HyperWare® Restaurant Software **Quick Reference Card**

T7Plus with SPOS 09A

Note: Printing a second receipt, the customer receipt, is an option for all transactions.

Credit Sale

Terminal Display		Action
SWIPE CUSTOMER	CARD	Swipe credit card through card reader.
ENTER SERVER NU	IMBER	Enter Server number, press ENTER.
BASE AMOUNT	\$0.00	Enter amount of sale, press ENTER.
TIP AMOUNT	\$0.00	Enter Tip amount, press ENTER;
		or just press ENTER and complete tip adjust later.
TOTAL CORRECT?	\$0.00	Press YES to confirm, NO to change amount.
COMMS		Terminal dials host.
RESPONSE		Approval number is displayed on screen, and printed on
Approval	123456	receipt.

Debit Sale

Debit Sale			
Terminal Display		Action	
SWIPE CUSTOMER	R CARD	Press Debit button.	
SWIPE CUSTOMER	R CARD	Swipe card through card reader.	
ENTER SERVER N	UMBER	Enter Server number, press ENTER.	
BASE AMOUNT	\$0.00	Enter amount of sale, press ENTER.	
TIP AMOUNT	\$0.00	Enter Tip amount, press ENTER.	
Waiting for PIN		Customer enters PIN on attached PIN Pad.	
COMMS		Terminal dials host.	
RESPONSE		Approval number is displayed on screen, and printed on	
Approval 123456		receipt.	

Credit Refund

Terminal Display		Action
SWIPE CUSTOMER C	ARD	Press Refund button.
SWIPE CUSTOMER C	ARD	Swipe card through card reader.
ENTER SERVER NUM	1BER	Enter server number, press ENTER.
AMOUNT	\$0.00	Enter amount of refund, press ENTER.
COMMS		Terminal dials host.
RESPONSE		Approval number is displayed on screen, and printed on
Approval	123456	receipt.

Debit Refund

Terminal Display		Action
SWIPE CUSTOM	ER CARD	Press Debit and Refund buttons.
SWIPE CUSTOM	ER CARD	Swipe card through card reader.
ENTER SERVER	NUMBER	Enter server number, press ENTER.
AMOUNT	\$0.00	Enter amount of refund, press ENTER.
Waiting for PIN		Customer enters PIN on attached PIN Pad.
COMMS		Terminal dials host.
RESPONSE		Approval number is displayed on screen, and printed on
Approval 123456		receipt.

Server Sign-On

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 77, then ENTER.
ENTER SERVER NUMBER	Enter Server ID, press ENTER.
SIGN-ON? Y or N	Touch YES to add this Server ID to terminal.
TRANSACTION ACCEPTED	Server Sign-On is complete.



The Global Leader in Electronic Transaction Solutions

HyperWare® Restaurant Software

Open Tab

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 20, then ENTER.
1-OPEN 2-CLOSE 3-PRINT	Press 1, then ENTER to open a Tab.
SWIPE CUSTOMER CARD	Swipe credit card through card reader.
ENTER SERVER NUMBER	Enter Server number, press ENTER.
BASE AMOUNT \$0.00	Enter amount of sale, press ENTER.
TOTAL CORRECT? \$0.00	Touch YES to confirm adjusted total amount.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on
Approval 123456	receipt.

Close Tab

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 20, then ENTER.
1-OPEN 2-CLOSE 3-PRINT	Press 2, then ENTER to close a Tab.
PRESS HERE FOR MENU	Touch Menu Bar at top of screen.
ENTER INVOICE NUMBER	Enter invoice number of Open Tab, press ENTER.
CORRECT?	Touch YES if this is correct Invoice Number.
TOTAL CORRECT? \$0.00	Touch YES to confirm, NO to change amount.
TRANSACTION ACCEPTED	Close Tab is complete.

Tip Adjust

Terminal Display		Action
SWIPE CUSTOMER CARD		Press Adjust button.
ENTER INVOICE NUMBER		Enter invoice number of original sale, press ENTER.
BASE AMOUNT	\$0.00	Enter tip amount, press ENTER.
ENTER TIP	\$0.00	
TOTAL CORRECT?	\$0.00	Touch YES to confirm adjusted total amount.
TRANSACTION ACCEPTED		Tip Adjust is complete.

Void

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Void button.
ENTER INVOICE NUMBER	Enter invoice number, press ENTER.
XXXXXX \$00.00	Press YES to void this transaction. Touch NO if this is
CORRECT? YES or NO	not correct invoice number.
COMMS	Terminal dials host.
TRANSACTION ACCEPTED	Void is complete.

Reprint Last Receipt

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 72, then ENTER.
1-MERCHANT RECPT	Press 1 to reprint MERCHANT RECEIPT or
2-CUSTOMER RECPT	press 2 to reprint CUSTOMER RECEIPT, then ENTER.
REPRINT COMPLETE	Receipt is printed.

World Headquarters

2851 West Kathleen Road • Phoenix, AZ 85053 602.504.5000 • 877.HYPERCOM within USA • Fax: 602.866.5380 The Global Leader in Electronic e-mail: info@hypercom.com • web: www.hypercom.com

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T7Plus with SPOS 09A

Note: Printing a second receipt, the customer receipt, is an option for all transactions.

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		or just press ENTER and complete tip adjust later.
TOTAL CORRECT?	\$0.00	Press YES to confirm, NO to change amount.
COMMS		Terminal dials host.
RESPONSE		Approval number is displayed on screen, and printed on
Approval	123456	receipt.

Debit Sale

Debit Sale				
Terminal Display		Action		
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SWIPE CUSTOMER	CARD	Swipe card through card reader.		
ENTER SERVER N	JMBER	Enter Server number, press ENTER.		
BASE AMOUNT	\$0.00	Enter amount of sale, press ENTER.		
TIP AMOUNT	\$0.00	Enter Tip amount, press ENTER.		
Waiting for PIN		Customer enters PIN on attached PIN Pad.		
COMMS		Terminal dials host.		
RESPONSE		Approval number is displayed on screen, and printed on		
Approval 123456		receipt.		

Credit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Refund button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
ENTER SERVER NUMBER	Enter server number, press ENTER.
AMOUNT \$0.00	Enter amount of refund, press ENTER.
COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on
Approval 123456	receipt.

Debit Refund

Terminal Display		Action
SWIPE CUSTOMER CA	ARD	Press Debit and Refund buttons.
SWIPE CUSTOMER CARD		Swipe card through card reader.
ENTER SERVER NUMBER		Enter server number, press ENTER.
AMOUNT	\$0.00	Enter amount of refund, press ENTER.
Waiting for PIN		Customer enters PIN on attached PIN Pad.
COMMS		Terminal dials host.
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Open Tab

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COMMS	Terminal dials host.
RESPONSE	Approval number is displayed on screen, and printed on
Approval 123456	receipt.

Close Tab

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 20, then ENTER.
1-OPEN 2-CLOSE 3-PRINT	Press 2, then ENTER to close a Tab.
PRESS HERE FOR MENU	Touch Menu Bar at top of screen.
ENTER INVOICE NUMBER	Enter invoice number of Open Tab, press ENTER.
CORRECT?	Touch YES if this is correct Invoice Number.
TOTAL CORRECT? \$0.00	Touch YES to confirm, NO to change amount.
TRANSACTION ACCEPTED	Close Tab is complete.

Tip Adjust

Terminal Display		Action
SWIPE CUSTOMER C	ARD	Press Adjust button.
ENTER INVOICE NUM	BER	Enter invoice number of original sale, press ENTER.
BASE AMOUNT	\$0.00	Enter tip amount, press ENTER.
ENTER TIP	\$0.00	
TOTAL CORRECT?	\$0.00	Touch YES to confirm adjusted total amount.
TRANSACTION ACCE	PTED	Tip Adjust is complete.

Void

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Void button.
ENTER INVOICE NUMBER	Enter invoice number, press ENTER.
XXXXXX \$00.00	Press YES to void this transaction. Touch NO if this is
CORRECT? YES or NO	not correct invoice number.
COMMS	Terminal dials host.
TRANSACTION ACCEPTED	Void is complete.

Reprint Last Receipt

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Function, 72, then ENTER.
1-MERCHANT RECPT	Press 1 to reprint MERCHANT RECEIPT or
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