

Restaurant Application

Quick Reference Guide



Hypercom® T7 Series



Quick Reference Guide

Restaurant Application

The Hypercom Quick Reference Guide is a condensed document that includes the most frequently performed functions and quick keys for use in a restaurant environment. External PIN pads can be attached for supporting cardholder entry of PIN numbers.

Credit Card Sale

- > Swipe card
- > If prompted for purchasing card press [ENTER] for Yes or [CLEAR] for No
- > If prompted enter the last 4 digits of the account # and press [ENTER]
- > If prompted enter the server # and press [ENTER]
- > Enter the base \$ amount and press [ENTER]
- > If prompted select the tip percentage and press [ENTER] or scroll for other options

OR

- > If prompted input a specific tip amount and press [ENTER]

NOTE: If the tip amount is not known at the time of sale press enter and the tip can be entered later.

- > The terminal will display the total. If it is correct, press [ENTER] to continue or [CLEAR] to return to the main screen
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Manual Sale

- > Input the account # and press [ENTER]
- > Input the expiration date (MMYY) and press [ENTER]
- > If prompted press [ENTER] for card present or [CLEAR] if the card is not present
- > If the card is not present select the verification code listed
- > If prompted enter the server # and press [ENTER]
- > Enter the base \$ amount and press [ENTER]
- > If prompted select the tip percentage and press [ENTER] or scroll for other options

OR

- > If prompted input a specific tip amount and press enter

NOTE: If the tip amount is not known at the time of sale press enter and the tip can be entered later.

- > The terminal will display the total. If it is correct, press [ENTER] to continue or [CLEAR] to return to the main screen
- > If prompted enter the address
- > If prompted enter the zip code
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No



Debit Sale

- > Press [DEBIT]
 - > Swipe the card
 - > If prompted enter the last 4 digits of the account # and press [ENTER]
 - > If prompted enter the server # and press [ENTER]
 - > Enter the base \$ amount and press [ENTER]
 - > If prompted select the tip percentage and press [ENTER] or scroll for other options
- OR
- > If prompted input a specific tip amount and press [ENTER]
 - > If prompted enter the cash back amount and press [ENTER]
 - > The terminal will display the total. If correct press [ENTER] to continue or [CLEAR] to return to the main screen
 - > Have the customer enter their PIN # and press [ENTER]
 - > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Authorization Only

- > Press [VERIFY]
 - > Enter card # or swipe customer card
 - > If prompted input the expiration date (MMYY) and press [ENTER]
 - > If prompted enter the last 4 digits of the card # and press [ENTER]
 - > If prompted enter the server # and press [ENTER]
 - > If prompted press [ENTER] for card present or [CLEAR] if the card is not present
 - > If the card is not present select the verification code listed
 - > Enter the base \$ amount and press [ENTER]
 - > If prompted select the tip percentage and press [ENTER] or scroll for other options
- OR
- > If prompted input a specific tip amount and press [ENTER]
 - > The terminal will display the total. If correct press [ENTER] to continue or [CLEAR] to return to the main screen
 - > Print second receipt – [ENTER] for Yes or [CLEAR] for No



Forced Sale

- > Press [OFFLINE]
- > Enter card # or swipe customer card
- > If prompted input the expiration date (MMYY) and press enter
- > If prompted enter the last 4 digits of the account # and press enter
- > If prompted enter the server # and press [ENTER]
- > Enter the base \$ amount and press [ENTER]
- > If prompted select the tip percentage and press [ENTER] or scroll for other options

OR

- > If prompted input a specific tip amount and press [ENTER]

NOTE: If the tip amount is not known at the time of sale press enter and the tip can be entered later.

- > The terminal will display the total. If correct press [ENTER] to continue or [CLEAR] to return
- > Input the approval code and press [ENTER]
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Tip Adjustment

- > Press [ADJUST]
- > Enter the invoice # to be adjusted
- > If a previous tip has not been entered the total will display with an option to enter a tip
- > Enter the tip amount and press [ENTER]
- > The total will display again, if it is correct press [ENTER]
- > The terminal will prompt for another adjustment transaction. If you don't have any more press [CANCEL] to return to the main menu

Void

- > Press [VOID]
- > Input the invoice # and press [ENTER]
- > The terminal will display the total. If it is correct press [ENTER] to continue or clear to return
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Credit Return

- > Press [REFUND]
- > Enter card # or swipe customer card
- > If prompted input the expiration date (MMYY) and press [ENTER]
- > If prompted enter the last 4 digits of the account # and press [ENTER]
- > If prompted enter the server # and press [ENTER]
- > Enter the \$ amount and press [ENTER]
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Debit Refund

- > Press [DEBIT]
- > Select [REFUND]
- > Swipe the card
- > If prompted enter the server # and press [ENTER]
- > Enter the \$ amount and press [ENTER]
- > Have the customer enter their PIN # and press [ENTER]
- > Print second receipt – [ENTER] for Yes or [CLEAR] for No

Reprint

- > Press [REPRINT]
- > Enter the invoice # and press [ENTER]
- > The transaction will reprint

Find

- > Press [FIND]
- > Input the invoice # and press [ENTER]
- > Transaction displays on screen

Settlement

- > Press [SETTLE]
- > Enter the manager password and press [ENTER]
- > The terminal will display the sale total. If correct press [ENTER] to continue or [CLEAR] to return

- > The terminal will display the refund total. If correct press [ENTER] to continue or [CLEAR] to return
- > The terminal will settle the batch and print a settlement report

NOTE: If totals are incorrect run an audit to determine what transactions are missing and re-run them.

Totals Report

- > Press [TOTALS]
- > The batch is scanned and the total \$ amount for the batch displays
- > Press [ENTER] to review net sales by card type and continue to as needed
- > Press [CLEAR] to review previous totals
- > When the last card is shown the terminal displays 'NO MORE TOTALS'

Detail Report

- > Press [REPORTS]
- > Select audit [3] and [ENTER]
- > Select Nova [01] and [ENTER]
- > A detailed breakdown of the transactions will print

Summary Report

- > Press [REPORTS]
- > Select summary [4] and [ENTER]

The report will print



Function Keys

- FUNCTION 9** Access an Authorization Only transaction
- FUNCTION 10** Accesses date and time setting
- FUNCTION 29** Use to view settlement status information
- FUNCTION 74** Use to perform a card verification (pre-authorization) transaction
- FUNCTION 77** Use to logon or logoff of all servers
- FUNCTION 78** Use to obtain server information
- FUNCTION 82** Use to test the printer connected to the terminal
- FUNCTION 83** Use to perform a display test
- FUNCTION 84** Use to test your key pad
- FUNCTION 89** Use to test the terminal card reader
- FUNCTION 94** Use to test communication between the terminal the PIN pad
- FUNCTION 95** Use to review the number of data transmission and reception errors for the terminal

