Merchant Processors
Quick, Low-Cost Merchant Accounts

Call Us: 800-311-8581

Attention USA and Canadian Merchants

Having trouble with your credit card terminal? Tired of over priced "leasing" or expensive merchant processing fees? Get a **FREE Verifone or Igenico Credit Card Terminal**

When switching to our *low cost* www.MerchantProcessors.com credit card processing.

We will <u>match or beat your current processing rates</u> and get a brand new programmed and ready to go terminal.

Free Terminal Placement Program, No "Overpriced Leasing"

- Up to date Modern <u>EMV Compliant Terminal</u>.

- Upfront honest interchange plus pricing

- Flat Rate Pricing model available

- Merchant Cash Advance Program available

Call us at **800-311-8581** and get a 100% Free Credit Card Terminal overnighted to you when switching to our low cost merchant credit card processing services www.merchantprocessors.com .

See Documentation for your Current Terminal Below

HyperWare® Restaurant Software
Quick Reference Card
Optimum T4200 Series SPOS32, Version 2.0
Note: Printing a second receipt, the customer receipt, is an option for all transactions.

Credit Sale

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Swipe customer credit card through card reader or manually enter card number.
Enter Server Number		Enter server number, then press **Enter**.
Base Amount	$0.00	Enter amount of sale, then press **Enter**.
Tip Amount	$0.00	Enter Tip amount, then press **Enter**; or just press **Enter** and complete tip adjust later.
Total Correct?	$0.00	Press Yes/**Enter** to confirm, No/**Clear** to change amount.
COMMS		Terminal dials host.
Response Approval	123456	Transaction is accepted and receipt is printed.

Debit Sale

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Press **Enter > Transaction > Sale > Debit**.
Swipe Customer Card		Swipe customer debit card through card reader or manually enter card number.
Enter Server Number		Enter Server number, then press **Enter**.
Base Amount	$0.00	Enter amount of sale, then press **Enter**.
Tip Amount	$0.00	Enter Tip amount, then press **Enter**.
Total Enter PIN	$0.00	Customer enters PIN on internal or attached PIN pad, then press **Enter**.
COMMS		Terminal dials host.
Response Approval	123456	Transaction is accepted and receipt is printed.

Credit Refund

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Press **Enter > Transaction > Refund > Credit**.
Swipe Customer Card		Swipe customer credit card through card reader or manually enter card number.
Enter Server Number		Enter server number, then press **Enter**.
Amount	$0.00	Enter amount of refund, then press **Enter**.
COMMS		Terminal dials host.
Response Approval	123456	Transaction is accepted and receipt is printed.

Tip Adjust

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Press **Enter > Batch > Adjust**.
Enter Invoice Number		Enter invoice number of original sale, then press **Enter**.
Base Amount	$0.00	Enter tip amount, then press **Enter**.
Enter Tip	$0.00	
Total Correct?	$0.00	Touch Yes/**Enter** to confirm adjusted total amount.
Transaction Accepted		Tip Adjust is complete.

Server/Cashier Sign-On

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **FUNCTION + 77 + Enter**, or press **Enter > Server > Add/Remove**.
Enter Server Number	Enter server number, then press **Enter**.
Sign-On? Y or N	Press Yes/**Enter** to add this server number to terminal.
Transaction Accepted	Server Sign-On is complete.

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HyperWare® Restaurant Software

Open Tab

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Press **Enter > Tab > Open**.
Swipe Customer Card		Swipe customer credit card through card reader or manually enter card number.
Enter Server Number		Enter server number, then press **Enter**.
Amount	$0.00	Enter maximum open tab amount, then press **Enter**.
Total Correct?	$0.00	Press Yes/**Enter** to confirm, No/**Clear** to change amount.
COMMS		Terminal dials host.
Response Approval	123456	Open tab is accepted and merchant receipt is printed.

Close Tab

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Press **Enter > Tab > Close**.
Enter Invoice Number		Enter invoice number of Open Tab, then press **Enter**.
Correct?		Press Yes/**Enter** if the Invoice Number is correct.
Total Correct?	$0.00	Press Yes/**Enter** to confirm, No/**Clear** to change tab sale amount.
Transaction Accepted		Tab is closed and merchant receipt is printed.

Void

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Press **Enter > Batch > Void > Invoice**.
Enter Invoice Number		Enter invoice number, then press **Enter**.
XXXXXX Correct?	$00.00 Yes or No	Press Yes/**Enter** to void this transaction. Touch No/**Clear** if this is not correct invoice number.
COMMS		Terminal dials host.
Transaction Accepted		Void is complete.

Batch Report (Summary)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **REPORTS** button, then press **Summary**.
Scanning Batch	Terminal scans for batch totals and prints Summary report.

Batch Report (Audit)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **REPORTS** button, then press **Audit**.
Host Number	Enter Host Number or '0' for all hosts.
Scanning Batch	Terminal scans for batch totals and prints Audit report.

Reprint Last Receipt

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **REPORTS** button, then press **Reprint > Last**.
Customer Copy Merchant Copy	Press screen button next to **Customer Copy** or **Merchant Copy**. Receipt is printed.

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World Headquarters
2851 West Kathleen Road • Phoenix, AZ 85053
602.504.5000 • 877.HYPERCOM within USA • Fax: 602.504.5166
E-mail: info@hypercom.com • web: www.hypercom.com
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