



VISIT MerchantConnect.com

THE ONLINE WINDOW TO YOUR PAYMENT PROCESSING ACCOUNT

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

MY ACCOUNT

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

MY REPORTS

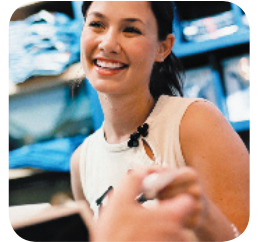
Provides you with timely and secure accounting information such as deposit summaries, transaction activity, chargeback and retrieval status and more.

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

Quick Reference Guide RETAIL APPLICATION



VeriFone® Tranz 330, 380, 420 & 460



NOVA NETWORK

SALE

- > Swipe card or press [1]
- > Input last four digits, if prompted
- > Input dollar amount
- > Receipt prints

FORCE

- > Press [2]
- > Press [1]
- > Swipe customer's card
- > Input last four digits, if prompted
- > Input dollar amount
- > Input voice approval number

CREDIT

- > Press [4]
- > Input password, if prompted
- > Press [1] for CREDIT
- > Swipe customer's card
- > Input last four digits, if prompted
- > Input dollar amount
- > Receipt prints

VOID

- > Press [4]
- > Input password, if prompted
- > Press [2] for VOID
- > Swipe customer's card
- > Input number from original receipt
- > Input dollar amount
- > Receipt prints

PRE-AUTHORIZATION

- > Press [2]
- > Press [2] for AUTH ONLY
- > Swipe customer's card
- > Input last four digits, if prompted
- > Input dollar amount
- > Receipt prints

DETAIL REVIEW

- > Press [5]
- > Press [1] for DETAIL
- > Press [1] to REVIEW or Press [2] to PRINT RECEIPT
- > Input record number for review and press [ENTER]
- Terminal will display: CREDIT CARD #
If reviewing, press [#] for next screen
- > Press [#] for next screen
Press [*] for previous
Press [CLEAR] to return to idle prompt
- Terminal will display: TRAN TYPE/CARD TYPE
- > Press [#] for next screen
Press [*] for previous
Press [CLEAR] to return to idle prompt
- Terminal will display: APPROVAL #
- > Press [#] for next screen
Press [*] for previous
Press [CLEAR] to return to idle prompt
- > Press [*] for previous
Press [CLEAR] to return to idle prompt

BATCH DETAIL REPORT

- > Press [ENTER] + [1]
- Report prints

SUMMARY/BATCH INQUIRY

- > Press [5]
- > Press [2] for SUMMARY
- > Press [1] for BATCH
- > Press [1] to REVIEW or Press [2] to REPORT
- Terminal will display: CARD TYPE/REC #
If reviewing, press [#] for next screen or press [CLEAR] to return to idle prompt
- > Press [#] for next screen
Press [*] for previous
Press [ENTER] for next card type
Press [CLEAR] to return to idle prompt
- Terminal will display: TOTAL \$ AMOUNT
- > Press [*] for previous
Press [CLEAR] to return to idle prompt
- Terminal will display: NET 999
- > Press [#] for next screen
Press [*] for previous
Press [clear] to return to idle prompt

SUMMARY/SETTLEMENT INQUIRY

- > Press [5]
- > Press [2] for SUMMARY
- > Press [2] for SETTLEMENT
- > Press [1] for CURRENT or Press [2] for PREVIOUS
- > Press [1] to REVIEW or Press [2] to PRINT
- > If reviewing,
Press [#] for next screen
Press [*] for previous
Press [ENTER] for next transaction type
Press [CLEAR] to return to idle prompt

QUICK CLOSE

- > Press [9]]
- > Input password, if prompted, and press [ENTER]
- Terminal processes
- > Press [ENTER] to proceed
- > Press [ENTER] to complete or [CLEAR] to abort
- Quick Close complete
- > Press [CLEAR] to return to idle prompt

MANUAL CLOSE

- > Press [9]
- > Input password, if prompted, and press [ENTER]
- > Input net total transactions
(net = all submitted items)
- > Input net total dollar amount
Settlement processes
- > Press [CLEAR] to return to idle prompt

SCAN™

- Press [6] to access SCAN
- Press [1] for PERSONAL CHECK or Press [2] for PAYROLL CHECK
- Insert check into MICR Reader OR
Input required data from bottom of check
- Press [ENTER] or
Press [CLEAR] to return to idle prompt
- Input appropriate state code data or
Press [ENTER] to accept default state code or
Press [CLEAR] to return to idle prompt
- Input check number on top right side of check
- Input the amount of this transaction and
press [ENTER] or press [CLEAR] to return to
idle prompt

LED WINDOW DISPLAY

(for optional Direct Data Cheq'r check reader)

As the check is drawn through the reader, the LED window will display the results of the read process

LED Message:	What's Going On:
1	Good USA Check Read
2	Bad Canadian Check Read
3, retry	Bad Character Detected
4, retry	Bad Field Detected
5, retry	No MICR Detected