

HyperWare® Restaurant Software

Quick Reference Card

Optimum T4200 Series SPOS32, Version 2.0

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

Credit Sale

| Terminal Display | Action |
|--|---|
| Enter Card Number or Swipe Customer Card | Swipe customer credit card through card reader or manually enter card number. |
| Enter Server Number | Enter server number, then press Enter . |
| Base Amount \$0.00 | Enter amount of sale, then press Enter . |
| Tip Amount \$0.00 | Enter Tip amount, then press Enter ; or just press Enter and complete tip adjust later. |
| Total Correct? \$0.00 | Press Yes/ Enter to confirm, No/ Clear to change amount. |
| COMMS Response | Terminal dials host. |
| Approval 123456 | Transaction is accepted and receipt is printed. |

Debit Sale

| Terminal Display | Action |
|--|--|
| Enter Card Number or Swipe Customer Card | Press Enter > Transaction > Sale > Debit . |
| Swipe Customer Card | Swipe customer debit card through card reader or manually enter card number. |
| Enter Server Number | Enter Server number, then press Enter . |
| Base Amount \$0.00 | Enter amount of sale, then press Enter . |
| Tip Amount \$0.00 | Enter Tip amount, then press Enter . |
| Total Enter PIN \$0.00 | Customer enters PIN on internal or attached PIN pad, then press Enter . |
| COMMS Response | Terminal dials host. |
| Approval 123456 | Transaction is accepted and receipt is printed. |

Credit Refund

| Terminal Display | Action |
|--|---|
| Enter Card Number or Swipe Customer Card | Press Enter > Transaction > Refund > Credit . |
| Swipe Customer Card | Swipe customer credit card through card reader or manually enter card number. |
| Enter Server Number | Enter server number, then press Enter . |
| Amount \$0.00 | Enter amount of refund, then press Enter . |
| COMMS Response | Terminal dials host. |
| Approval 123456 | Transaction is accepted and receipt is printed. |

Tip Adjust

| Terminal Display | Action |
|--|--|
| Enter Card Number or Swipe Customer Card | Press Enter > Batch > Adjust . |
| Enter Invoice Number | Enter invoice number of original sale, then press Enter . |
| Base Amount \$0.00 | Enter tip amount, then press Enter . |
| Enter Tip \$0.00 | |
| Total Correct? \$0.00 | Touch Yes/ Enter to confirm adjusted total amount. |
| Transaction Accepted | Tip Adjust is complete. |

Server/Cashier Sign-On

| Terminal Display | Action |
|--|--|
| Enter Card Number or Swipe Customer Card | Press FUNCTION + 77 + Enter , or press Enter > Server > Add/Remove . |
| Enter Server Number | Enter server number, then press Enter . |
| Sign-On? Y or N | Press Yes/ Enter to add this server number to terminal. |
| Transaction Accepted | Server Sign-On is complete. |



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Open Tab

| Terminal Display | Action |
|--|---|
| Enter Card Number or Swipe Customer Card | Press Enter > Tab > Open . |
| Swipe Customer Card | Swipe customer credit card through card reader or manually enter card number. |
| Enter Server Number | Enter server number, then press Enter . |
| Amount \$0.00 | Enter maximum open tab amount, then press Enter . |
| Total Correct? \$0.00 | Press Yes/ Enter to confirm, No/ Clear to change amount. |
| COMMS Response | Terminal dials host. |
| Approval 123456 | Open tab is accepted and merchant receipt is printed. |

Close Tab

| Terminal Display | Action |
|--|---|
| Enter Card Number or Swipe Customer Card | Press Enter > Tab > Close . |
| Enter Invoice Number | Enter invoice number of Open Tab, then press Enter . |
| Correct? | Press Yes/ Enter if the Invoice Number is correct. |
| Total Correct? \$0.00 | Press Yes/ Enter to confirm, No/ Clear to change tab sale amount. |
| Transaction Accepted | Tab is closed and merchant receipt is printed. |

Void

| Terminal Display | Action |
|--|---|
| Enter Card Number or Swipe Customer Card | Press Enter > Batch > Void > Invoice . |
| Enter Invoice Number | Enter invoice number, then press Enter . |
| XXXXXX \$0.00 Correct? Yes or No | Press Yes/ Enter to void this transaction. Touch No/ Clear if this is not correct invoice number. |
| COMMS Response | Terminal dials host. |
| Transaction Accepted | Void is complete. |

Batch Report (Summary)

| Terminal Display | Action |
|--|--|
| Enter Card Number or Swipe Customer Card | Press REPORTS button, then press Summary . |
| Scanning Batch | Terminal scans for batch totals and prints Summary report. |

Batch Report (Audit)

| Terminal Display | Action |
|--|--|
| Enter Card Number or Swipe Customer Card | Press REPORTS button, then press Audit . |
| Host Number | Enter Host Number or '0' for all hosts. |
| Scanning Batch | Terminal scans for batch totals and prints Audit report. |

Reprint Last Receipt

| Terminal Display | Action |
|--|--|
| Enter Card Number or Swipe Customer Card | Press REPORTS button, then press Reprint > Last . |
| Customer Copy Merchant Copy | Press screen button next to Customer Copy or Merchant Copy . Receipt is printed. |



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