NURIT 2085 EASY USER GUIDE

RETAIL AND RESTAURANT

Cards are swiped with magnetic stripe **down** and to the **right**. They can be swiped either **top to bottom** or **bottom to top**.

	CREDIT CARD PURCHASE	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Swipe card or manually enter credit card number. **[ENTER]**
2.	Expiration date (manual)	Enter card expiration date (MMYY). **[ENTER]**
3.	Amount	Enter the amount of the sale. **[ENTER]**
4.	Clerk/Server ID (optional)	Enter Clerk/Server ID. **[ENTER]**
5.	Tip (3 tips optional)	Enter tip then **[ENTER]** or **[ENTER]** to bypass tips. (Tips can be added later for restaurant only.)
6.	Second Receipt	Press any key to print second receipt.

	DEBIT CARD PURCHASE	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **[PAYMT MODE]** until terminal displays debit prompt.
2.	Debit Prompt	Swipe card.
3.	Amount	Enter the amount of the sale. **[ENTER]**
4.	Clerk/Server ID (Optional)	Enter Clerk/Server ID. **[ENTER]**
5.	Tip (3 tips optional)	Enter tip then **[ENTER]** or **[ENTER]** to bypass tips. (Tips cannot be added later.)
6.	Cash Back	Enter cash back amount then **[ENTER]** or **[ENTER]** to bypass.
7.	PIN	Have the customer enter their PIN code. **[ENTER]**
8.	Second Receipt	Press any key to print the second receipt. Paper type must be set to custom for second debit receipt.

	CHECK PURCHASE	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **[PAYMT MODE]** until terminal displays check prompt.
2.	Check / Amount	Enter the amount of the sale. **[ENTER]**
3.	Swipe / Enter Check	Swipe the check through the check reader or manually enter MICR information on the check.
Note: Depending upon the check host, the ABA, Account and Check numbers are entered together or separately. Follow the terminal prompts or contact your check host.		
4.	Driver License	Enter the customer driver's license number. **[ENTER]** *
5.	Driver License State	Enter the license issuing state. **[ENTER]** (Use the ALPHA key to change numbers to letters.) *
6.	Clerk/Server ID (Optional)	Enter Clerk/Server ID. **[ENTER]**
6.	Tip (3 tips optional)	Enter tip then **[ENTER]** or **[ENTER]** to bypass tips. (Tips cannot be added later.)
7.	Second Receipt	Press any key to print the second receipt. Paper type must be set to custom for second check receipt.
* Verification prompts vary the host. Enter requested information when prompted.		

	CASH PURCHASE	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **[PAYMT MODE]** until terminal displays cash prompt.
2.	Cash Prompt / Amount	Enter the amount of the sale. **[ENTER]**
3.	Clerk/Server ID (Optional)	Enter Clerk/Server ID. **[ENTER]**
4.	Tip (3 tips optional)	Enter tip then **[ENTER]** or **[ENTER]** to bypass tips.
5.	Second Receipt	Press any key to print the second receipt. Paper type must be set to custom for second cash receipt.

	VOID	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **[VOID]** until terminal displays VOID/SALE, VOID/FRCD or VOID/RTRN prompt.
2.	Void	Swipe card or manually enter credit card number. **[ENTER]**
3.	Expiration date (manual)	Enter card expiration date (MMYY). **[ENTER]**
4.	Amount	Enter amount. **[ENTER]**
5.	Second Receipt	Press any key to print the second receipt.
NOTE: Transactions that have batched cannot be voided, they must be returned. Debit transactions cannot be voided.		

	RETURN – CREDIT CARD	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **[RETURN]** to display the RETURN prompt.
2.	Return	Swipe card or manually enter credit card number. **[ENTER]**
3.	Expiration date (manual)	Enter card expiration date (MMYY). **[ENTER]**
4.	Amount	Enter amount. **[ENTER]**
5.	Authorization Number (Host Dependent)	Enter the authorization number from the original receipt. **[ENTER]**
6.	Second Receipt	Press any key to print the second receipt.

	RETURN – DEBIT CARD	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **[PAYMT MODE]** for the debit prompt.
2.	Debit Prompt	Press **[RETURN]** for the RETURN prompt.
3.	Return	Swipe card.
4.	Amount	Enter amount. **[ENTER]**
5.	Clerk/Server ID (Optional)	Enter Clerk/Server ID. **[ENTER]**
6.	Authorization Number (Host Dependent)	Enter the authorization number from the original receipt. **[ENTER]**
7.	PIN	Have the customer enter their PIN code. **[ENTER]**
8.	Orig. purch. Date MMDD (Host Dependent)	Enter the date of the original purchase in MMDD format. **[ENTER]**
9.	Orig. purch. Time HHMM (Host Dependent)	Enter the time of the original purchase in HHMM format. **[ENTER]**
10.	Second Receipt	Press any key to print the second receipt.

VERIFY		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **[VERIFY]** to display verify prompt.
2.	Verify	Swipe card or manually enter credit card number. **[ENTER]**
3.	Expiration date (manual)	Enter card expiration date (MMYY). **[ENTER]**
4.	Verify or Balance Inquiry	Press **[1]** for a Verify transaction or press **[2]** for a Balance Inquiry.
5.	Amount	Enter amount. **[ENTER]**
6.	Clerk/Server ID (Optional)	Enter the Clerk/Server ID. **[ENTER]**

FORCED		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **[FORCED]** until terminal displays forced prompt.
2.	Forced	Swipe card or manually enter credit card number. **[ENTER]**
3.	Expiration date (manual)	Enter card expiration date (MMYY). **[ENTER]**
4.	Amount	Enter amount. **[ENTER]**
5.	Clerk/Server ID (Optional)	Enter the Clerk/Server ID. **[ENTER]**
5.	Authorization Number	Enter the Auth No received via voice authorization or from the Verify receipt. **[ENTER]**
6.	Second receipt	Press any key to print the second receipt.

PRINT LAST MERCHANT RECEIPT		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **[ALPHA]** key then enter the daily password. **[ENTER]**
2.	Receipt Menu	Press **[3]** to print the last merchant receipt.
3.	Not Available	The last receipt is not available to print. A cancelled or declined transaction can void this function.

PRINT LAST CUSTOMER RECEIPT		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **[ALPHA]** key then enter the daily password. **[ENTER]**
2.	Receipt Menu	Press **[1]** to print the last customer receipt.
3.	Not Available	The last receipt is not available to print. A cancelled or declined transaction can void this function.

PRINT ANY RECEIPT		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **[ALPHA]** key then enter the daily password. **[ENTER]**
2.	Receipt Menu	Press **[2]** to print any receipt.
3.	Choose EDC	Press the number that corresponds with the EDC type of original receipt.
4.	Transaction?	Enter the transaction number. **[ENTER]**
5.	Customer or Merchant	Press **[1]** for a Customer receipt or press **[2]** for a Merchant receipt.

	ADD TIPS (Restaurant Only)	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **[EDIT]** key.
2.	Tab Menu	Press **[1]** to add tips.
3.	Add Tips Menu	Press **[3]** to scroll through untipped transactions. *
4.	1st Untipped trans info.	To add a tip, press **[ENTER]**. To bypass and display next transaction, press **[▼]**
5.	Tip Entry	Enter tip amount. **[ENTER]**
6.	Next trans info.	Enter tips or bypass as necessary. If last trans was tipped, terminal returns to Add Tips Menu. If last transaction should not be tipped, press **[MENU]** to return to Add Tips Menu.
7.	Add Tips Menu	**[MENU]** to exit.
* Tips can also be added by selecting: 4. By Server#, 5. By Transaction#, 6. By Card Type or 7. By Card#. If one of these options is choosen, all transactions fitting the parameters, tipped and untipped, are displayed.		

	EDIT TIPS (Restaurant Only)	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **[EDIT]** key.
2.	Tab Menu	Press **[1]** to add tips.
3.	Add Tips Menu	Press the number that corresponds with the desired access method. Do not choose Scroll Opened.
4.	1st Transaction info.	To add a tip to this transaction or to edit an existing tip, press **[ENTER]**. To bypass and display next transaction, press **[▼]**.
5.	Tip Entry	Enter tip amount. **[ENTER]**
6.	Next trans info.	Enter/edit tips or bypass as necessary. If last trans was tipped, terminal returns to Add Tips Menu. If last transaction should not be tipped, press **[MENU]** to return to Add Tips Menu.
7.	Add Tips Menu	**[MENU]** to exit.

	OPEN TAB (Restaurant Only)	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **[EDIT]** key.
2.	Tab Menu	Press **[2]** to open a tab.
3.	Tab Limit	The default tab amount is displayed. Press **[ENTER]** to accept the amount or **[MENU]** to change the amount.
4.	Enter Tab Amount	Enter the new tab amount. **[ENTER]**
5.	Swipe Card	Swipe card or manually enter credit card number.
6.	Expiration date (manual)	Enter card expiration date (MMYY).
7.	Server ID (Optional)	Enter the Server ID. **[ENTER]**

	CLOSE TAB (Restaurant Only)	
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **[EDIT]** key.
2.	Tab Menu	Press **[3]** to close a tab.
3.	Close Tab Menu	Press the number that corresponds with the desired access method. For example **[5]** for Transaction#.
4.	Transaction#	Enter the transaction number. **[ENTER]**
5.	Transaction Information	**[ENTER]**
6.	Tab Entry	Enter the total tab amount.
7.	Tip Entry	Enter the tip amount.

COUNTER TIP		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the Hot Key assigned to Counter Tip. (Hot Key assignments are listed at the bottom of the Setup Report.)
2.	Amount	Enter the base amount of the sale. **[ENTER]** The Counter Receipt will print.
3.	Give the receipt to the Customer. They should then write in the Tip amount and hand the receipt with their card back to you.	
4.	Process as a regular sale entering the tip amount from the receipt when prompted.	

DRIVERS LICENSE VERIFICATION		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the Hot Key assigned to DL Verification. (Hot Key assignments are listed at the bottom of the Setup Report.)
2.	Swipe DL	Swipe the Drivers License.
3.	Clerk/Server ID	Enter Clerk/Server ID. **[ENTER]**
4.	Function Choice	Press **[1]** for tobacco sale, **[2]** for liquor sale or **[3]** to scan the license.

CLOSE CURRENT BATCH		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **[BATCH]** key.
3.	Open Tab or Untipped	You may be prompted that the terminal has open tabs or untipped transactions. Close all open tabs. Scroll through untipped transactions adding tips where necessary. If all required tips have been added, press **[2]** to ignore.
4.	EDC Choice	Depending upon the host and terminal setup, the terminal will start the batch process or offer a choice of EDC types to batch.
5.	EDC Choice	Press **[ENTER]** to batch all EDC types or choose the EDC type to be batched.

GENERAL FUNCTIONS	
DESIRED FUNCTION	ACTION
Power On	Press **[ON/OFF]** key. (Terminals with back-up batteries only.)
Power Off	Press and hold the **[ON/OFF]** key for five seconds. **NOTE:** The terminal will not power off if it is on external power. (Terminals with back-up batteries only.)
Print Default Report	Press the **[REPORT]** key.
Feed Paper	Tap the **[FEED]** key.