HyperWare® Retail 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.
Amount $0.00	Enter amount of sale, then press **Enter**.
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.
Sale Amount $0.00	Enter amount of sale, then press **Enter**.
Total Correct? Yes or No $0.00	Verify total is correct, then press Yes/**Enter**.
Sale Amount $0.00 Enter PIN	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.

EBT Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **Enter > Transaction > Sale > EBT**.
Swipe Customer Card	Swipe customer credit card through card reader or manually enter card number.
Food Stamp EBT Cash Benefit	Press screen button next to **Food Stamp** or **EBT Cash Benefit**.
Sale Amount $0.00	Enter amount of sale, then press **Enter**.
Sale Amount $0.00 Enter PIN	Customer enters PIN on internal 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.
Amount $0.00	Enter amount of refund, then press **Enter**.
Response Transaction Accepted	Transaction is accepted and receipt is printed.

Debit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **Enter > Transaction > Refund > Debit**.
Swipe Customer Card	Swipe customer debit card through card reader or manually enter card number.
Amount $0.00	Enter amount of refund, then press **Enter**.
Sale Amount $0.00 Enter PIN	Customer enters PIN on internal or attached PIN pad, then press **Enter**.
Transaction Accepted	Transaction is accepted and receipt is printed.

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Offline/Force

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **Enter > Transaction > Offline > Sale (Offline)**.
Swipe Customer Card	Swipe customer credit card through card reader.
Amount $0.00	Enter amount of sale, then press **Enter**.
Enter Approval Code	Enter approval code, then press **Enter**.
Transaction Accepted	Offline/Force is complete.

Batch Settle

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press **SETTLE** button, or press **Enter > Batch > Settle**.
Enter Password	Enter merchant password, then press **Enter**.
Host Number	Press **0** for all hosts or enter a host number, then press **Enter**.
Scanning Batch	Terminal scans for batch totals.
Sales Total Correct? $0.00	Press Yes/**Enter** to confirm sales total.
Refund Total Correct? $0.00	Press Yes/**Enter** to confirm refund total.
Scanning Batch	Terminal scans for batch totals.
COMMS	Terminal dials host.
Response Approval 123456	Settlement is complete.
Scanning Batch	Settlement report is printed.

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.