

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

SALE (Swiped or Manually Keyed)

Use this function to authorize and capture transactions for settlement.

| | | |
|---|---|---|
| ① MMDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION | ② CREDIT CREDIT FORCE SALE REFUND | ③ CREDIT SALE SWIPE CARD |
| Touch Credit | Touch Credit Sale | Swipe card or manually key card number and press Enter |
| ④ ENTER AMOUNT #0.00 | ⑤ DIALING... | ⑥ TERMINAL MAY PROMPT: COLLECT ##.## ACCEPT PARTIAL AMOUNT NO YES |
| Key amount and press Enter | Terminal communicates with the host for approval | Touch the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount |
| ⑦ PRINT CUST RECEIPT NO YES | ⑧ AUTH/TKT 0000-00 AVS = XXX | |
| 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 MMDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION | ② DEBIT DEBIT AUTH SALE REFUND | ③ DEBIT SALE SWIPE CARD |
| Touch Debit | Touch Debit Sale | Swipe card on terminal or pin pad Debit card can't be manually keyed |
| 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 ##.## |
| Key amount and press Enter | Key requested information on pin pad and press Enter | Instruct customer to enter PIN and press Enter. Do not ask customer for the PIN |
| ⑦ DIALING... | ⑧ DEBIT SALE AUTH/TKT 0000-00 | ⑨ PRINT CUST RECEIPT NO YES |
| Terminal communicates with the host for approval | | Touch desired option |

REFUND

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

| | | |
|---|--|---|
| ① MMDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION | ② CREDIT CREDIT FORCE SALE REFUND | ③ CREDIT REFUND SWIPE CARD |
| Touch Credit | Touch Credit Refund | Swipe card or manually key card number and press Enter |
| ④ <CARD TYPE> REFUND ENTER AMOUNT #0.00 | ⑤ PRINT CUST RECEIPT NO YES | ⑥ REFUND APPROVED |
| Key amount and press Enter | Touch desired option | Press Clear to return to idle prompt |

VOID

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

| | | |
|---|---|---|
| ① MMDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION | ② TIPS TABS MORE | ③ VOID CLOSE INQUIRY TRANS |
| Touch Credit | Touch More | Touch Void Trans |
| ④ ENTER TRANS # | ⑤ VS SALE TRANS # 0000 CLK ***** AMOUNT #0.00 XXXXXXXXXXXXXXXXX <PREV VOID NEXT> | ⑥ VOID TRANS? NO YES |
| Key trans number and press Enter | Touch Debit | Touch Yes |
| ⑦ VOID COMPLETE | ⑧ VS SALE TRANS # 0000 CLK ***** AMOUNT #0.00 XXXXXXXXXXXXXXXXX <PREV VOID NEXT> | |
| | Press Clear to return to idle prompt | |



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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

MMDDYYYY HHMM
SWIPE CARD
OR SELECT
TRANSACTION

Touch Credit

②

TIPS TABS MORE

Touch More

③

REPRINT VIEW PRINT
RPTS RPTS

Touch Print Reports

④

NET CARD CARD
TOTALS TOTALS DETAILS

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

MMDDYYYY HHMM
SWIPE CARD
OR SELECT
TRANSACTION

Touch Credit

②

TIPS TABS MORE

Touch Tips

③

ENTER TRANS #

Key Trans number
and press Enter

④

VS SALE
TRANS # 0000
TIP \$0.00
AMOUNT \$0.00
XXXXXXXXXXXXXXXXX
<PREV VOID NEXT>

Touch Edit

⑤

NEW TIP
\$0.00

Key tip amount
press Enter

⑥

VS SALE
TRANS # 0000
TIP \$0.00
AMOUNT \$0.00
XXXXXXXXXXXXXXXXX
<PREV VOID NEXT>

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

MMDDYYYY HHMM
SWIPE CARD
OR SELECT
TRANSACTION

Touch Credit

②

TIPS TABS MORE

Touch More

③

VOID CLOSE INQUIRY
TRANS

Touch Close

④

TOTALS CORRECT?
\$0.00
NO YES

Touch Yes

⑤

DIALING....

Terminal
communicates
with the host
for approval

⑥

BATCH CLOSE OKAY

Press Clear to
return to idle
prompt



First Data 24 hour Terminal Help Desk: 800-228-0210
UPC 9-5p, M-F: 914-276-3700



First Data® FD130 Quick Reference Guide

{Retail}