

## END OF BUSINESS DAY INSTRUCTIONS

- Before closing, you should *always* print out a Detail and Summary Report.
- Always print out the Detail Report before the Summary Report because the Summary Report will close your batch. Please compare your receipts with the Detail Report to verify totals. The Detail Report will group your sales by credit card type.
- Please maintain a copy of ALL receipts. You will submit your receipts, the Summary Report (which indicates successful settlement of funds), and a Deposit Transmittal Form to one of the Cashier Offices. Deposit Transmittal Forms can be retrieved at any Cashier Office. Cashiers are available to assist you in completing the Deposit Transmittal Form.

### NEED FURTHER HELP?



Contact our office and we will be happy to assist you! You can reach us at **801.957.4868** Mon – Thurs 8 am – 7 pm and Fri 8 am – 4:30 pm.

## PRINTING A DETAIL REPORT

- Press the "7" button.
- Select 3, then 1 and "Print".
- A Detail Report will print out.
- Please compare the credit card totals on the Detail Report with your receipts and verify they match.

## PRINTING A SUMMARY REPORT

- Press the "6" button.
- Upon pressing "6" you will be given the following prompt: "Close batch and Deposit funds?"
- Press "Yes" with the green button and press accept twice.
- A Summary Report will print out.
- Keep this report and the accompanying receipts in a safe place until delivering to a Cashier Office. Deposit should be made to a Cashier Office within 1 business day.

# WIRELESS CREDIT CARD TERMINAL GUIDE



The Office of the Bursar  
SALT LAKE COMMUNITY COLLEGE

## TURNING ON/OFF

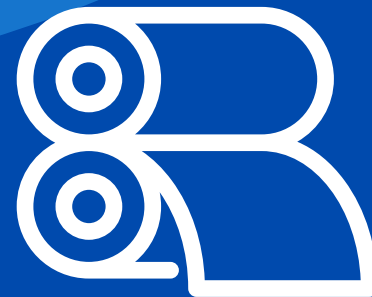
- To turn on, simply press the green button.
- To turn off, press the yellow and the "#" button.

## PROCESSING PURCHASES

- EITHER press the "1" button, enter the amount and insert the card.
- OR press the green button, select sale, enter the amount and insert the card.
- When entering a card transaction manually, press "1", enter the amount, enter the card number, expiration date, security code, press the green button to override the address, enter zip code, and wait for the transaction to successfully process.
- Please provide the customer with a receipt as well as keep a receipt for your records. A receipt copy for each transaction (including voids) must be submitted to the Cashier Office to ensure a successful deposit of funds.

## CHANGING A RECEIPT ROLL

- Lift the printer cover, fully open it. Remove the old roll of paper.
- Insert the new roll, open the end on top.
- Press and hold the yellow button to make sure the paper prints successfully.



## FORGOT TO PRINT A RECEIPT OR NEED A COPY?

- Press the "7" button then press "4" or scroll down to "Reprint."
- You will be prompted with the option to either print "Last Receipt" or "Search." Various search options are available to locate the receipt you need to reprint.

## VOIDING A TRANSACTION

- Voids are used when a mistake has been made and you wish to nullify a same-day transaction. Voids can only be processed the **same session** the card was used.
- If an error has been made, please void the transaction rather than use the refund option. Refunds can take anywhere from 3-7 business days to process. A voided transaction will show on the consumer card report, but it will appear as a pending transaction until cleared. No actual payment will take place.
- To void a transaction, press the green button, select "3" and then "2." You will then be prompted to enter the receipt reference number. This number can be located on the right-hand side of the receipt under "SALE."

