



CASH ADVANCE

First Data® FD130 Quick Reference Guide { 750 FD130 }

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

SALE

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) MDDYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2) CASH ADVANCE ADV CASH ADV FORCE CASH ADV #0.00
- 3) MDDYYY HHMM CONFIRM ACCOUNT # ***** YES NO SWIPE CARD ENTER LAST 4 DIGITS
- 4) TOUCH CREDIT TOUCH CASH ADVANCE Key amount and press Enter
- 5) CASH ADV #0.00
- 6) ENTER LAST 4 DIGITS
- 7) CASH ADV SWIPE CARD
- 8) CONFIRM ACCOUNT # ***** YES NO
- 9) CASH ADV SWIPE CARD
- 10) CASH ADV SWIPE CARD

Insert, Tap, Swipe or manually key card number and press Enter
 Yes NOTE: Will prompt for Swiped only transactions.
 Confirm account number and press Enter
 Key last 4 digits of account number and press Enter
 NOTE: Will prompt for Swiped only transactions.
 Only transactions.
 Terminal account number and communicates with the host for approval, if No is selected, transaction will be reversed and voided. Initiate a new transaction to collect full amount.

PRINT CUST RECEIPT YES NO
 Press Enter
 Key first 4 digits of account number and communicate with the host for approval, if No is selected, transaction will be reversed and voided. Initiate a new transaction to collect full amount.

TERMINAL MAY PROMPT: #00.00 NOT AVAILABLE #00.00 AVAILABLE #00.00 ACCEPT PARTIAL AMOUNT YES NO
 ENTER BIN
 DIALING...
 Press Enter
 Press Clear to return to idle prompt

VISA CASH ADV APPROVED OK 0000-00 ADVANCE: #00.00
 Press Clear to return to idle prompt

VOID

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

- 1) MDDYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2) TIPS MORE
- 3) VOID TABS OPEN TIPS MORE
- 4) ENTER INVOICE # VS SALE INVOICE #0.00 CLK 0000 OK0000 AMOUNT #0.00 <PREV VOID NEXT>
- 5) TOUCH VOID TOUCH YES
- 6) VOID TRANS? YES NO
- 7) VOID COMPLETE
- 8) VS VOID SALE INVOICE #0.00 CLK 0000 OK0000 AMOUNT #0.00 <PREV VOID NEXT>

Touch Credit Touch More Touch Void
 MDDYYY HHMM SWIPE CARD OR SELECT TRANSACTION
 TIPS MORE
 VOID TABS OPEN TIPS MORE
 ENTER INVOICE # VS SALE INVOICE #0.00 CLK 0000 OK0000 AMOUNT #0.00 <PREV VOID NEXT>
 TOUCH VOID TOUCH YES
 VOID TRANS? YES NO
 VOID COMPLETE
 VS VOID SALE INVOICE #0.00 CLK 0000 OK0000 AMOUNT #0.00 <PREV VOID NEXT>

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

NET CARD CARD PRINTING REPORT...
 TOUCH MORE TOUCH PRINT REPORTS
 MDDYYY HHMM REPRINT VIEW PRINT RPTS RPTS

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) MDDYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2) TIPS MORE
- 3) REPRINT VIEW PRINT RPTS RPTS
- 4) NET CARD CARD PRINTING REPORT...
- 5) TOUCH MORE TOUCH PRINT REPORTS

Touch Credit Touch More Touch Print Reports
 MDDYYY HHMM SWIPE CARD OR SELECT TRANSACTION
 TIPS MORE
 REPRINT VIEW PRINT RPTS RPTS
 NET CARD CARD PRINTING REPORT...

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

BATCH CLOSE COMPLETE
 DIALING...
 TOUCH CLOSE TOUCH YES TO CONFIRM CLOSE
 MDDYYY HHMM AUTH CLOSE INQUIRY #0.00 YES NO

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) MDDYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2) AUTH CLOSE INQUIRY #0.00 YES NO
- 3) TOTALS CORRECT? YES NO
- 4) TOUCH CLOSE TOUCH YES TO CONFIRM CLOSE
- 5) BATCH CLOSE COMPLETE

Touch Credit Touch Close Touch Yes to confirm close
 MDDYYY HHMM SWIPE CARD OR SELECT TRANSACTION
 AUTH CLOSE INQUIRY #0.00 YES NO
 TOTALS CORRECT? YES NO
 BATCH CLOSE COMPLETE
 DIALING...
 Terminal communicates with the host for approval
 Press Clear to return to idle prompt





ADELANTO DE EFECTIVO

First Data® FD130

Guía de referencia rápida

{ 750 FD130 }

VENTA

Use esta función para autorizar y capturar las transacciones para su posterior liquidación. El cliente puede ofrecer una tarjeta para realizar el pago en una de las siguientes tres formas: 1) Deslizando la tarjeta por el lector de banda magnética; 2) pulsando una tarjeta sin contacto; o 3) insertando una "tarjeta inteligente" (con chip incorporado) en el lector de tarjeta inteligente ubicado en el frente de la terminal o teclado para PIN, una tecnología que agrega un nivel extra de seguridad.

① MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	② CASH REFUND FORCE ADV CASH ADV	③ CASH ADV ENTER AMOUNT #0.00
Pulse Credit	Pulse Cash Advance	Ingrese el monto y oprima Enter
④ CASH ADV SWIPE CARD	⑤ CONFIRM ACCOUNT # ***** NO YES	⑥ ENTER LAST 4 DIGITS
Coloque, pulse, deslice la tarjeta, o ingrese manualmente el número de cuenta y oprima Enter	Confirme el número de cuenta y oprima Yes. NOTA: Se indicará para Las transacciones de Sólo Deslice.	Ingrese los últimos 4 números del número de cuenta y oprima Enter. NOTA: Se indicará para Las transacciones de Sólo Deslice.
⑦ ENTER BIN	⑧ DIALING...	⑧ TERMINAL MAY PROMPT: #00.00 NOT AVAILABLE AVAILABLE #00.00 ACCEPT PARTIAL AMOUNT NO YES
Ingrese los primeros 4 números el número de cuenta y oprima Enter	El terminal se está comunicando con el sistema central para obtener la aprobación	Oprima la opción deseada. Si selecciona No, se anulará la transacción. Inicie una nueva transacción para cobrar el monto total.
⑨ PRINT CUST RECEIPT NO YES		
Pulse la opción deseada		
⑩ VISA CASH ADV APPROVED OK 0000-00 ADVANCE: #00.00		
Oprima Clear para regresar a la indicación inicial		

ANULACIÓN

Use esta función para borrar una transacción del lote actual.

① MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	② TIPS MORE	③ VOID TABS OPEN TRANS TIPS
Pulse Credit	Pulse More	Pulse Void Trans
④ ENTER INVOICE # TO VOID	⑤ VS SALE INVOICE 0000 CLK 0000 0K0000 AMOUNT #0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	⑥ VOID TRANS? NO YES
Ingrese el número de factura y oprima Enter	Pulse Void	Pulse Yes
⑦ VOID COMPLETE	⑧ VS VOID SALE INVOICE 0000 CLK 0000 0K0000 AMOUNT #0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	
	Oprima Clear para regresar a la indicación inicial	

INFORMES

Pueden generarse varios tipos de informes detallados y de totales para las transacciones del lote actual (las transacciones que aún no se hayan liquidado).

① MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	② TIPS MORE	③ REPRINT VIEW PRINT RPRTS RPRTS
Pulse Credit	Pulse More	Pulse Print Reports
④ NET CARD CARD TOTALS TOTALS DETAILS	⑤ PRINTING REPORT...	
Oprima el informe que desea imprimir	Oprima Clear para regresar a la indicación inicial	



LIQUIDACIÓN

Use esta función al final de cada día para liquidar y poder cobrar el lote y para eliminar del terminal la información de las transacciones. Estos procedimientos sólo son necesarios si la función de cierre automático está deshabilitada.

① MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	② AUTH CLOSE INQUIRY	③ TOTALS CORRECT? #0.00 NO YES
Pulse Credit	Pulse Close	Pulse Yes para confirmar el cierre
④ DIALING...	⑤ BATCH CLOSE COMPLETE	
El terminal se está comunicando con el sistema central para obtener la aprobación	Oprima Clear para regresar a la indicación inicial	