

Basic Operations

Continued

Settlement:

To settle the batch on your terminal, clearing it of all transaction information, you can either have the device set to auto-close OR manually manage the close.

For auto-close settings, please call the help desk (see sticker on the side of your device).

To settle the batch manually:

- 1) From the home screen, select "Other."
- 2) Depending on your specific terminal model, select "CLOSE" or "Close Batch."
- 3) Select OK via the touch screen (or press 3 for non-touch screen terminals.)
- 4) The terminal will now 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:

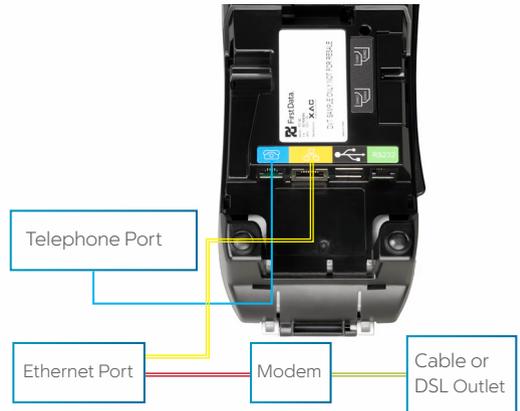
Please connect all cables before plugging the power cord into your terminal to prevent accidentally damaging the terminal or connected devices.

Step 1: Getting Connected

Using your terminal requires an Internet connection, such as DSL, cable, or dialup connection. If you chose a dialup connection, a dedicated phone line is recommended.

- Telephone port (Blue)
- Ethernet port (Yellow)
- USB ports (Black)
- RS-232 port (Green)

Underside of a FD130 terminal shown below.



Note: Actual port connection locations may vary depending on the specific terminal model, however color codes are the same on all terminals.

Step 2: Add an (optional) Device

If you have another device(s) to connect to the terminal, such as the FD35 PIN pad or MagTek® MiniMICR Check Reader, you can now connect them to either the USB or RS-232 port. Please see the device-specific installation instructions.



Getting Started

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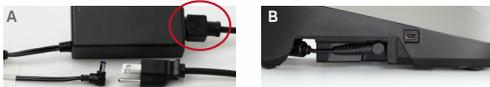
Step 3: Load printer paper

To load a roll of paper, simply open the printer cover's latch as shown below. Insert the roll of paper into the printer, making sure the roll has the leading edge of the paper exiting the bottom edge of the printer. Close the cover and tear off any excess paper.



Step 4: Connect to a Power Supply

Now you need to assemble the power supply. Plug the power cord into the power adapter (A).



Next connect the small end of the power plug to the terminal (B). Rotate the plug so that the cord is pointed toward the back of the terminal and ensure it lies flat and underneath the terminal.

Finally, plug the AC power cord into a surge protector (recommended) or a standard electrical outlet. Your terminal should all be connected and power up. The screen will light up and display the home screen.

Basic Operations

The following operations are meant to cover the most common transactions to get you started quickly. For more detailed assistance, please refer to www.businesstrack.com/terminalguides

Sale:

To begin a sale, your customer may offer a card for payment in 1 of 3 ways:

- 1) By inserting a "chip card" into the slot at the front of the terminal or PIN pad, called the "dip slot."
Reminder: the chip card must remain in the dip slot until the device prompts the customer to remove it.
- 2) By swiping the card through the magnetic stripe reader.
- 3) By tapping a contactless card or phone.



Then:

- Follow the on-screen prompts.
- If prompted, your customer will enter their PIN or can press Cancel **X** to bypass.
- The device will either automatically print a receipt or prompt for customer receipt. To skip this step, press ENTER or CANCEL (red button).

Refund:

To issue a refund to the cardholder:

- 1) From the home screen, Select "Other."
- 2) Select Refund.
- 3) Enter the amount.
- 4) Instruct your customer to insert, swipe, or tap their card (see options above under Sale).
- 5) Select Credit.
- 6) The device will either automatically print a receipt or prompt for customer receipt. To skip this step, press ENTER or CANCEL (red button).

CONTINUED ON BACK