HyperWare® Restaurant Software
Quick Reference Card
Optimum T4100 SPOS32

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 NUMBER	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 123456	Approval number is displayed on screen, and printed on receipt.

Debit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press **Debit** button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
ENTER SERVER NUMBER	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 123456	Approval number is displayed on screen, and printed on 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 123456	Approval number is displayed on screen, and printed on receipt.

Debit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	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.
RESPONSE Approval 123456	Approval number is displayed on screen, and printed on 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 123456	Approval number is displayed on screen, and printed on 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 $0.00	Enter tip amount, press **ENTER**.
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 CORRECT? YES or NO	Press **YES** to void this transaction. Touch **NO** if this is 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 2-CUSTOMER RECPT	Press **1** to reprint MERCHANT RECEIPT or press **2** to reprint CUSTOMER RECEIPT, then **ENTER**.
REPRINT COMPLETE	Receipt is printed.

The Global Leader in Electronic Transaction Solutions℠

HyperWare® Restaurant Software
Quick Reference Card
Optimum T4100 SPOS32

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 NUMBER	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 123456	Approval number is displayed on screen, and printed on receipt.

Debit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press **Debit** button.
SWIPE CUSTOMER CARD	Swipe card through card reader.
ENTER SERVER NUMBER	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 123456	Approval number is displayed on screen, and printed on 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 123456	Approval number is displayed on screen, and printed on receipt.

Debit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	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.
RESPONSE Approval 123456	Approval number is displayed on screen, and printed on 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 123456	Approval number is displayed on screen, and printed on 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 $0.00	Enter tip amount, press **ENTER**.
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 CORRECT? YES or NO	Press **YES** to void this transaction. Touch **NO** if this is 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 2-CUSTOMER RECPT	Press **1** to reprint MERCHANT RECEIPT or press **2** to reprint CUSTOMER RECEIPT, then **ENTER**.
REPRINT COMPLETE	Receipt is printed.

The Global Leader in Electronic Transaction Solutions™