



# Telium Series RESTAURANT Quick Reference Guide

Credit Card Sale (Swiped)	Credit Card Sale (Key Entered)	Credit Card Return	Guide to Keys
<p><b>Swipe/Tap Card* or press</b> <span style="border: 1px solid black; padding: 2px 5px;">1</span></p> <p>&gt; Select 1 - CREDIT</p> <p>&gt; Server ID + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>Enter the Sale amount and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; If 1 key was pressed, Swipe/Tap Card*</p> <p>&gt; Confirm Amount? Select Yes or No.</p> <p>&gt; Tip Required? Select Yes or No.</p> <p>&gt; Tip Amt + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Confirm Total. Select Accept or Change.</p> <p>&gt; Additional optional prompts may appear depending on terminal configuration.</p> <p><small>* Note: The option to Tap the card for various functions will be dependent on the hardware being used and the terminal's configuration for Contact-less processing.</small></p>	<p><b>Press</b> <span style="border: 1px solid black; padding: 2px 5px;">1</span></p> <p>&gt; Select 1 - CREDIT</p> <p>&gt; Server ID + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>Enter Sale Amt. + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>Enter Card # + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>Exp Date + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Confirm Amount? Select Yes or No.</p> <p>&gt; Tip Required? Select Yes or No.</p> <p>&gt; Tip Amt + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Confirm Total. Select Accept or Change.</p> <p>&gt; CVC Code. + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Card present? Choose Yes or No.</p> <p>&gt; Address + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Zip Code + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p>	<p><b>Press</b> <span style="border: 1px solid black; padding: 2px 5px;">2</span></p> <p>&gt; Enter the password and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Select 1 - CREDIT</p> <p>&gt; Server ID + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>Enter the Return amount and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>Swipe/Tap* or Key Card and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Enter the expiration date and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>F4</b> Use to Set Language</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>0</b> ENTER Key (Green)</p> <p><small>Note: ENTER Key at Idle will also access a Main Menu of functions.</small></p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>&lt;</b> CLEAR Key (Yellow)</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>X</b> CANCEL Key (Red)</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>.,#*</b> ADMIN Key</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>F</b> FUNCTION Key</p> <p><small>Use F key to access the System Manager Menu and to create alpha characters. Press a number key then F repeatedly to create alpha characters when needed.</small></p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>&gt; Optional Prompts</b></p> <p>&gt; Optional Prompts may include: password, tip, server #, 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.</p> </div>
Void	Auth Only	Credit Card Force	Tip Adjust
<p><b>Press</b> <span style="border: 1px solid black; padding: 2px 5px;">4</span></p> <p>&gt; Enter the password and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p><b>Use Search Menu to locate transaction:</b>            1=All            2=Reference #            3=Server #            4=Invoice #/PO #            5=Account #            6=Customer #            7= RRN            8=Approval Code</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Voided.</p> <p><b>Confirm Void \$X.XX?</b> Select Yes or No.</p> <p><b>Terminal will display VOID response and print a VOID receipt.</b></p>	<p><b>Press</b> <span style="border: 1px solid black; padding: 2px 5px;">9</span></p> <p>Select 2 – AUTH ONLY</p> <p>&gt; Server ID + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>Enter the amount and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>Swipe or Key Card and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Enter the expiration date and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; CVC code + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Card present? Choose Yes or No.</p> <p>&gt; Address. + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Zip code + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p>	<p><b>Press</b> <span style="border: 1px solid black; padding: 2px 5px;">5</span></p> <p>Select 1 – CREDIT</p> <p>&gt; Server ID + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>Enter the Sale amount and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>Swipe/Tap* or Key Card and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Enter the expiration date and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Confirm Amount? Select Yes or No.</p> <p>&gt; Tip Required? Select Yes or No.</p> <p>&gt; Tip Amt + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p>&gt; Confirm Total. Select Accept or Change.</p> <p>Enter Approval Code and press <span style="border: 1px solid black; padding: 2px 5px;">0</span></p>	<p><b>Press</b> <span style="border: 1px solid black; padding: 2px 5px;">6</span></p> <p><b>Use Search Menu to select transaction to adjust.</b></p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to add Tip.</p> <p>Enter Tip Amt + <span style="border: 1px solid black; padding: 2px 5px;">0</span></p> <p><b>Accept or Change? Select Accept to continue.</b></p> <p>&gt; Adjust Another? Select Yes to adjust additional tips.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center;"><b>Reprint</b></p> </div> <p><b>Press</b> <span style="border: 1px solid black; padding: 2px 5px;">9</span></p> <p>Select 3 – REPRINT</p> <p>Select 1 – Last Receipt or 2 - Search</p> <p><b>Use Search Menu to select transaction to reprint.</b>  <small>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be re-printed.</small></p>



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Debit Sale	Debit Return	Open/Close Tab	Summary Report
<p>Swipe Card or press <span style="float: right;">1</span></p> <p>Select 2 - DEBIT</p> <p>&gt; Server ID + <input type="text" value="0"/></p> <p>Enter the Sale amount and press <input type="text" value="0"/></p> <p>&gt; If 1 key was pressed, Swipe/Tap Card*</p> <p>&gt; Confirm Amount? Select Yes or No.</p> <p>&gt; Tip Required? Select Yes or No.</p> <p>&gt;Tip Amt. + <input type="text" value="0"/></p> <p>&gt; Cash Back? Choose Yes or No.</p> <p>&gt; Enter Cash back Amount and press <input type="text" value="0"/></p> <p>&gt; Confirm Amount \$X.XX? Choose Accept or Change. Select Accept to proceed or Change to Cancel the transaction and begin again.</p> <p>Customer will Enter PIN # and press <input type="text" value="0"/></p>	<p>Press <span style="float: right;">2</span></p> <p>&gt; Enter the password and press <input type="text" value="0"/></p> <p>Select 2 - DEBIT</p> <p>&gt; Server ID + <input type="text" value="0"/></p> <p>Enter the Return amount and press <input type="text" value="0"/></p> <p>Swipe or Tap Card*</p> <p>&gt; Confirm Amount \$X.XX? Select Yes or No.</p> <p>Customer will Enter PIN # and press <input type="text" value="0"/></p>	<p>Press <span style="float: right;">3</span></p> <p>Select from List: 1 – Open 2 – Close 3 – Delete 4 – Delete All</p> <p style="background-color: #cccccc; padding: 2px;">Select 1 to Open a Tab</p> <p>Enter Server ID + <input type="text" value="0"/></p> <p>Enter Tab Amt. + <input type="text" value="0"/></p> <p>Swipe/Tap* or Key Card and press <input type="text" value="0"/></p> <p>&gt; Exp Date + <input type="text" value="0"/></p> <p style="background-color: #cccccc; padding: 2px;">Select 2 to Close a Tab</p> <p>Use Search Menu to select tab to close.</p> <p>Close Tab Amount \$X.XX, Choose Accept or Change. Select Accept to proceed or Change to change the amount.</p> <p>&gt; Confirm Amount? Select Yes or No.</p> <p>&gt; Tip Required? Select Yes or No.</p> <p>&gt; Tip Amt + <input type="text" value="0"/></p> <p>&gt; Confirm Total. Select Accept or Change.</p>	<p>Press <span style="float: right;">.,#&gt;</span></p> <p>&gt; Enter the password and press <input type="text" value="0"/></p> <p>Select 0 – Reports Menu</p> <p>Select 2 – Summary</p> <p>Select 1- Print or Select 2 - Display</p> <hr/> <p style="text-align: center; background-color: #cccccc; padding: 2px;">Open Tab Report</p> <p>Press <span style="float: right;">.,#&gt;</span></p> <p>&gt; Enter the password and press <input type="text" value="0"/></p> <p>Select 0 – Reports Menu</p> <p>Select 5 – Open Tabs</p> <p>Select 1 – All Servers or 2 - Single Server.</p> <p>If 2 is selected, Enter Server ID + <input type="text" value="0"/></p> <p style="font-size: small;">Note: Tabs must be closed prior to Batch Close.</p>
Detail Report	Credit Trans Adjust	Server Menu	Authentication
<p>Press <span style="float: right;">.,#*</span></p> <p>&gt; Enter the password and press <input type="text" value="0"/></p> <p>Select 0 – Reports Menu</p> <p>Select 1 – Detail</p> <p>Select 1- Print or Select 2 – Display</p> <p>If choose 2 – Display, detail can be displayed in order of preference selected:</p> <p style="margin-left: 20px;">1 – Reference # 2 – Invoice # 3 – Card Type</p> <p>Use the F1 (Previous) and F4 (Next) keys to scroll through transactions.</p>	<p>Press <span style="float: right;">9</span></p> <p>Select 1 – TRANS ADJUST</p> <p>Use Search Menu to select transaction to adjust.</p> <p style="font-size: small;">If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Adjusted.</p> <p>Enter new Sale Amount and press <input type="text" value="0"/></p> <hr/> <p style="text-align: center; background-color: #cccccc; padding: 2px;">Settlement</p> <p>Press <span style="float: right;">8</span></p> <p>Close Batch and Deposit Funds?</p> <p>Select Yes or No.</p>	<p>Press <span style="float: right;">.,#*</span></p> <p>&gt; Enter the password and press <input type="text" value="0"/></p> <p>Select 1 – Server Menu</p> <p>Select from the list:</p> <p style="margin-left: 20px;">1 – Add ID 2 – Delete ID 3 – Print ID List 4 – Auto Add Clk 5 – ClkPrompt 6 – ClkWording 7 – Display Params</p> <p>Select 1 to add a Server ID.</p> <p>Enter Server ID + <input type="text" value="0"/></p> <p>Server ID Added. Add another? Select Yes or No.</p>	<p>For IP communications, authentication with Datawire is required prior to processing any transactions. This is not required for dial communications.</p> <p style="text-align: center; background-color: #cccccc; padding: 2px;">To Authenticate:</p> <p>Press the [.,#*] key</p> <p>Select 4- Maintenance</p> <p>Select 3- Authenticate</p> <p>If successful, Datawire will reply will an accepted response and user can proceed with transactions. If an error message is received, please call helpdesk for assistance.</p>

