

FD Series – Retail/QSR Quick Tips

MANUAL CARD ENTRY (Credit, gift, EBT and loyalty cards only)	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to card type.
Card Type Menu	Touch display button that corresponds to transaction type.
Swipe or Enter CARD #	Enter card number and press [ENTER].
EXPIRE DATE MMY	Enter expiration date, press [ENTER], and then follow prompts based on the transaction type being processed.

SALES TRANSACTION (Note: Card swipe defaults to a CREDIT SALE)	
DISPLAY	ACTION
Idle Menu	Swipe card or touch display button that corresponds to card type.
Card Type Menu	Touch display button that corresponds to transaction type.
Swipe or Enter CARD #	Swipe card.
ENTER AMOUNT	Enter sale amount and press [ENTER].
Customer Enter PIN	If prompted, customer enter PIN on PIN pad and press [ENTER].
LOYALTY CARD?	If prompted, touch <YES> to enter loyalty card or touch <NO>.
Host Response	Receipts print.

VOID / REVERSAL	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to the card type.
Card Type Menu	Touch <VOID> on display.
Transaction Detail Menu	Touch <LAST> to void last transaction; or touch <SEQ> or <PAN> and enter information from receipt, press [ENTER].
Transaction Display	Select transaction, touch <YES> or <NO>.
Press YES to Confirm!	Verify selected transaction, touch <YES> or <NO>.
Host Response	Receipts print.

RETURN / REFUND	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to the card type.
Card Type Menu	Credit, Debit and Gift: Touch <RETURN> on display. EBT: Touch type and then <RETURN> on display.
Swipe or Enter CARD #	Swipe card.
ENTER AMOUNT	Enter refund amount and press [ENTER].
Customer Enter PIN	If prompted, customer enter PIN on PINpad and press [ENTER].
Host Response	Receipts print.

AUTHORIZATION ONLY	
DISPLAY	ACTION
Idle Menu	Touch <CREDIT> or <GIFT> on display.
Card Type Menu	Touch <AUTH ONLY> on display.
Swipe or Enter CARD #	Swipe card.
Fleet Data Prompts	If prompted, have customer enter prompted fleet data on PIN pad and press [ENTER].
ENTER AUTH AMNT	Enter Auth Only amount and press [ENTER].
IS AMNT CORRECT?	Verify amount and touch <YES> or <NO>.
Host Response	Receipts print.

PRE-AUTHORIZATION (Auth Only Completion or Voice Approval)	
DISPLAY	ACTION
Idle Menu	Touch <CREDIT>, <GIFT> or <EBT> on display.
Card Type Menu	Credit and Gift: Touch <PRE-AUTH> on display. EBT: Touch <VCHR> and <SALE> on display.
Swipe or Enter CARD #	Swipe card.
ENTER AMOUNT	Enter amount and press [ENTER].
ENTER AUTH CODE	Enter authorization code and press [ENTER].
Host Response	Receipts print.

LOYALTY ONLY TRANSACTIONS	
DISPLAY	ACTION
Idle Menu	Touch <LOYALTY> on display.
Loyalty Transaction Menu	Touch <SALE>, <REDEEM>, <ADD>, <UPDATE>, <INQUIRY>, <MORE>, <RETURN> or <VOID> on display.
Swipe/Enter loyalty card#	Swipe or enter loyalty card or requested data and press [ENTER].
Additional prompts	Enter requested data and follow prompts on display.
Host Response	Receipts print.

REPRINT RECEIPT	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on display.
Main Menu	Touch <REPRNT> on display.
CREDIT LOYALTY	Touch <CREDIT> or <LOYALTY>.
Reprint Receipt Menu	Touch <LAST>, <SEQ> or <PAN> on display.
PRINT RECEIPT?	Verify sequence number, touch <YES> or <NO>.
Reprint Receipt Menu	Touch <MERCH>, <CUST> or <BOTH> on display.
Host Response	Receipts print.

HOST LOADS	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on display.
Main Menu	Touch <SETUP> on display.
Setup Menu	Touch <HOST LOAD> on display.
Host Load Menu	Touch <TABLE>, <PHONE> or <DATE/TIME> on display.

VIEW / EDIT / PRINT PARAMETERS	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on display.
Main Menu	Touch <SETUP> on display.
Setup Menu	Touch <PARAM> on display.
Parameter Menu	Touch <VIEW>, <EDIT>, <PRINT> on display.

END OF DAY BALANCING PROCEDURES	
Host Totals/Settlement	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on display.
Main Menu	Touch <SETTLE> on display.
Settle Menu	Touch <DAY> on display.
Host Response	Terminal and Host Reports print.

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FD Series– Restaurant Quick Tips

MANUAL CARD ENTRY (for credit, gift, and EBT cards only)	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to the card type.
Card Type Menu	Touch display button that corresponds to the transaction type.
Swipe or Enter Card #	Enter card number and press [ENTER].
Expire Date MMY	Enter expiration date, press [ENTER], and then follow the prompts based on the transaction type being processed.

SALES TRANSACTION (Note: Card swipe defaults to a Credit Sale.)	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to the card type: <CREDIT>, <DEBIT>, <EBT>, <GIFT>
Card Type Menu	Touch display button that corresponds to the transaction type.
ENTER SERVER ID	Enter the 1-4 digit Server ID and press [ENTER].
Swipe or Enter CARD #	Swipe card.
ENTER AMOUNT	Enter sale amount and press [ENTER].
ENTER TIP AMOUNT	If prompted, enter tip amount and press [ENTER].
ENTER PIN ON PAD	If prompted, have customer enter PIN on PIN pad and press [ENTER].
Host Response	Receipts print.

VOID / REVERSAL	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to the card type.
Card Type Menu	Touch <VOID> on the display.
Transaction Detail LAST / SEQ / PAN	Touch <LAST> to void last transaction; or touch <SEQ> or <PAN> and enter information from receipt and press [ENTER].
Transaction Display	Select transaction, touch <YES> or <NO>.
Press YES to Confirm!	Verify selected transaction, touch <YES> or <NO>.
Transaction Record Updated	Receipts print.

RETURN / REFUND	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to the card type.
Card Type Menu	Credit, Debit and Gift: Touch <RETURN> on the display. EBT: Touch type and then <RETURN> on the display.
ENTER SERVER ID	Enter the 1-4 digit Server ID and press [ENTER].
Swipe or Enter CARD #	Swipe card.
ENTER AMOUNT	Enter refund amount and press [ENTER].
ENTER PIN ON PAD	If prompted, have customer enter PIN on PINpad and press [ENTER].
Host Response	Receipts print.

TIP ADJUST	
DISPLAY	ACTION
Idle Menu	Touch <CREDIT> on the display.
Card Type Menu	Touch <MORE> on the display, then <TIP ADJUST>.
ADJUST TIPS PAN / SEQ / EMP	Touch <EMP> to adjust by server number; or touch <SEQ> or <PAN> and enter information from receipt and press [ENTER].
Transaction Display	Touch <SELECT> to select transaction.
ENTER TIP AMOUNT	Enter tip amount, press [ENTER]. Confirm <YES> or <NO>.
RECORD UPDATED	Continue tip adjustments and press [CLEAR] to exit.

OPEN TAB	
DISPLAY	ACTION
Idle Menu	Touch <CREDIT> on the display.
Card Type Menu	Touch <SALE> on the display.
Transaction Type Menu	Touch <TAB> on the display.
ENTER SERVER ID	Enter the 1-4 digit Server ID and press [ENTER].
Swipe or Enter CARD #	Swipe card.
ENTER AUTH AMNT	Enter amount and press [ENTER].
IS AMNT CORRECT?	Verify amount, touch <YES> or <NO>.
Host Response	Receipts print.

CLOSE TAB	
DISPLAY	ACTION
Idle Menu	Touch <CREDIT> on the display.
Card Type Menu	Touch <MORE> on the display.
Transaction Type Menu	Touch <TABS> on the display.
ADJUST TABS PAN / SEQ / EMP	Touch <EMP> to adjust by server number; or touch <SEQ> or <PAN> and enter information from receipt and press [ENTER].
Transaction Display	Select transaction, press <SELECT>, <NEXT> or <PREV>.
CLOSE / VOID	Verify transaction and close tab, press [CLOSE].
ENTER AMOUNT	Enter Close Tab amount.
ENTER TIP AMOUNT	Enter tip amount.
UPDATE RECORD?	Verify amount, touch <YES> or <NO>.
RECORD UPDATED	Receipts print.

REPRINT RECEIPT	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on the display.
Main Menu	Touch <REPRNT> on the display.
DAY TRANS LAST / SEQ / PAN	Touch <LAST> on display, <SEQ> or <PAN> on the display.
PRINT RECEIPT?	Verify sequence number, touch <YES> or <NO>.

TABLE LOADS	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on the display.
Main Menu	Touch <SETUP> on the display.
Setup Menu	Touch <HOST LOAD> on the display.
Host Load Menu	Touch <TABLE> on the display.

VIEW / EDIT / PRINT PARAMETERS	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on the display.
Main Menu	Touch <SETUP> on the display.
Setup Menu	Touch <PARAM> on the display.
VIEW / EDIT / PRINT	Touch <VIEW>, <EDIT>, <PRINT> on the display.

END OF DAY BALANCING PROCEDURES	
Host Totals/Settlement	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on the display.
Main Menu	Touch <SETTLE> on the display.
Settle Menu	Touch <DAY> on the display.
VOID OPEN TABS?	Touch <YES> or <NO>. Terminal and Host reports print.

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FD Series – Loyalty Quick Tips

MANUAL LOYALTY CARD ENTRY	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to card type.
Card Type Menu	Touch display button that corresponds to transaction type.
Swipe or Enter CARD #	If loyalty account number is not available, press [ENTER].
CUSTOMER'S PHONE#	Enter customer phone number associated with existing loyalty account and press [ENTER].
CUSTOMER'S STREET #	Enter loyalty customer's street number associated with existing loyalty account, press [ENTER] and then follow prompts based on the transaction type being processed.

SALES TRANSACTION WITH LOYALTY	
(Note: Card swipe defaults to a CREDIT SALE)	
DISPLAY	ACTION
Idle Menu	Swipe card or touch display button that corresponds to card type.
Card Type Menu	Touch display button that corresponds to transaction type.
Swipe or Enter CARD #	Swipe card.
ENTER AMOUNT	Enter sale amount and press [ENTER].
Customer Enter PIN	If prompted, customer enter PIN on PIN pad and press [ENTER].
LOYALTY CARD?	If prompted, touch <YES> to enter loyalty card or touch <NO>.
Host Response	Receipts print.

LOYALTY CASH SALE	
DISPLAY	ACTION
Idle Menu	Touch <LOYALTY> on display.
Loyalty Menu	Touch <SALE> on display.
Swipe/Enter loyalty card#	Swipe loyalty card or enter card number.
ENTER AMOUNT	Enter sale amount and press [ENTER].
Host Response	Receipts print.

LOYALTY VOID	
DISPLAY	ACTION
Idle Menu	Touch <LOYALTY> on display.
Loyalty Menu	Touch <MORE> on display.
Loyalty Menu	Touch <VOID> on display.
ENTER PASSWORD	If prompted, enter password and press [ENTER].
LAST SEQ PAN	Touch <LAST> to void last transaction, touch <SEQ> to void by sequence number, or touch <PAN> and enter last 4-digits of the PAN to void by account number, then press [ENTER].
Transaction Detail	Touch <YES> to select transaction or touch <NO> to scroll through multiple transactions or return to Idle Menu.
VOID SEQ #XXXXXX Press YES to Confirm!	Touch <YES> to void transaction or touch <NO> to return to previous screen.
Host Response	Receipts print.

LOYALTY INQUIRY	
DISPLAY	ACTION
Idle Menu	Touch <LOYALTY> on display.
Loyalty Menu	Touch <INQUIRY> on display.
ENTER PASSWORD	If prompted, enter password and press [ENTER].
Swipe/Enter loyalty card#	Swipe loyalty card or enter card number.
Host Response	Receipts print.

LOYALTY RETURN	
DISPLAY	ACTION
Idle Menu	Touch <LOYALTY> on display.
Loyalty Menu	Touch <MORE> on display.
Loyalty Menu	Touch <RETURN> on display.
ENTER PASSWORD	If prompted, enter password and press [ENTER].
Swipe/Enter loyalty card#	Swipe loyalty card or enter card number.
ENTER LID	Enter loyalty ID # from original receipt and press [ENTER].
Host Response	Receipts print.

LOYALTY ADD ACCOUNT	
DISPLAY	ACTION
Idle Menu	Touch <LOYALTY> on display.
Loyalty Menu	Touch <ADD> on display.
ENTER PASSWORD	If prompted, enter password and press [ENTER].
SWIPE CARD	Swipe loyalty card.
CUSTOMER'S PHONE #	Enter loyalty customer's phone number and press [ENTER].
CUSTOMER'S STREET #	Enter loyalty customer's street number and press [ENTER].
Host Response	Receipts print.

LOYALTY UPDATE – EXPIRATION DATE	
DISPLAY	ACTION
Idle Menu	Touch <LOYALTY> on display.
Loyalty Menu	Touch <UPDATE> on display.
EXP DATE ADDRESS	Touch <EXP DATE> to update loyalty account expiration date.
ENTER PASSWORD	If prompted, enter password and press [ENTER].
Swipe/Enter loyalty card#	Swipe loyalty card or enter card number.
Host Response	Receipts print.

LOYALTY UPDATE – ADDRESS	
DISPLAY	ACTION
Idle Menu	Touch <LOYALTY> on display.
Loyalty Menu	Touch <UPDATE> on display.
EXP DATE ADDRESS	Touch <ADDRESS> to update loyalty account address.
ENTER PASSWORD	If prompted, enter password and press [ENTER].
SWIPE CARD	Swipe loyalty card.
CUSTOMER'S PHONE #	Enter loyalty customer's phone number and press [ENTER].
CUSTOMER'S STREET #	Enter loyalty customer's street number and press [ENTER].
Host Response	Receipts print.

LOYALTY REPORT	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on display.
Main Menu	Touch <REPORT> on display.
ENTER PASSWORD	If prompted, enter password and press [ENTER].
Report Menu	Touch <LOYALTY> on display.
Host Response	Report prints.

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FD Series – Petroleum Quick Tips

MANUAL CARD ENTRY (Credit/fleet, gift, EBT and loyalty cards only)	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to card type.
Card Type Menu	Touch display button that corresponds to transaction type.
Swipe or Enter CARD #	Enter card number and press [ENTER].
EXPIRE DATE MMY	Enter expiration date, press [ENTER], and then follow prompts based on the transaction type being processed.
SALES TRANSACTION (Note: Card swipe defaults to a CREDIT SALE)	
DISPLAY	ACTION
Idle Menu	Swipe card or touch display button that corresponds to card type.
Card Type Menu	Touch display button that corresponds to transaction type.
Swipe or Enter CARD #	Swipe card.
Fleet Data Prompts	If prompted, customer enter prompted fleet data on PIN pad and press [ENTER].
Product Entry Menu	Enter product number and press [ENTER]; or Select <FUEL>, <SERVICE> or <STORE> on the display and follow prompts to select product code.
ENTER PRODUCT AMNT	Enter product amount and press [ENTER]. If no additional products, press [ENTER]. Verify total amount, touch <YES> or <NO>.
ENTER PIN ON PAD	If prompted, customer enter PIN on PIN pad and press [ENTER].
LOYALTY CARD?	If prompted, touch <YES> to enter loyalty card or touch <NO>.
Host Response	Receipts print.
VOID / REVERSAL	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to the card type.
Card Type Menu	Touch <VOID> on display.
Transaction Detail Menu	Touch <LAST> to void last transaction; or touch <SEQ> or <PAN> and enter information from receipt, press [ENTER].
Transaction Display	Select transaction, touch <YES> or <NO>.
Press YES to Confirm!	Verify selected transaction, touch <YES> or <NO>.
Host Response	Receipts print.
RETURN / REFUND	
DISPLAY	ACTION
Idle Menu	Touch display button that corresponds to the card type.
Card Type Menu	Credit, Debit and Gift: Touch <RETURN> on display. EBT: Touch type and then <RETURN> on display.
Swipe or Enter CARD #	Swipe card.
Fleet Data Prompts	If prompted, have customer enter prompted fleet data on PIN pad and press [ENTER].
ENTER PRODUCT AMNT	Enter product amount and press [ENTER]. If no additional products, press [ENTER]. Verify total amount, touch <YES> or <NO>.
ENTER PIN ON PAD	If prompted, customer enter PIN on PINpad and press [ENTER].
Host Response	Receipts print.

AUTHORIZATION ONLY	
DISPLAY	ACTION
Idle Menu	Touch <CREDIT> or <GIFT> on display.
Card Type Menu	Touch <AUTH ONLY> on display.
Swipe or Enter CARD #	Swipe card.
Fleet Data Prompts	If prompted, have customer enter prompted fleet data on PIN pad and press [ENTER].
ENTER AUTH AMNT	Enter Auth Only amount and press [ENTER].
IS AMNT CORRECT?	Verify amount and touch <YES> or <NO>.
PRE-AUTHORIZATION (Auth Only Completion or Voice Approval)	
DISPLAY	ACTION
Idle Menu	Touch <CREDIT>, <GIFT> or <EBT> on display.
Card Type Menu	Credit and Gift: Touch <PRE-AUTH> on display. EBT: Touch <VCHR> and <SALE> on display.
Swipe or Enter CARD #	Swipe card.
ENTER AMOUNT	Enter amount and press [ENTER].
ENTER AUTH CODE	Enter authorization code and press [ENTER].
LOYALTY ONLY TRANSACTIONS	
DISPLAY	ACTION
Idle Menu	Touch <LOYALTY> on display.
Loyalty Transaction Menu	Touch <SALE>, <REDEEM>, <ADD>, <UPDATE>, <INQUIRY>, <MORE>, <RETURN> or <VOID> on display.
Swipe/Enter loyalty card#	Swipe or enter loyalty card or requested data and press [ENTER].
Additional prompts	Enter requested data and follow prompts on display.
REPRINT RECEIPT	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on display.
Main Menu	Touch <REPRNT> on display.
CREDIT LOYALTY	Touch <CREDIT> or <LOYALTY>.
Reprint Receipt Menu	Touch <LAST>, <SEQ> or <PAN> on display.
PRINT RECEIPT?	Verify sequence number, touch <YES> or <NO>.
Reprint Receipt Menu	Touch <MERCH>, <CUST> or <BOTH> on display.
HOST LOADS	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on display.
Main Menu	Touch <SETUP> on display.
Setup Menu	Touch <HOST LOAD> on display.
Host Load Menu	Touch <TABLE>, <PHONE> or <DATE/TIME> on display.
VIEW / EDIT / PRINT PARAMETERS	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on display.
Main Menu	Touch <SETUP> on display.
Setup Menu	Touch <PARAM> on display.
Parameter Menu	Touch <VIEW>, <EDIT>, <PRINT> on display.
END OF DAY BALANCING PROCEDURES	
Host Totals/Settlement	
DISPLAY	ACTION
Idle Menu	Touch <MORE> on display.
Main Menu	Touch <SETTLE> on display.
Settle Menu	Touch <DAY> on display.
Host Response	Terminal and Host Reports print.

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