

Telium Series RETAIL

Quick Reference Guide

Quick Reference Guide				
Credit Card Sale	Credit Card Sale			
(Swiped)	(Key Entered)	Credit Card Return	Guide to Keys	
Swipe/Tap Card*	Press	Press	Use to Set	
or press		2	Language	
	> Select 1 - CREDIT		O ENTER Key	
> Select 1 - CREDIT		> Enter the password and	(Green)	
F	Enter the Sale amount and	press	Note: ENTER Key at Idle will also access a Main Menu of functions.	
Enter the Sale amount and press	press		a riam riena en lancación.	
Proce	Manually enter the card	> Select 1 - CREDIT	< CLEAR Key	
> If 1 key was pressed,	number and press	Enter the Return amount	(Yellow) CANCEL Key	
Swipe/Tap Card*	0	and press	(Red)	
	Enter the expiration date		.,#*	
> Additional optional prompts may appear	and press	Swipe/Tap* or Key Card and press	ADMIN Key	
depending on terminal		and press	F FUNCTION Key	
configuration.	> CVC Code. +	> Enter the expiration date		
		and press	Use F key to access the System Manager Menu and to create alpha characters.	
	> Card present?		Press a number key then F repeatedly to create alpha characters when needed.	
	Choose Yes or No.		create dipital characters when needed.	
* Note: The option to Tap the card				
for various functions will be dependent on the hardware being	> Address +			
used and the terminal's configuration for Contact-less processing.	> Zip Code +			
Tor contact less processing.				
Void	Auth Only	Credit Card Force	> Optional Prompts	
Dress	Press	Press	> Optional Prompts may include:	
Press 3	Press 8	Press 4	Authentication for Datawire,	
3	8	Press Select 1 - CREDIT		
> Enter the password and press	Press Select 2 – AUTH ONLY	4	Authentication for Datawire, password, clerk #, invoice/order number, card present, phone order or e-commerce, address,	
> Enter the password and	Select 2 – AUTH ONLY Enter the amount and	Select 1 - CREDIT	Authentication for Datawire, password, clerk #, invoice/order number, card present, phone order or e-commerce, address, zip, CVC code, pass terminal, enter merchant number for	
> Enter the password and press	Select 2 – AUTH ONLY	Select 1 - CREDIT Enter the Sale amount and press	Authentication for Datawire, password, clerk #, invoice/order number, card present, phone order or e-commerce, address, zip, CVC code, pass terminal, enter merchant number for multi-merchant, confirm amt.,	
> Enter the password and press	Select 2 – AUTH ONLY Enter the amount and	Select 1 - CREDIT Enter the Sale amount and	Authentication for Datawire, password, clerk #, invoice/order number, card present, phone order or e-commerce, address, zip, CVC code, pass terminal, enter merchant number for multi-merchant, confirm amt., tax amt., customer code, imprint card, and enter last 4 digits. Not	
> Enter the password and press Use Search Menu to locate transaction:	Select 2 – AUTH ONLY Enter the amount and press	Select 1 - CREDIT Enter the Sale amount and press Swipe/Tap* or Key Card and press	Authentication for Datawire, password, clerk #, invoice/order number, card present, phone order or e-commerce, address, zip, CVC code, pass terminal, enter merchant number for multi-merchant, confirm amt., tax amt., customer code, imprint	
> Enter the password and press Use Search Menu to locate	Select 2 – AUTH ONLY Enter the amount and press Swipe or Key Card and	Select 1 - CREDIT Enter the Sale amount and press Swipe/Tap* or Key Card and press > Enter the expiration date	Authentication for Datawire, password, clerk #, invoice/order number, card present, phone order or e-commerce, address, zip, CVC code, pass terminal, enter merchant number for multi-merchant, confirm amt., tax amt., customer code, imprint card, and enter last 4 digits. Not	
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> Enter the password and press Use Search Menu to locate transaction: 1=All 2=Reference # 3=Clerk #	Select 2 – AUTH ONLY Enter the amount and press Swipe or Key Card and press	Select 1 - CREDIT Enter the Sale amount and press Swipe/Tap* or Key Card and press > Enter the expiration date and press Enter Approval	Authentication for Datawire, password, clerk #, invoice/order number, card present, phone order or e-commerce, address, zip, CVC code, pass terminal, enter merchant number for multi-merchant, confirm amt., tax amt., customer code, imprint card, and enter last 4 digits. Not all optional prompts are shown. Authentication For IP communications,	
> Enter the password and press Use Search Menu to locate transaction: 1=All 2=Reference # 3=Clerk # 4=Invoice #/PO # 5=Account # 6=Customer # 7= RRN	Select 2 – AUTH ONLY Enter the amount and press Swipe or Key Card and press > Enter the expiration date and press	Select 1 - CREDIT Enter the Sale amount and press Swipe/Tap* or Key Card and press > Enter the expiration date and press Enter Approval Code and press	password, clerk #, invoice/order number, card present, phone order or e-commerce, address, zip, CVC code, pass terminal, enter merchant number for multi-merchant, confirm amt., tax amt., customer code, imprint card, and enter last 4 digits. Not all optional prompts are shown. Authentication For IP communications, authentication with Datawire is required prior to processing any transactions. This is not required for dial	
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Debit Sale	Debit Return	Detail Report	Summary Report	
Swipe Card or press	Press 2 > Enter the	Press .,#*	Press .,#*	
Select 2 - DEBIT	password and press	> Enter the password and press	> Enter the password and press	
Enter the Sale amount and press	> Select 2 - DEBIT Enter the Return amount	Select 0 – Reports Menu	Select 0 – Reports Menu	
> If 1 key was pressed, Swipe/Tap Card*	and press	Select 1 – Detail	Select 2 – Summary	
> Confirm Amount?	Swipe or Tap Card*	Select 1- Print or Select 2 – Display	Select 1- Print or Select 2 - Display	
> Cash Back? Choose yes or no	> Confirm Amount \$X.XX? Select Yes or No. Customer will Enter PIN #	If choose 2 – Display, detail can be displayed in order of preference selected:		
> Enter Cash back Amount and press	and press	1 – Reference # 2 – Invoice # 3 – Card Type		
> Confirm Amount \$X.XX? Choose Accept or Change. Select Accept to proceed or Change to Cancel the transaction and begin again.		Use the F1 (Previous) and F4 (Next) keys to scroll through transactions.		
	Credit Trans Adjust	Batch Totals	Settlement	
Customer will Enter PIN # and press	Press 8	Press .,#*	Press 7	
	Select 1 – TRANS ADJUST Use Search Menu to select	> Enter the password and press	Close Batch and Deposit Funds?	
	transaction to adjust.	Select 2 – Batch Menu	Select Yes or No.	
	If ALL is selected, use the up/down arrows to scroll through the transactions and	Select 1 – Batch Totals		
	press the F4 key to select a transaction to be Adjusted. Enter new Sale Amount	Press to return to previous menu.		
	and press			