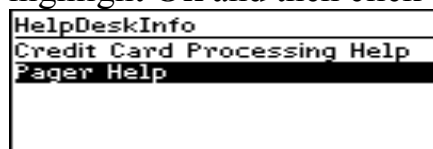
From the menu options highlight **Support** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



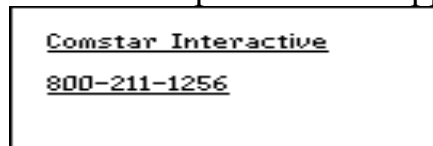
From the support menu highlight **Help Desk Info** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the help desk information menu highlight **Pager Help** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.

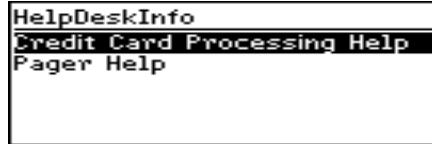


The number for Comstar Interactive Corp. customer support is displayed.

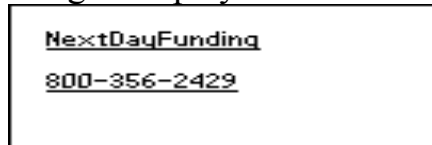


[Customer Support Continued](#)

For next day funding questions from the help desk information menu highlight Credit Card Processing Help and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel



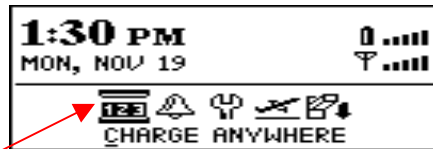
The number for next day funding is displayed.



FAQ

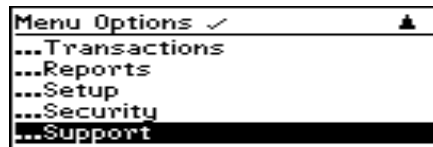
To assist you with basic troubleshooting of your device we have added FAQ's on-line. To access this information you would do the following:

To locate the Comstar Interactive Corp. customer support telephone number, highlight the **Charge Anywhere** icon and then click the track wheel.

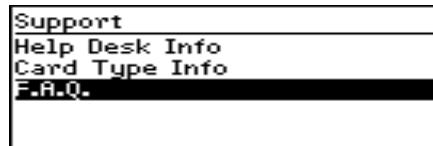


Charge Anywhere Icon

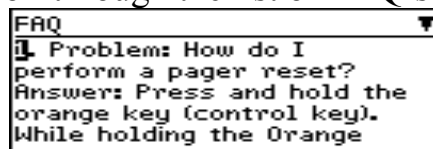
From the menu options highlight **Support** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



From the support menu highlight F.A.Q., and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.



You will now be able to scroll through the list of FAQ's



[AVS Result Codes](#)

An AVS check is performed when the customer's address is entered into the system.

AVS verifies that the information entered matches what the credit card company has for billing purposes. If the AVS check fails it is the merchant's decision to accept or reject the sale.

NDC eCommerce returns one of the following codes as part of the authorization response for AVS:

Code	Description
A	Address matches, zip code does not match.
E	Edit error: for example, AVS not allowed for this transaction
G	Global non-AVS participant
N	No: address and zip code do not match.
R	Retry: system unavailable or times out.
S	Service not Supported: Issuer does not support AVS at Visa, INAS or the issuer processing center.
U	Unavailable: address information not verified for domestic transactions
W	Whole Zip: nine digit zip code matches, address does not match
X	EXact: address and nine digit zip code match.
Y	Yes: address and five digit zip code match.
Z	Zip: five digit zip code matches, address does not match.