NOTE: Transactions that are manually entered (not swiped) will require you to enter the card number, expiration date, customer zip code and credit card CVV (on back of card) value. The buttons on the right of the screen are F1, F2, F3 and F4.

CREDIT TRANSACTIONS	
Sale	Swipe/enter card number then enter amount **OR** Enter amount and then swipe/enter card number and press ENTER Tear slip, and then press ENTER to print customer receipt
Void	Press the ▼key until V/SALE is displayed Swipe/enter card number **OR e**nter amount and then swipe/enter card number Enter Trans #, and then press ENTER twice tear slip, and then press ENTER to print customer receipt
Return	Press the ▼key until RETURN is displayed Swipe/enter card number, enter amount **OR** enter amount then swipe/enter card number and then press ENTER Tear Slip, and then press ENTER to print customer receipt
V/ Return	Press ▼key until V/RTRN is displayed Swipe/enter card number **OR** enter amount, then swipe/enter card Enter Trans #, and then press ENTER twice Tear Slip, and then press ENTER to print customer receipt

SETTLEMENTS / REPORTS	
Default Report	Press the MENU key Choose 1 – Reports, the report will automatically print
Settlement	Press the FUNC key, then press 2, and then press ENTER
Reprint	Press the FUNC key, then 6, and then press ENTER

Loading Paper
Pull up on the paper cover tab to open the paper compartment, insert the paper roll as shown and then close the paper cover.