**EMV QRG – FD130**

**Sale Option 1 (swiping or using EMV card)**
1. Insert Chip card or swipe Magnetic strip
2. Enter the amount
3. If prompted, instruct the customer to enter PIN
   *The terminal goes online and completes the transaction
   *If approved, Receipt(s) print
   *Chip Card: removed when prompted

**Sale Option 2 (swiping or manually entered)**
1. Press Sale
2. Enter the amount
3. Swipe or manually key in card
4. Enter expiration date
5. Enter **CVV2** (3-digit code on back of card) -or- **To Bypass** choose 3. Skip Input
6. **NOTE – IMPORTANT TO RECEIVE LOWEST RATE POSSIBLE**
   a. **Street Address** -Enter NUMBERS from cardholder billing address. (if 7107 E 1st, enter 7107; P.O. Box 123 , enter 123)
   b. **Zip** –Enter the zip code from cardholder billing address.
   *The terminal goes online and completes the transaction

**Applepay/Googlewallet/Contactless cards**
1. Press Sale
2. Enter Amount
3. Hold iPhone/Contactless card over terminal
4. If prompts for customer code enter to bypass
5. If prompt for TAX press enter on TAX EXEMPT
   *The terminal goes online and completes the transaction
   *If approved, Receipt(s) print

**Credit Refund**
1. Press other
2.
3. Select Refund
4. Enter amount
5. Swipe or manually key in card
6. If prompted, select credit
   *The terminal completes the refund
   *Refund receipt prints
Void Transaction

1. Press Other
2. Press More
3. Select Void
4. Enter the SEQ# from the receipt
5. Confirm the transaction by selecting OK
   *The terminal performs a reversal
   *The terminal prints a void receipt

FORCED Sale (to use authorization from previous voided sale)

1. Press Other
2. Press More 2X
3. Press Force
4. Enter amount
5. Swipe Card or manually key in card
   *The terminal goes online and completes the transaction
   *Receipt(s) print

Reprint Receipt

1. Press Other
2. Press Reprint
3. Enter a transaction SEQ# or press Enter to reprint the last transaction
   *The terminal re-prints the receipt

Print Reports (before batching out)

1. Press Other
2. Select Report
3. Select Print Reports
4. Select the desired report type to print
   *Report prints
5. Press the red [X] key or the back button to return to the start screen

Batch Settle

1. Press Other
2. Select Close Batch
3. Review the screen, then select OK to confirm totals
   *The device connects to the host and completes the batch settlement process
   *The terminal will update any EMV updates during process