



First Data® FD130 Quick Reference Guide

[Retail 750FD130]



SETTLE

Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

1	MDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	2	TERMINAL MAY PROMPT: SELECT TRANSACTION TYPE CREDIT DEBIT
3	SALE SWIPE CARD	4	REFUND SWIPE CARD
4	SALE REFUND FORCE	5	TERMINAL MAY PROMPT: SELECT TRANSACTION TYPE CREDIT DEBIT
5	ENTER AMOUNT \$0.00	6	PRINT CUSTOMER RECEIPT YES
6	DIALING...	7	REFUND APPROVED
7	VS SALE INVOICE 0000 TIP \$0.00 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV EDIT NEXT>	8	PRINT CUSTOMER RECEIPT NO
8	VS VOID SALE INVOICE 0000 TIP 0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	9	APPROVED OK 0000-00 AVS = XXX

Terminal communications with the host for approval
Press Clear to return to idle prompt



REPORTS

Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

1	MDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	2	TERMINAL MAY PROMPT: SELECT TRANSACTION TYPE CREDIT DEBIT
3	SALE SWIPE CARD	4	REFUND SWIPE CARD
4	SALE REFUND FORCE	5	TERMINAL MAY PROMPT: SELECT TRANSACTION TYPE CREDIT DEBIT
5	ENTER AMOUNT \$0.00	6	PRINT CUSTOMER RECEIPT YES
6	DIALING...	7	REFUND APPROVED
7	VS SALE INVOICE 0000 TIP \$0.00 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV EDIT NEXT>	8	PRINT CUSTOMER RECEIPT NO
8	VS VOID SALE INVOICE 0000 TIP 0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	9	APPROVED OK 0000-00 AVS = XXX

Touch the desired report to print
Press Clear to return to idle prompt

VOID

Use this function to delete a transaction that is in the current batch.

1	MDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	2	TERMINAL MAY PROMPT: SELECT TRANSACTION TYPE CREDIT DEBIT
3	SALE SWIPE CARD	4	REFUND SWIPE CARD
4	SALE REFUND FORCE	5	TERMINAL MAY PROMPT: SELECT TRANSACTION TYPE CREDIT DEBIT
5	ENTER AMOUNT \$0.00	6	PRINT CUSTOMER RECEIPT YES
6	DIALING...	7	REFUND APPROVED
7	VS SALE INVOICE 0000 TIP \$0.00 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV EDIT NEXT>	8	PRINT CUSTOMER RECEIPT NO
8	VS VOID SALE INVOICE 0000 TIP 0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	9	APPROVED OK 0000-00 AVS = XXX

Touch Credit
Touch More
Touch Void Trans
Touch Void Trans
Touch More
Touch More
Touch Void Trans
Touch Void Trans

Key invoice number and press Enter
Touch Void

Press Clear to return to idle prompt



The Quick Reference Guide provides you with simple, step-by-step instructions of your daily terminal operations.

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SALE (Swiped or Manually Keyed)

Use this function to authorize and capture transactions for settlement. The customer may offer a card for payment in one of three ways: 1) By swiping the card through the magnetic stripe reader; 2) by tapping a contactless card; or 3) by inserting a "smart card" (one with an embedded chip) into the smart card reader located at the front of the terminal or PIN pad, a technology that adds an extra layer of security.

1	MDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	2	SALE REFUND FORCE	3	ENTER AMOUNT \$0.00
4	SALE SWIPE CARD	5	TERMINAL MAY PROMPT: SELECT TRANSACTION TYPE CREDIT DEBIT	6	DIALING...
7	TERMINAL MAY PROMPT: APPROVED \$9.99 COLLECT \$9.99 ACCEPT PARTIAL AMOUNT YES NO	8	PRINT CUSTOMER RECEIPT NO YES	9	APPROVED OK 0000-00 AVS = XXX

Touch Credit
Touch Sale
Key amount and press Enter
Insert, Tap, Swipe or manually key account number and press Enter
Touch Credit
Touch desired option
Press Clear to return to idle prompt

REFUND

Use this function to issue a credit to the cardholder's account for goods or services

1	MDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	2	SALE REFUND FORCE	3	REFUND ENTER AMOUNT \$0.00
4	REFUND SWIPE CARD	5	TERMINAL MAY PROMPT: SELECT TRANSACTION TYPE CREDIT DEBIT	6	PRINT CUSTOMER RECEIPT YES
7	REFUND APPROVED	8	PRINT CUSTOMER RECEIPT NO	9	APPROVED OK 0000-00 AVS = XXX

Touch Credit
Touch Refund
Key amount and press Enter
Insert, Tap, Swipe or manually key account number and press Enter
Touch Credit
Touch desired option
Press Clear to return to idle prompt

TIP ADJUSTMENT

Use this function to add the tip amount to a transaction that is in the current batch.

1	MDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	2	TIPS MORE	3	ENTER INVOICE #
4	VS SALE INVOICE 0000 TIP \$0.00 AMOUNT \$1.00 XXXXXXXXXXXXXXXXXX <PREV EDIT NEXT>	5	NEW TIP \$0.00	6	VS SALE INVOICE 0000 TIP \$0.10 AMOUNT \$1.10 XXXXXXXXXXXXXXXXXX <PREV EDIT NEXT>

Touch Credit
Touch Tips
Key invoice number and press Enter
Touch Edit
Key tip amount press Enter
Press Clear to return to idle prompt

DEBIT SALE (with Cash Back)

Use this function to authorize and capture transactions for settlement.

1	MDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	2	SALE REFUND FORCE	3	ENTER AMOUNT \$0.00
4	SALE SWIPE CARD	5	SELECT TRANSACTION TYPE CREDIT DEBIT	6	CASH BACK AMT \$0.00
7	PLEASE ENTER PIN AMOUNT \$9.99	8	DIALING...	9	TERMINAL MAY PROMPT: APPROVED \$9.99 COLLECT \$9.99 ACCEPT PARTIAL AMOUNT YES NO
10	PRINT CUSTOMER RECEIPT NO	11	DEBIT SALE APPROVED 000000		

Touch Debit
Touch Sale
Key amount and press Enter
Insert, Tap or Swipe card on terminal or PIN pad. (Debit card can't be manually keyed)
Touch Debit
Key cash back amount and press Enter
Instruct customer to enter PIN and press Enter. (Do not ask customer for the PIN)
Terminal communicates with the host for approval
Touch the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
Touch desired option
Press Clear to return to idle prompt