

Basic Operations

Continued

Tip Adjustment:

This adds the tip amount to a transaction in the current batch.

To enter a tip:

- 1) From the home screen, press "Other".
- 2) Select "Enter Tips".
- 3) Enter the SEQ# (from the receipt).
- 4) Press "Edit Tip".
- 5) Enter the tip amount.
- 6) Receipt will automatically print out for your customer, and the sale has been completed.

Settlement:

At the end of each day you can settle the batch for payment and clear your terminal of transaction information. If your terminal preferences were setup with auto-close, this step is not required. Instead, the settlement process and reports will print automatically each day/night as scheduled. To settle the batch,

- 1) From the home screen, press "Other".
- 2) Select "Close Batch".
- 3) Review the screen then select "OK" to confirm.
- 4) Your terminal will connect to the internet and complete the batch settlement.



For more information or if you have questions, go to www.businesstrack.com/terminalguides or contact your help desk at the number on the sticker on your device.

Getting Started

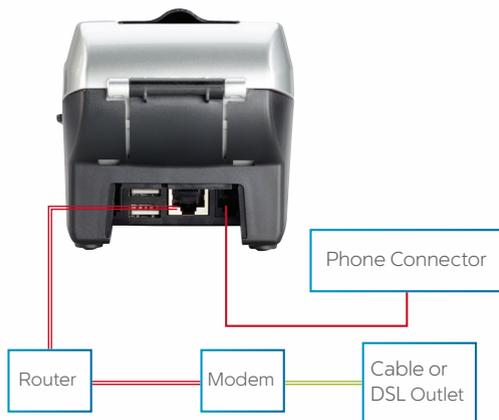
Learn how to use your terminal in a few easy steps.

NOTICE

Before plugging in your terminal, please connect all cables so that you don't accidentally damage the unit or connected devices.

Step 1: Connect to the Internet

To use your terminal you'll need to be connected to the internet. You can use an IP connection (DSL or Cable), Wi-Fi, or a dedicated phone line for dial-up.



Step 2: Add an (optional) Device

If you have optional devices like the FD35 PIN pad or MagTek® MiniMICR Check Reader, you'll need to connect them to either the USB or COM ports.



Getting Started

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Step 3: Load printer paper

Open the printer cover's latch as shown in the photos below. Load a roll of paper into the printer. Make sure the thermal print-side of the paper faces you as it prints out of the device. Close the cover and tear off any excess paper.



Step 4: Connect to a Power Supply

Assemble the power supply by plugging the AC power cord into the power adapter using the three-prong end and socket before you connect the power cord to the terminal. (See picture on the left)



Connect the single-pole AC adapter plug to the power input at the right side of the terminal. Turn the plug so that the cord is directed toward the back of the terminal.

Plug the AC power cord with the adapter into a surge protector or a standard 120V electrical outlet. We strongly recommend using a surge protector.

Adapter spec: LI SHIN INT. / LSE0107A1240: Input: 100-240Vac, 50/60Hz 1A /

Output: 12Vdc, 3.33A

Operating Temperature: 0 C to 40 C

Battery spec: 3V, CR2032

Caution: Risk of explosion if the battery is replaced by an incorrect type. Please dispose of used battery according to local regulations.

Caution: Use only shielded signal cables to connect I/O devices to this equipment. You are cautioned that changes or modifications not expressly approved by the party responsible for compliance could void your authority to operate the equipment.

Warning: This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

Basic Operations

Sale:

Your 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/phone; or
- 3) By inserting a "chip card" (one with an embedded chip) into the slot at the front of the terminal or PIN pad.



To record a sale:

- 1) From the home screen, press "Sale".
- 2) Enter the amount.
- 3) If prompted, enter tip amount or press "Cancel".
- 4) Your customer swipes, taps or inputs their card, or you input the card number.
(Note: A chip card must remain in the chip card reader throughout the duration of the sale.)
- 5) If prompted, select "Credit" or "Debit".
- 6) Your terminal (card swiper) or PIN pad may prompt your customers to enter their PIN.
- 7) The receipt will automatically print out for your customer.

Refund:

To issue a credit to the cardholder's account for goods or services follow the steps below:

- 1) Press "Other".
- 2) Select "Refund".
- 3) Enter the amount.
- 4) Your customer swipes, taps or inputs their card, or you input the card number.
- 5) Select "Credit".
- 6) Receipt will automatically print out for your customer.

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