



### VOID

Use this function to delete a transaction that is in the current batch.

- 1 MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2 TIPS TABS MORE
- 3 VOID CLOSE INQUIRY TRANS
- 4 VS SALE TRANS # 0000  
AMOUNT \$0.00  
CLK \*\*\*\*\*  
<PREV VOID NEXT>
- 5 VOID TRANS#
- 6
- 7 VOID COMPLETE
- 8

Touch Credit  
Touch More  
Touch Void Trans

Key Trans number and press Enter

Touch Debit

Press Clear to return to idle prompt

### REFUND

Use this function to issue a credit to the cardholder's account for goods or services.

- 1 MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2 CREDIT REFUND FORCE SWIPE CARD
- 3
- 4 CARD TYPE> REFUND ENTER AMOUNT \$0.00
- 5 PRINT CUST RECEIPT YES
- 6 REFUND APPROVED
- 7
- 8

Touch Credit  
Swipe card or manually key card number and press Enter

Touch Credit Refund

Key amount and press Enter

Touch desired option

Press Clear to return to idle prompt

### DEBIT SALE (with Cash Back)

Use this function to authorize and capture transactions for settlement.

- 1 MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2 DEBIT REFUND SALE REFUND
- 3 DEBIT SALE SWIPE CARD
- 4 DEBIT SALE ENTER AMOUNT \$0.00
- 5 MAY PROMPT: CASHBACK AMT WAITING FOR TIP WAITING FOR PIN PAD CASHBACK ENTRY ON PIN PAD
- 6 PLEASE ENTER PIN
- 7
- 8 DEBIT SALE AUTH/TKT 0000-00
- 9 PRINT CUST RECEIPT NO

Touch Debit  
Swipe card on terminal or pin pad manually keyed

Touch Debit Sale

Key amount and press Enter

Terminal communicates with the host for approval

Touch desired option

Key requested information on pin pad and press Enter

Instruct customer to enter PIN and ask customer for the PIN

Terminal communicates with the host for approval

### SALE (Swiped or Manually Keyed)

Use this function to authorize and capture transactions for settlement.

- 1 MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2 CREDIT REFUND SALE REFUND
- 3 CREDIT SALE SWIPE CARD
- 4 DEBIT SALE ENTER AMOUNT \$0.00
- 5 MAY PROMPT: CASHBACK AMT WAITING FOR TIP WAITING FOR PIN PAD CASHBACK ENTRY ON PIN PAD
- 6 PLEASE ENTER PIN
- 7
- 8 DEBIT SALE AUTH/TKT 0000-00
- 9 PRINT CUST RECEIPT NO

Touch Credit  
Swipe card or manually key card number and press Enter

Touch Credit Sale

Key amount and press Enter

Terminal communicates with the host for approval

Touch desired option

No is selected, transaction will be voided. Initiate a new transaction to collect full amount

Terminal communicates with the host for approval

Touch desired option

Press Clear to return to idle prompt

The Quick Reference Guide provides you with simple, step-by-step instructions of your daily terminal operations.

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### REPORTS

Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

- 1 MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2 TIPS TABS MORE
- 3 REPRINT VIEW PRINT RPTS RPTS
- 4 NET TOTALS CARD TOTALS CARD DETAILS

Touch Credit  
Touch More  
Touch Print Reports

Touch the desired report to print

### TIP ADJUSTMENT

Use this function to add the tip amount to a transaction that is in the current batch.

- 1 MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2 TIPS TABS MORE
- 3 ENTER TRANS #
- 4 VS SALE TRANS # 0000  
TIP \$0.00  
AMOUNT \$0.00  
XXXXXXXXXXXXXXXXXX  
<PREV VOID NEXT>
- 5 NEW TIP \$0.00
- 6 VS SALE TRANS # 0000  
TIP \$0.00  
AMOUNT \$0.00  
XXXXXXXXXXXXXXXXXX  
<PREV VOID NEXT>

Touch Credit  
Touch Tips  
Key Trans number and press Enter

Touch Edit  
Key tip amount press Enter  
Press Clear to return to idle prompt

### SETTLE

Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

- 1 MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION
- 2 TIPS TABS MORE
- 3 VOID CLOSE INQUIRY TRANS
- 4 TOTALS CORRECT? \$0.00 YES
- 5 DIALING...
- 6 BATCH CLOSE OKAY \*\*\*\*\*

Touch Credit  
Touch More  
Touch Close

Touch Yes  
Terminal communicates with the host for approval  
Press Clear to return to idle prompt





**First Data® FD130**  
Guía de referencia rápida  
{Retail}

### VENTA (ingreso manual o con tarjeta):

Use esta función para autorizar y capturar transacciones para su posterior liquidación.

① MDDDDYY HHMM SWIPE CARD OR SELECT TRANSACTION	② CREDIT CREDIT FORCE SALE REFUND	③ CREDIT SALE SWIPE CARD
<b>Pulse Credit</b>	<b>Pulse Credit Sale</b>	<b>Deslice la tarjeta o ingrese manualmente el número y oprima Enter</b>
④ ENTER AMOUNT \$0.00	⑤ DIALING...	⑥ TERMINAL MAY PROMPT: COLLECT **.* ACCEPT PARTIAL AMOUNT NO YES
<b>Ingrese el monto y oprima Enter</b>	<b>El terminal se está comunicando con el sistema central para obtener la aprobación.</b>	<b>Pulse la opción deseada. Si selecciona No, se anulará la selección. Inicie una nueva transacción para cobrar el monto total.</b>
⑦ PRINT CUST RECEIPT NO YES	⑧ AUTH/TKT 0000-00 AVS = XXX	
<b>Pulse la opción deseada</b>	<b>Oprima Clear para regresar a la indicación inicial</b>	

### VENTA CON DÉBITO (con retiro en efectivo)

Use esta función para autorizar y capturar transacciones para su posterior liquidación.

① MDDDDYY HHMM SWIPE CARD OR SELECT TRANSACTION	② DEBIT DEBIT AUTH SALE REFUND	③ DEBIT SALE SWIPE CARD
<b>Pulse Debit</b>	<b>Pulse Debit Sale</b>	<b>Deslice la tarjeta en el terminal o en el teclado. Las tarjetas de débito no pueden ingresarse manualmente</b>
④ DEBIT SALE ENTER AMOUNT \$0.00	⑤ TERMINAL MAY PROMPT: CASHBACK AMT WAITING FOR TIP ENTRY ON PIN PAD WAITING FOR CASHBACK ENTRY ON PIN PAD	⑥ PLEASE ENTER PIN AMOUNT **.*
<b>Ingrese el monto y oprima Enter</b>	<b>Ingrese la información solicitada y oprima Enter</b>	<b>Solicite al cliente que ingrese el PIN y oprima Enter. No pregunte al cliente cuál es su PIN</b>
⑦ DIALING...	⑧ DEBIT SALE AUTH/TKT 0000-00	⑨ PRINT CUST RECEIPT NO YES
<b>El terminal se está comunicando con el sistema central para obtener la aprobación.</b>		<b>Pulse la opción deseada</b>

### REEMBOLSO

Use esta función para otorgar un crédito en bienes o servicios a la cuenta del titular de la tarjeta.

① MDDDDYY HHMM SWIPE CARD OR SELECT TRANSACTION	② CREDIT CREDIT FORCE SALE REFUND	③ CREDIT REFUND SWIPE CARD
<b>Pulse Credit</b>	<b>Pulse Credit Refund</b>	<b>Deslice la tarjeta o ingrese manualmente el número y oprima Enter</b>
④ <CARD TYPE> REFUND ENTER AMOUNT \$0.00	⑤ PRINT CUST RECEIPT NO YES	⑥ REFUND APPROVED
<b>Ingrese el monto y oprima Enter</b>	<b>Pulse la opción deseada</b>	<b>Oprima Clear para regresar a la indicación inicial</b>



### ANULACIÓN

Use esta función para borrar una transacción del lote actual.

① MDDDDYY HHMM SWIPE CARD OR SELECT TRANSACTION	② TIPS TABS MORE	③ VOID CLOSE INQUIRY TRANS
<b>Pulse Credit</b>	<b>Pulse More</b>	<b>Pulse Void Trans</b>
④ ENTER TRANS #	⑤ VS SALE TRANS # 0000 CLK ***** AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	⑥ VOID TRANS? NO YES
<b>Ingrese el número de trans. y oprima Enter</b>	<b>Pulse Debit</b>	<b>Pulse Yes</b>
⑦ VOID COMPLETE	⑧ VS SALE TRANS # 0000 CLK ***** AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	
	<b>Oprima Clear para regresar a la indicación inicial</b>	

### INFORMES

Pueden generarse varios tipos de informes detallados y de totales para las transacciones del lote actual (las transacciones que aún no se hayan liquidado).

① MDDDDYY HHMM SWIPE CARD OR SELECT TRANSACTION	② TIPS TABS MORE	③ REPRINT VIEW PRINT RPTS RPTS
<b>Pulse Credit</b>	<b>Pulse More</b>	<b>Pulse Print Reports</b>
④ NET CARD CARD TOTALS TOTALS DETAILS		
<b>Pulse el informe que desee imprimir</b>		

### AJUSTE DE LA PROPINA

Use esta función para añadir el monto de la propina a una transacción del lote actual.

① MDDDDYY HHMM SWIPE CARD OR SELECT TRANSACTION	② TIPS TABS MORE	③ ENTER TRANS #
<b>Pulse Credit</b>	<b>Pulse Tips</b>	<b>Ingrese el número de trans. y oprima Enter</b>
④ VS SALE TRANS # 0000 TIP \$0.00 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	⑤ NEW TIP \$0.00	⑥ VS SALE TRANS # 0000 TIP \$0.00 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXX <PREV VOID NEXT>
<b>Pulse Edit</b>	<b>Ingrese el monto de la propina oprima Enter</b>	<b>Oprima Clear para regresar a la indicación inicial</b>

### LIQUIDACIÓN

Use esta función al final de cada día para liquidar y poder cobrar el lote y para eliminar del terminal la información de las transacciones. Estos procedimientos sólo son necesarios si la función de cierre automático está deshabilitada.

① MDDDDYY HHMM SWIPE CARD OR SELECT TRANSACTION	② TIPS TABS MORE	③ VOID CLOSE INQUIRY TRANS
<b>Pulse Credit</b>	<b>Pulse More</b>	<b>Pulse Close</b>
④ TOTALS CORRECT? \$0.00 NO YES	⑤ DIALING...	⑥ BATCH CLOSE OKAY *****
<b>Pulse Yes</b>	<b>El terminal se está comunicando con el sistema central para obtener la aprobación.</b>	<b>Oprima Clear para regresar a la indicación inicial</b>