## HyperWare® Restaurant Software **Quick Reference Guide**

Optimum T4200 Series SPOS32, Version 3.3

Note: For every transaction, it is possible to print a second receipt for the customer.

Credit Sale

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Swipe/insert customer credit card through card reader or manually enter card number.
Enter Server Number		Enter server number, then press Enter.
Base Amount	\$ 0.00	Enter amount of sale, then press Enter.
Tip Amount	\$ 0.00	Enter tip amount then press <b>Enter</b> or just press <b>Enter</b> and complete tip adjust later.
Total Correct?	\$ 0.00	Press Yes/Enter to confirm, NO/Clear to change amount.
Total		Verify total is correct, then press Enter.
Enter PIN (This only applies if an EMV card is being used	\$ 0.00 d)	Enter PIN on internal or attached PIN pad, then press <b>Enter</b> . (this only applies if an EMV card is being used)
COMMS		Terminal dials host.
Response Approval	123456	Transaction is accepted and receipt is printed.

#### **Debit Sale**

Terminal Displa	ay	Action
Enter Card Number or Swipe Customer	Card	Swipe/Insert customer debit card through card reader.
Enter Server Number		Enter server number, then press Enter.
Base Amount	\$ 0.00	Enter amount of sale, then press Enter.
Tip Amount	\$ 0.00	Enter tip amount then press Enter or just press Enter and complete tip adjust later.
Total Correct?	YES/NO	Verify if total is correct, press Yes/Enter to confirm, NO/Clear to go back.
Checking Savings		Select your account type: checking or savings.
Total Enter PIN	0.00\$	Enter PIN on internal or attached PIN pad, then press Enter.
COMMS		Terminal dials host.
Response Approval	123456	Transaction is accepted and receipt is printed.

#### Credit refund

Termina	l Display	Action
Enter Card Number or Swipe C	ustomer Card	Press Enter > Transaction > Refund > Credit.
Swipe Customer Card		Swipe/Insert customer credit card through card reader or manually enter card number.
Amount	\$ 0.00	Enter amount of refund, then press Enter.
COMMS		Terminal dials host.
Response Approval	123456	Transaction is accepted and receipt is printed.

#### Debit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Transaction > Refund > Debit.
Swipe Customer Card	Swipe/Insert customer debit card through card reader or manually enter card number.
Amount \$ 0.00	Enter amount of refund, then press Enter.
Checking Savings	Select account type: checking or savings.
Total \$ 0.00 Enter PIN	Enter PIN on internal or attached PIN pad, then press Enter.

### Tip Adjust

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Batch > Adjust.
Enter Invoice Number	Enter invoice number of original sale, then press Enter.
Base Amount \$ 0.00	Enter tip amount, then press Enter.
Enter Tip \$ 0.00	Enter up aniount, then press Enter.
Total Correct? \$ 0.00	Press Yes/Enter to confirm adjusted total amount.
Transaction Accepted	Tip Adjust is complete.

# HyperWare® Restaurant Software Server/Cashier Sign-On

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Press Function + 77 + Enter or press Enter > Server > Add/Remove.
Enter Server Number		Enter server number, then press Enter.
Sign-On?	YES/NO	Press Yes/Enter to add this server number to terminal.
Transaction Accepted		Server sign-on is complete.

#### Offline/Force

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Transaction > Offline > Sale (Offline).
Swipe Customer Card	Swipe/Insert customer credit card through card reader or manually enter card number.
Amount \$ 0.00	Enter amount of refund, then press Enter.
Enter Approval Code	Enter approval code, then press Enter.
Transaction Accepted	Offline/Force is complete.

#### **Batch Settle**

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Press Settle button, or press Enter > Batch > Settle.
Enter Password		Enter merchant password, then press Enter.
Scanning Batch		Terminal scans for batch totals.
Sales Total Correct? \$	0.00	Press Yes/Enter to confirm sales total.
Refund Total Correct? \$	0.00	Press Yes/Enter to confirm refund total.
Scanning Batch		Terminal scans for batch totals.
COMMS		Terminal dials host.
Response		
Approval 1	123456	Settlement is complete.
Scanning Batch		Settlement report is printed.

#### Void

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Batch > Void > Last or Invoice.
Enter Invoice Number	Enter invoice number, then press Enter.
XXXXXX \$ 0.00 Correct? YES/N	
COMMS	Terminal dials host.
Transaction Accepted	Void is complete.

#### Batch Report (Summary)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Report button, then press Summary.
Scanning Batch	Terminal scans for batch totals and prints summary report.

#### Batch Report (Audit)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Report button, then press Audit.
All Hosts	
Credit	Select "All hosts".
OSC Debit	
Scanning Batch	Terminal scans for batch totals and prints audit report.

#### Reprint Last Receipt

Action
Press Report button, then press Reprint > Last or Invoice.
Press screen button next to Customer Copy or Merchant Copy. Receipt is printed.

