



PPS SC220/250
EBT
Quick Reference Guide

Tech Support 1.888.690.7555, Opt 2
After Hours Support 1.800.285.2315
Voice Auth 1.800.944.1111 Bank ID: 022600

Food Stamp Sale	Food Stamp Return	EBT Voucher Force
<p>Press 1</p> <p>Select 3 - EBT</p> <p>Select 1 - Food Stamp</p> <p>Enter the Sale amount and press ENTER </p> <p>Swipe/Key Card + ENTER </p> <p>Enter PIN # on PIN Pad + ENTER </p>	<p>Press 2</p> <p>> Enter the password and press ENTER </p> <p>Select - EBT</p> <p>Select 1 - Food Stamp</p> <p>Enter the Return amount and press ENTER </p> <p>Swipe/Key Card + ENTER </p> <p>Enter PIN # on PIN Pad +ENTER </p>	<p>Press 4</p> <p>Select 2 – EBT Voucher</p> <p>Enter the Sale amount and press ENTER </p> <p>Key Account # and press ENTER </p> <p>> Enter Exp. Date MMY + ENTER (Press Enter if no exp. Date) </p> <p>Enter Voucher # and press ENTER </p> <p>Enter Approval Code and press ENTER </p>
Cash Benefit Sale	Cash Benefit Balance Inquiry	Food Stamp Balance Inquiry (Retail Only)
<p>Press 1</p> <p>Select 3 - EBT</p> <p>Select 2 – Cash Benefit</p> <p>Enter the Sale amount and press ENTER (Press Enter if Cash Only)</p> <p>> Confirm Amount \$X.XX? Select Yes or No.</p> <p>Swipe/Key Card + ENTER </p> <p>> CashBack? Select Yes or No.</p> <p>Enter CashBack Amt + ENTER </p> <p>> Confirm Amount \$X.XX? Choose Accept or Change. Select Accept to proceed or Change to go back to the Amount entry screen.</p> <p>Enter PIN # on PIN Pad +ENTER </p>	<p>Press 9</p> <p>Select 2 – Balance Inquiry</p> <p>Select 2 - EBT</p> <p>Select - Cash Benefit</p> <p>Swipe/Key Card + ENTER </p> <p>Enter PIN # on PIN Pad +ENTER </p>	<p>Press 9</p> <p>Select 2 – Balance Inquiry</p> <p>Select 2 - EBT</p> <p>Select – Food Stamp</p> <p>Swipe/Key Card + ENTER </p> <p>Enter PIN # on PIN Pad +ENTER </p>














































Credit Card Sale (Swiped)	Credit Card Sale (Key Entered)	Credit Card Return	Guide to Keys
<p>Press 1</p> <p>> Select 1 - CREDIT</p> <p>> Additional optional prompts may appear depending on terminal configuration.</p> <p>Enter the Sale amount and press ENTER</p> <p>Swipe, Insert or Tap* the card</p> <p>> Enter PIN + ENTER (For EMV Credit with PIN only)</p> <p>> Instruct Customer to Remove Card (For EMV card only)</p>	<p>Press 1 For Sale</p> <p>> Select 1 - CREDIT</p> <p>Enter the Sale amount and press ENTER</p> <p>Manually enter the card number and press ENTER</p> <p>Enter the expiration date and press ENTER</p> <p>> Card present? Choose Yes or No.</p> <p>> Enter CVV/CID Code + ENTER</p> <p>> Address + ENTER</p> <p>> Zip Code + ENTER</p>	<p>Press 2 For Return</p> <p>> Enter the password and press ENTER</p> <p>> Select 1 - CREDIT</p> <p>Enter the Return amount and press ENTER</p> <p>Swipe/Insert/Tap* or Key Card and press ENTER</p> <p>> Enter the expiration date and press ENTER</p> <p>> Remove Card (For EMV card only)</p>	<p>F4 Use to Set Language</p> <p>ENTER Key (Green)</p> <p>Note: ENTER Key at Idle will also access a Main Menu of functions.</p> <p>< CLEAR Key (Yellow)</p> <p>X CANCEL Key (Red)</p> <p>. # * ADMIN Key</p> <p>F FUNCTION Key</p> <p>Use F key to access the System Manager Menu and to create alpha characters. Press a number key then F repeatedly to create alpha characters when needed.</p>
Void	Card Verify	Credit Card Force	> Optional Prompts
<p>Press 3 For Void</p> <p>> Enter the password and press ENTER</p> <p>Void Last Trans, Yes or No?</p> <p>Press [F1] for Yes to Void Last or press [F4] for No to search for a trans to Void.</p> <p>Use Search Menu to locate transaction: 1=All 2=Reference # 3=Clerk # 4=Invoice #/PO # 5=Account # 6=Customer # 7= Approval Code</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Voided.</p> <p>Verify Void \$X.XX? Select Yes or No.</p>	<p>Press 9 For Other</p> <p>Press 1 For Card Verify</p> <p>Swipe/Insert or Key Card and press ENTER</p> <p>> Enter the expiration date and press ENTER</p> <p>> Enter CVV/CID Code + ENTER</p> <p>Address + ENTER</p> <p>Zip Code + ENTER</p> <p>> Enter PIN + ENTER (For EMV Credit with PIN only)</p> <p>> Instruct Customer to Remove Card (For EMV card only)</p>	<p>Press 4 For Force</p> <p>Select 1 - CREDIT</p> <p>Enter the Sale amount and press ENTER</p> <p>Swipe/Insert/Tap* or Key Card and press ENTER</p> <p>> Enter the expiration date and press ENTER</p> <p>Enter Approval Code and press ENTER</p> <p>> Instruct Customer to Remove Card (For EMV card only)</p> <p align="center">Reprint</p> <p>Press 8 For Reprint</p> <p>Select 1 – Last Receipt or 2 – Search</p> <p>Use Search Menu to select transaction to reprint. If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be re-printed. Select 1 – Merchant Copy, 2- Customer Copy, or 3 – Both.</p>	<p>> Optional Prompts may include: password, clerk #, invoice/order number, card present, phone order or e-commerce, address, zip, V-Code, pass terminal, enter merchant number for multi-merchant, confirm amt., tax amt., customer code, imprint card, and enter last 4 digits. Not all optional prompts are shown.</p> <hr/> <p>* Note: The options to Tap or Insert the card for various functions will be dependent on the hardware being used and the terminal's configuration for Contact-less and EMV processing.</p>



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Retail Quick Reference Guide

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Debit Sale	Debit Return	Detail Report	Summary Report
<p>Swipe Card or Press 1 For Sale</p> <p>Select 2 - DEBIT</p> <p>Enter the Sale amount and press ENTER <input type="text"/></p> <p>> Enter Cash back Amount and press ENTER <input type="text"/></p> <p>Swipe or Insert* the card</p> <p>> Confirm Amount, Accept or Change? (Only if CB entered)</p> <p>Customer will Enter PIN # and press ENTER <input type="text"/></p> <p>> Instruct Customer to Remove Card (For EMV card only)</p>	<p>Press 2 For Return</p> <p>> Enter the password and press ENTER <input type="text"/></p> <p>> Select 2 - DEBIT</p> <p>Enter the Return amount and press ENTER <input type="text"/></p> <p>Swipe Card*</p> <p>Customer will Enter PIN # and press ENTER <input type="text"/></p>	<p>Press <input type="text"/></p> <p>> Enter the password and press ENTER <input type="text"/></p> <p>Select 0 – Reports Menu</p> <p>Select 1 – Detail</p> <p>Select 1- Print or Select 2 – Display</p> <p>If choose 2 – Display, detail can be displayed in order of preference selected:</p> <p>1 – Reference # 2 – Invoice # 3 – Card Type</p> <p>Use the F1 (Previous) and F4 (Next) keys to scroll through transactions.</p>	<p>Press <input type="text"/></p> <p>> Enter the password and press ENTER <input type="text"/></p> <p>Select 0 – Reports Menu</p> <p>Select 2 – Summary</p> <p>Select 1- Print Or Select 2 - Display</p>
Balance Inquiry	Trans Adjust	Batch Totals	Settlement
<p>Press 9 For Other</p> <p>Press 2 For Balance Inquiry</p> <p>Select 1 – Credit Or Select 2 – EBT (will not prompt if no EBT)</p> <p>Swipe/Insert or Key Card and press ENTER <input type="text"/></p> <p>> Enter the expiration date and press ENTER <input type="text"/></p> <p>> Instruct Customer to Remove Card (For EMV card only)</p>	<p>Press 6 For Trans Adjust</p> <p>Use Search Menu to select transaction to adjust.</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Adjusted.</p> <p>Enter new Sale Amount and press ENTER <input type="text"/></p>	<p>Press <input type="text"/></p> <p>> Enter the password and press ENTER <input type="text"/></p> <p>Select 2 – Batch Menu</p> <p>Select 1 – Batch Totals</p> <p>Press ENTER <input type="text"/> to return to previous menu.</p>	<p>Press 7 For Settlement</p> <p>Press 1 for Credit/Debit/EBT</p> <p>Close Batch and Deposit Funds?</p> <p>Select Yes or No.</p> <p>> Print Reports?</p> <p>Select Yes or No.</p>

Credit Card Sale (Swiped)	Credit Card Sale (Key Entered)	Credit Card Return	Guide to Keys
<p>Press </p> <p>> Select 1 - CREDIT</p> <p>> Server ID+ ENTER </p> <p>Enter the Sale amount and press ENTER </p> <p>> Confirm Amt, Yes or No</p> <p>> Tip Required? Yes or No</p> <p>> Tip Amt + ENTER </p> <p>Swipe, Insert or Tap* the card</p> <p>> Confirm Total. Select Accept or Change.</p> <p>> Enter PIN+ ENTER  (For EMV Credit with PIN only)</p> <p>> Instruct Customer to Remove Card (For EMV card only)</p> <p><small>* Note: The options to Tap or Insert the card for various functions will be dependent on the hardware being used and the terminal's configuration for Contact-less and EMV processing.</small></p>	<p>Press </p> <p>> Select 1 - CREDIT</p> <p>> Server ID+ENTER </p> <p>Enter Sale Amt + ENTER </p> <p>> Confirm Amt, Yes or No</p> <p>> Tip Required? Yes or No</p> <p>> Tip Amt + ENTER </p> <p>Enter Card # + ENTER </p> <p>Exp Date + ENTER </p> <p>> Card present? Choose Yes or No.</p> <p>> Enter CVV/CID + ENTER </p> <p>>Address +ENTER </p> <p>> Zip Code +ENTER </p> <p>> Confirm Total. Select Accept or Change.</p>	<p>Press </p> <p>> Enter the password and press ENTER </p> <p>> Select 1 - CREDIT</p> <p>> Server ID + ENTER </p> <p>Enter the Return amount and press ENTER </p> <p>Swipe/Insert/Tap* or Key Card and press ENTER </p> <p>> Enter the expiration date and press ENTER </p> <p>> Remove Card (For EMV card only)</p>	<p> Use to Set Language</p> <p> ENTER Key (Green)</p> <p>Note: ENTER Key at Idle will also access a Main Menu of functions.</p> <p> CLEAR Key (Yellow)</p> <p> CANCEL Key (Red)</p> <p> ADMIN Key</p> <p> FUNCTION Key</p> <p>Use F key to access the System Manager Menu and to create alpha characters. Press a number key then F repeatedly to create alpha characters when needed.</p> <p>> Optional Prompts</p> <p>> Optional Prompts may include: password, tip, server #, invoice/order number, card present, phone order or e-commerce, address, zip, V-Code, pass terminal, enter merchant number for multi-merchant, confirm amt., tax amt., customer code, imprint card, and enter last 4 digits. Not all optional prompts are shown.</p>
Void	Card Verify	Credit Card Force	Reprint
<p>Press </p> <p>> Enter the password and press ENTER </p> <p>Void Last Trans, Yes or No?</p> <p>Press [F1] for Yes to Void Last or press [F4] for No to search for a trans to Void.</p> <p>Use Search Menu to locate transaction: 1=All 2=Reference # 3=Server # 4=Invoice #/PO # 5=Account # 6=Customer # 7= Approval Code</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Voided.</p> <p>Verify Void \$X.XX? Select Yes or No.</p>	<p>Press  For Other</p> <p>Press  For Card Verify</p> <p>> Server ID + ENTER </p> <p>Swipe/Insert or Key Card and press ENTER </p> <p>> Enter the expiration date and press </p> <p>> Enter CVV/CID Code + ENTER </p> <p>Address +ENTER </p> <p>Zip Code +ENTER </p> <p>> Enter PIN + ENTER  (For EMV Credit with PIN only)</p> <p>> Instruct Customer to Remove Card (For EMV card only)</p>	<p>Press </p> <p>Select 1 – CREDIT</p> <p>> Server ID + ENTER </p> <p>Enter the Sale amount and press ENTER </p> <p>> Confirm Amount? Select Yes or No.</p> <p>> Tip Required? Select Yes or No.</p> <p>> Tip Amt + ENTER </p> <p>Swipe/Insert/Tap* or Key Card and press ENTER </p> <p>> Enter the expiration date and press ENTER </p> <p>> Confirm Total. Select Accept or Change.</p> <p>Enter Approval Code and press ENTER </p> <p>> Instruct Customer to Remove Card (For EMV card only)</p>	<p>Press </p> <p>For Reprint</p> <p>Select 1 – Last Receipt or 2 - Search</p> <p>Use Search Menu to select transaction to reprint.</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be re-printed.</p> <p>Select 1 – Merchant Copy, 2- Customer Copy, or 3 – Both.</p>



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Restaurant Quick Reference Guide

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Voice Auth 1.800.944.1111 Bank ID: 022600

Debit Sale	Debit Return	Trans Adjust	Summary Report
<p>Swipe Card or press 1</p> <p>Select 2 - DEBIT</p> <p>> Server ID + ENTER <input type="text"/></p> <p>Enter the Sale amount and press ENTER <input type="text"/></p> <p>> Confirm Amount? Select Yes or No.</p> <p>> Tip Required? Select Yes or No.</p> <p>> Tip Amt. + ENTER <input type="text"/></p> <p>> Cash Back? Choose Yes or No.</p> <p>> Enter Cash back Amount and press ENTER <input type="text"/></p> <p>> If 1 key was pressed, Swipe/Insert/Tap Card*</p> <p>> Confirm Amount \$X.XX? Choose Accept or Change. (Only if CB or Tip was entered)</p> <p>Customer will Enter PIN # and press ENTER <input type="text"/></p> <p>> Instruct Customer to Remove Card (For EMV card only)</p>	<p>Press 2</p> <p>> Enter the password and press ENTER <input type="text"/></p> <p>Select 2 - DEBIT <input type="text"/></p> <p>> Server ID + ENTER <input type="text"/></p> <p>Enter the Return amount and press ENTER <input type="text"/></p> <p>Swipe Card*</p> <p>Customer will Enter PIN # and press ENTER <input type="text"/></p>	<p>Press 6 For Trans Adjust</p> <p>Use Search Menu to select transaction to adjust.</p> <p>If ALL is selected, use the up/down arrows to scroll through the transactions and press the F4 key to select a transaction to be Adjusted.</p> <p>Enter new Sale Amount and press ENTER <input type="text"/></p> <p>> Enter new Tip Amt. and press ENTER <input type="text"/></p> <p>Confirm Sale Amount \$XX.xx ?</p> <p>Accept or Change</p> <p>Select Accept to complete the transaction.</p> <p>Select Change to change the amount of the transaction.</p> <p>If Change is selected, Enter new sale amount and press ENTER <input type="text"/></p>	<p>Press #></p> <p>> Enter the password and press ENTER <input type="text"/></p> <p>Select 0 – Reports Menu</p> <p>Select 2 – Summary</p> <p>Select 1- Print or Select 2 - Display</p> <p align="center">Batch Totals</p> <p>Press .,#*</p> <p>> Enter the password and press ENTER <input type="text"/></p> <p>Select 2 – Batch Menu</p> <p>Select 1 – Batch Totals</p> <p>Press ENTER <input type="text"/> to return to previous menu.</p>
Detail Report	Balance Inquiry	Server Menu	Settlement
<p>Press .,#*</p> <p>> Enter the password and press ENTER <input type="text"/></p> <p>Select 0 – Reports Menu</p> <p>Select 1 – Detail</p> <p>Select 1- Print or Select 2 – Display</p> <p>If choose 2 – Display, detail can be displayed in order of preference selected:</p> <p>1 – Reference # 2 – Invoice # 3 – Card Type</p> <p>Use the F1 (Previous) and F4 (Next) keys to scroll through transactions.</p>	<p>Press 9 For Other</p> <p>Press 2 For Balance Inquiry</p> <p>Select 1 – Credit Or Select 2 – EBT (will not prompt if no EBT)</p> <p>> Server ID + ENTER <input type="text"/></p> <p>Swipe/Insert or Key Card and press ENTER <input type="text"/></p> <p>> Enter the expiration date and press ENTER <input type="text"/></p> <p>> Instruct Customer to Remove Card (For EMV card only)</p>	<p>Press .,#*</p> <p>> Enter the password and press ENTER <input type="text"/></p> <p>Select 1 – Server Menu</p> <p>Select from the list:</p> <p>1 – Add ID 2 – Delete ID 3 – Print ID List 4 – Auto Add Clk 5 – ClkPrompt 6 – ClkWording 7 – Display Params</p> <p>Select 1 to add a Server ID.</p> <p>Enter Server ID + <input type="text"/></p> <p>Server ID Added. Add another? Select Yes or No.</p>	<p>Press 7</p> <p>For Settlement</p> <p>Press 1 for Credit/Debit/EBT</p> <p>Close Batch and Deposit Funds?</p> <p>Select Yes or No.</p> <p>> Print Reports?</p> <p>Select Yes or No.</p>