

Quick Reference Guide
RETAIL APPLICATION



Nurit® 8320 & 8000



NOVA NETWORK®

Quick Reference Guide

RETAIL APPLICATION

SALE: CREDIT CARD (SWIPED)

- > Swipe credit card
- > Press **[MENU]** to select Credit, if prompted
- > Input last 4-digits of the card # and press **[ENTER]**
- > Input amount of sale and press **[ENTER]**
- > Input invoice # and press **[ENTER]**, if prompted
- > Input 1-4 digit Clerk ID and press **[ENTER]**, if prompted
- > Input tip amount and press **[ENTER]** or press **[ENTER]** to bypass (Tips CANNOT be added later)
- > Input customer # and press **[ENTER]**, if purchasing card
- > Input tax amount and press **[ENTER]**, if business card
- > Press any key to print second receipt

SALE: CREDIT CARD (MANUAL)

- > Input card # and press **[ENTER]**
- > Input expiration date (MMYY) and press **[ENTER]**
- > Input amount of sale and press **[ENTER]**
- > Input invoice # and press **[ENTER]**, if prompted
- > Input 1-4 digit Clerk ID and press **[ENTER]**, if prompted
- > Input tip amount and press **[ENTER]** or press **[ENTER]** to bypass (Tips CANNOT be added later)
- > Press **[ENTER]** if card is present or press **[MENU]** if it is not
- > Input 3-4 digit verification value from the card and press **[ENTER]**, if prompted

- > Input street # from the address and press **[ENTER]**, if prompted
- > Input zip code and press **[ENTER]**
- > Input customer # and press **[ENTER]**, if purchasing card
- > Input tax amount and press **[ENTER]**, if business card
- > Press any key to print second receipt

SALE: DEBIT CARD

- > Press **[ENTER]** until the terminal displays the DEBIT prompt
- > Swipe card
- > Input amount of the sale and press **[ENTER]**
- > Input invoice # and press **[ENTER]**, if prompted
- > Input 1-4 digit Clerk ID and press **[ENTER]**, if prompted
- > Input tip amount and press **[ENTER]** or press **[ENTER]** to bypass (Tips CANNOT be added later)
- > Input cash back amount and press **[ENTER]** or press **[ENTER]** to bypass, if prompted
- > Have customer enter their PIN code and press **[ENTER]**
- > Press any key to print the second receipt – paper type must be set to custom for second debit receipt

CASH SALE

- > Press [ENTER] until terminal displays CASH prompt
- > Input amount of the sale and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input tip amount and press [ENTER] or press [ENTER] to bypass tips, if prompted
- > Press any key to print the second receipt – paper type must be set to custom for second cash receipt

VOID: CREDIT CARD

- > For 8320 press [VOID] until terminal displays VOID/SALE, VOID/FRCD or VOID/RTRN prompt
For 8000 press [♥] until the terminal displays the VOID/SALE, VOID/FRCD or VOID/RTRN prompt
- > Swipe card or manually enter credit card # and press [ENTER]
- > Input last 4-digits of the card # and press [ENTER] (swipe only)
- > Input card expiration date (MMYY) and press [ENTER] (manual only)
- > Input amount (including tip amount if previously added) and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Press any key to print the second receipt

NOTE: Debit transactions, or any transactions that have batched cannot be voided. The Return function can be used for these instances where monies need to be returned to the cardholder's account.

RETURN: CREDIT CARD

- > For 8320 press [RETURN] until terminal displays RETURN prompt
For 8000 press [♥] until terminal displays RETURN prompt
- > Swipe card or manually enter credit card # and press [ENTER]
- > Input last 4-digits of the card # and press [ENTER] (swipe only)
- > Input card expiration date (MMYY) and press [ENTER] (manual only)
- > Input amount and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input customer # and press [ENTER], if purchasing card
- > Input tax amount and press [ENTER], if business card
- > Press any key to print the second receipt



RETURN: DEBIT CARD

- > Press [ENTER] until terminal displays DEBIT prompt
- > For 8320 press [RETURN] until terminal displays RETURN prompt
For 8000 press [♥] until terminal displays RETURN prompt
- > Swipe card
- > Input amount and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input authorization # from the original receipt and press [ENTER]
- > Have customer enter their PIN code and press [ENTER]
- > Input time of the sale from the original receipt (HH:MM) and press [ENTER]
- > Input date of the sale from the original receipt (MMDDYY) and press [ENTER]
- > Press any key to print the second receipt

VERIFY

- > For 8320 press [VERIFY] until terminal displays VERIFY prompt
For 8000 press [♥] until terminal displays VERIFY prompt
- > Swipe card or manually enter credit card # and press [ENTER]
- > Input last 4-digits of the card # and press [ENTER] (swipe only)
- > Input card expiration date (MMYY) and press [ENTER] (manual only)
- > Input amount and press [ENTER]
- > Input invoice # and press [ENTER], if prompted
- > Input 1-4 digit Clerk ID and press [ENTER], if prompted
- > Input tip amount and press [ENTER] or press [ENTER] to bypass
- > Input customer # and press [ENTER], if purchasing card
- > Input tax amount and press [ENTER], if business card



FORCED

- > For **8320** press **[FORCED]** until terminal displays FORCED prompt
For **8000** press **[♥]** until terminal displays FORCED prompt
- > Swipe card or manually enter credit card # and press **[ENTER]**
- > Input last 4-digits of the card # and press **[ENTER]** (swipe only)
- > Input card expiration date (MMYY) and press **[ENTER]** (manual only)
- > Input amount and press **[ENTER]**
- > Input invoice # and press **[ENTER]**, if prompted
- > Input 1-4 digit Clerk ID and press **[ENTER]**, if prompted
- > Input tip amount and press **[ENTER]** or press **[ENTER]** to bypass (Tips CANNOT be added later)
- > Enter authorization # received via voice authorization or from the Verify receipt and press **[ENTER]**
- > Input customer # and press **[ENTER]**, if purchasing card
- > Input tax amount and press **[ENTER]**, if business card
- > Press any key to print the second receipt

REPRINT

- > Press the **[ALPHA]** key
 - > Input daily password and press **[ENTER]**
- Select one of the options below:
- > Press **[3]** to print the last merchant receipt, if prompted
 - > Press **[1]** to print the last customer receipt
 - > Press **[2]** to print any receipt
 - Press the # that corresponds with the EDC type of original receipt
 - Input transaction # from receipt and press **[ENTER]**
 - Press **[1]** for customer copy or **[2]** for merchant copy

ADD/EDIT CLERK NAME

- > Press [MENU]
- > Press [2] to select Merch. Params
- > Press [8] to select Ind. Prompts
- > Input daily password and press [ENTER]
- > Press [1] for clerk mode
- > Press [2] to enable (ON)
- > Input 1-4 digit Clerk ID to add or edit and press [ENTER]
 - To edit, press [CLEAR] to delete letters on screen prior to inputting new letters
- > Press the # that corresponds with the letter you would like to input
- > Press [ALPHA] until the letter of choice appears
- > Repeat the previous two steps until full name is input and press [ENTER]

PRINT CURRENT BATCH REPORT

- > For 8320 press the [FUNC] key to access the Function menu
For 8000 press the [F] key to access the Function menu
- > Press [1] to print report
- > Input daily password and press [ENTER], if prompted

VIEW BATCH INFORMATION

- > For 8320 press the [FUNC] key to access the Function menu
For 8000 press the [F] key to access the Function menu
- > Scroll to select the REVIEW option
- > Input daily password and press [ENTER]
- > Scroll through the summary totals using the [▲] and [▼] keys
- > Press [ENTER] on the summary total of choice to view details of the transactions within that summary
- > Use the [◀] and [▶] keys to view details of that specific transaction
- > Use the [▲] and [▼] keys to move to the next or previous transaction
- > Press [MENU] to exit

CLOSE CURRENT BATCH

- > For **8320** press the **[FUNC]** key to access the Function menu
For **8000** press the **[F]** key to access the Function menu
- > Press **[2]** to start the batch process
- > Press **[1]** to close all EDC types
- > Press **[2]** to choose the EDC types to be batched. If prompted, then press **[1]** to close batch
- > The terminal will settle the batch and print settlement report

GENERAL FUNCTIONS

FOR NURIT 8000

- **POWER ON:** Press and hold the **[ON/OFF]** key for five seconds
- **POWER OFF:** Press the **[F]** and **[ON/OFF]** keys at the same time
- **HOT KEYS:** Press the **[F]** key at the same time as the # assigned to your Hot Key function
- **FEED PAPER:** Hold down the **[F]** key while tapping the **[CLEAR]** key
- **ENTERING ALPHA CHARACTERS:** Press the # that corresponds with the desired letter then press the **[ALPHA]** key until the letter appears. Repeat these steps until all letters are entered.

FOR NURIT 8320

- **FEED PAPER:** Hold down the **[FUNC]** key while tapping the **[ENTER]** key
- **ENTERING ALPHA CHARACTERS:** Press the # that corresponds with the desired letter then press the **[ALPHA]** key until the letter appears. Repeat these steps until all letters are entered.





MerchantConnect

THE ONLINE WINDOW TO YOUR PAYMENT PROCESSING ACCOUNT

MerchantConnect is your one-stop destination for online customer service. It contains everything you need to manage your electronic payment activity:

MY ACCOUNT

Manage your account online. View statements, view or update your profile, request new products and track equipment shipments.

MY REPORTS

Provides you with timely and secure accounting information such as deposit summaries, transaction activity, chargeback and retrieval status and more.

SUPPORT

Find resource information about transaction processing, industry mandates, product support and practical tips to help improve your bottom line.

**GETTING STARTED IS FAST, EASY,
SECURE AND FREE!**

Go to www.MerchantConnect.com