

HyperWare® Retail Software

Quick Reference Card

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	Insert the customer credit card into the card reader or manually enter the card number.
Amount \$ 0.00	Enter amount of sale, then press Enter .
Total \$ 0.00 Enter PIN (This only applies if an EMV card is being used)	Customer enters PIN on internal or attached PIN pad then presses Enter (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 Display	Action
Enter Card Number or Swipe Customer Card	Swipe/insert customer debit card through card reader.
Amount \$ 0.00	Enter amount of sale, then press Enter .
Checking Savings	Select account type: checking or savings.
Total Correct? \$ 0.00 Enter PIN	Customer enters PIN on internal or attached PIN pad, then presses Enter .
COMMS	Terminal dials host.
Response Approval 123456	Transaction is accepted and receipt is printed.

Credit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer 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 .
Response Transaction Accepted	Transaction is accepted and the 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	Customer enters PIN on internal or attached PIN pad, then presses Enter .

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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.

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/NO	Press YES/Enter to void this transaction. Press NO/Clear if this is not correct invoice number.
COMMS	Terminal dials host.
Transaction Accepted	Void 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 123456	Settlement is complete.
Scanning Batch	Settlement report is printed.

Batch Report (Summary)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Reports 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 Reports 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

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Reports button, then press Reprint > Last or Invoice .
Customer Copy Merchant	Press screen button next to Customer Copy or Merchant Copy . Receipt is printed



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