



# Telium Series

## RETAIL

### Quick Reference Guide

Credit Card Sale (Swiped)	Credit Card Sale (Key Entered)	Credit Card Return	Guide to Keys
<p>Swipe/Tap Card* or press  1</p> <p>&gt; Select 1 - CREDIT</p> <p>Enter the Sale amount and press </p> <p>&gt; If 1 key was pressed, Swipe/Tap Card*</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>Press  1</p> <p>&gt; Select 1 - CREDIT</p> <p>Enter the Sale amount and press </p> <p>Manually enter the card number and press </p> <p>Enter the expiration date and press </p> <p>&gt; CVC Code. + </p> <p>&gt; Card present? Choose Yes or No.</p> <p>&gt; Address + </p> <p>&gt; Zip Code + </p>	<p>Press  2</p> <p>&gt; Enter the password and press </p> <p>&gt; Select 1 - CREDIT</p> <p>Enter the Return amount and press </p> <p>Swipe/Tap* or Key Card and press </p> <p>&gt; Enter the expiration date and press </p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  F4 <b>Use to Set Language</b> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>ENTER Key</b> (Green)         </div> <p><small>Note: ENTER Key at Idle will also access a Main Menu of functions.</small></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>CLEAR Key</b> (Yellow)         </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>CANCEL Key</b> (Red)         </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>ADMIN Key</b> </div> <div style="border: 1px solid black; padding: 5px;"> <b>FUNCTION Key</b> </div> <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>
Void	Auth Only	Credit Card Force	> Optional Prompts
<p>Press  3</p> <p>&gt; Enter the password and press </p> <p>Use Search Menu to locate transaction:            1=All            2=Reference #            3=Clerk #            4=Invoice #/PO #            5=Account #            6=Customer #            7= RRN            8=Approval Code</p> <p><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 Voided.</small></p> <p>Confirm Void \$X.XX? Select Yes or No.</p> <p>Terminal will display VOID response and print a VOID receipt.</p>	<p>Press  8</p> <p>Select 2 – AUTH ONLY</p> <p>Enter the amount and press </p> <p>Swipe or Key Card and press </p> <p>&gt; Enter the expiration date and press </p> <p>&gt; CVC Code. + </p> <p>&gt; Card present? Choose Yes or No.</p> <p>&gt; Address + </p> <p>&gt; Zip Code + </p>	<p>Press  4</p> <p>Select 1 - CREDIT</p> <p>Enter the Sale amount and press </p> <p>Swipe/Tap* or Key Card and press </p> <p>&gt; Enter the expiration date and press </p> <p>Enter Approval Code and press </p>	<p>&gt; Optional Prompts may include: 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.</p>
		<b>Reprint</b>	<b>Authentication</b>
		<p>Press  8</p> <p>Select 3 – REPRINT</p> <p>Select 1 – Last Receipt or 2 - Search</p> <p>Use Search Menu to select transaction to reprint.  <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>	<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;"><b>To Authenticate:</b></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>



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Debit Sale	Debit Return	Detail Report	Summary Report
<p>Swipe Card or press <span style="border: 1px solid black; padding: 2px;">1</span></p> <p>Select 2 - DEBIT</p> <p>Enter the Sale amount and press <span style="border: 1px solid black; padding: 2px;">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; Cash Back? Choose yes or no</p> <p>&gt; Enter Cash back Amount and press <span style="border: 1px solid black; padding: 2px;">0</span></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 <span style="border: 1px solid black; padding: 2px;">0</span></p>	<p>Press <span style="border: 1px solid black; padding: 2px;">2</span></p> <p>&gt; Enter the password and press <span style="border: 1px solid black; padding: 2px;">0</span></p> <p>&gt; Select 2 - DEBIT</p> <p>Enter the Return amount and press <span style="border: 1px solid black; padding: 2px;">0</span></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 <span style="border: 1px solid black; padding: 2px;">0</span></p>	<p>Press <span style="border: 1px solid black; padding: 2px;">.,#*</span></p> <p>&gt; Enter the password and press <span style="border: 1px solid black; padding: 2px;">0</span></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="border: 1px solid black; padding: 2px;">.,#*</span></p> <p>&gt; Enter the password and press <span style="border: 1px solid black; padding: 2px;">0</span></p> <p>Select 0 – Reports Menu</p> <p>Select 2 – Summary</p> <p>Select 1- Print or Select 2 - Display</p>
	Credit Trans Adjust	Batch Totals	Settlement
	<p>Press <span style="border: 1px solid black; padding: 2px;">8</span></p> <p>Select 1 – TRANS ADJUST</p> <p>Use Search Menu to select transaction to adjust.</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 Adjusted.</p> <p>Enter new Sale Amount and press <span style="border: 1px solid black; padding: 2px;">0</span></p>	<p>Press <span style="border: 1px solid black; padding: 2px;">.,#*</span></p> <p>&gt; Enter the password and press <span style="border: 1px solid black; padding: 2px;">0</span></p> <p>Select 2 – Batch Menu</p> <p>Select 1 – Batch Totals</p> <p>Press <span style="border: 1px solid black; padding: 2px;">0</span> to return to previous menu.</p>	<p>Press <span style="border: 1px solid black; padding: 2px;">7</span></p> <p>Close Batch and Deposit Funds?</p> <p>Select Yes or No.</p>