





## Referencia Rápida


### PIN Pad

1. From the idle prompt, tap the  icon to access the **SETTINGS** menu.
2. If prompted, input Manager Password (last 4 digits of TPN#).
3. Tap **PIN PAD**.
4. For countertop devices, PIN Pad is enabled through portal integration setup.
5. For PIN Pad devices, enable and enter countertop device IP address.
6. Click on **START PAIRING**.


### COMM SETUP

1. From the idle prompt, tap the  icon to access the **SETTINGS** menu.
2. If prompted, input Manager Password (last 4 digits of TPN#).
3. Tap **COMM SETUP**.
4. Click on any one of the network choices listed: **CONFIGURE (GPRS, WIFI, ETHERNET, BLUETOOTH)**.
5. Tap on **GPRS**.
6. Tap on desired network and configure.



### DISPLAY & TIME

1. From the idle prompt, tap the  icon to access the **SETTINGS** menu.
2. If prompted, input Manager Password (last 4 digits of TPN#).
3. Tap **DISPLAY & TIME**.
4. Click on **SELECT TIME ZONE** and choose your preferred time zone.


### SPIn

1. From the idle prompt, tap the  icon to access the **SETTINGS** menu.
2. If prompted, input Manager Password (last 4 digits of TPN#).
3. Tap **SPIn**.
4. SPIn details assigned automatically by TPN parameter.


### DEMO VIDEOS

1. From the idle prompt, tap the  icon to select **CASH**.
2. Tap on desired **DEMO VIDEO**.
3. Click  button for previous screen.



### KEYBOARD

1. From the idle prompt, tap the  icon to access the **SETTINGS** menu.
2. If prompted, input Manager Password (last 4 digits of TPN#).
3. Tap **KEYBOARD**.
4. Tap **KEYBOARD BEEP** to enable or disable keyboard beep sound.
5. Tap **TRANSACTION RESPONSE** audio cue to enable or disable transaction audio.


### LANGUAGE & THEME

1. From the idle prompt, tap the  icon to access the **SETTINGS** menu.
2. If prompted, input Manager Password (last 4 digits of TPN#).
3. Tap **LANGUAGE & THEME**.
4. Choose your language preference: **United States - English** or **Spanish**
5. Choose a color theme: **Cyan** or **Blue Gray**.

### VOID SALE

1. From the idle prompt, tap the  icon and select **VOID**.
2. By default, the most recent transaction is selected.
3. Previous transactions can be selected based on transaction IDs or credit card numbers.
4. Select the transaction and tap on the  icon.
5. The transaction is processed. **VOID** sale receipts will print with details of the transaction.
6. A **REFUND** transaction also can be voided.

### PRE AUTH

1. From the idle prompt, tap the  icon and select **PRE AUTH**.
2. Enter the amount and tap **OK**.
3. Insert/swipe the card to do a **PRE AUTH**.
4. If prompted, customer enters PIN# on encrypted terminal PIN Pad or encrypted external PIN Pad and presses **OK**. If no PIN# is required, press **OK** to bypass.
5. The transaction is processed. **PRE AUTH** receipts will print with details of the transaction.