

**To VOID a sale:**

1. Press “VOID” key.
2. **Swipe the card** down the right hand slot. The magnet stripe should be down, and the **stripe on the right** side of the card.
3. Enter the **card expiration date** in MMYYY format.
4. **Enter the dollar amount of the transaction with NO DECIMAL.** Enter the dollars and cents and the device will install the decimal point. \$19.00 would be input as “1900”.
5. Press **any key** to print the second receipt. One goes to customer; one goes in cash box (or the merchant copy envelope).

**To RETURN a sale:**

1. Press “RETURN” key.
2. **Swipe the card** down the right hand slot. The magnet stripe should be down, and the **stripe on the right** side of the card.
3. Enter the **card expiration date** in MMYYY format. Press “Enter”.
4. **Enter the dollar amount of the transaction with NO DECIMAL.** Enter the dollars and cents and the device will install the decimal point. \$19.00 would be input as “1900”. Press “Enter”.
5. Enter the authorization number from the original receipt. Press “Enter”.
6. Press **any key** to print the second receipt. One goes to customer; one goes in cash box (or the merchant copy envelope).

**To REPRINT the last customer receipt:**

1. Press the “ALPHA” key.
2. Press “1” to print the last customer receipt.
3. Enter the password, it is **today’s date** in MMDDYYYYY format.\* (Example: 03152008 is Mar. 15, 2008.)
4. Press “Enter”.

**To REPRINT any receipt:**

1. Press the “ALPHA” key.
2. Press “2” to print any receipt.
3. Press “2” for a credit card receipt.
4. Enter the password, it is **today’s date** in MMDDYYYYY format.\* (Example: 03152008 is Mar. 15, 2008.)
5. Press “Enter”.