

Plug your store and forward unit (Nurit 2085) into a wall outlet. It should start with this display:

CREDIT.....SALE ACCOUNT OFFLINE
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(The word "Offline" should be blinking.)

*Watch the prompts and questions carefully.

*If you make a mistake, press the "clear" key.

To Process a Credit Card:

1. **Swipe the card** down the right hand slot. The magnet stripe should be down, and the **stripe on the right** side of the card.
2. Follow the directions on the screen. Typically these are:
 - a. **Enter the last 4 digits of the card.** (The last 4 of the 16 digit card number). Type the digits on the number pad, **then press the green "enter" key.**
 - b. **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".
 - c. **Check that the screen is correct** (that it has the dollar amount you want and the decimal point is in the correct location), **then press green "enter" key.**
 - d. Authorization prints. **Have the customer sign the slip & write their telephone number.** Put slip in cash box or in Merchant Copy envelope.
 - e. **Press any key,** the customer's receipt prints, **hand the customer's slip to the customer.**
 - f. Device resets for next transaction.
3. **Exceptions:** Some times, depending on the card, you may be asked to enter:
 - a. **The Card's Expiration Date.** This is in MMY format. "March 2010" would be entered as "0310" and then press enter.
 - b. **The Tax Amount.** Press "enter" to keep it as 0.00.
 - c. The **"Order Number"** or **"Customer Number"**. Press "1" "2" "3" "4" "5" "6" and then press "enter".
 - d. The **Street Address.** Ask the customer what their house number is (i.e. 3 Elm St would be entered as "3" and then press enter.
 - e. The **Zip Code.** Ask the customer for their zip code and enter it, or enter the zip code for the school, and then press enter.
4. Return to Step 3d and have the customer sign the slip and write their telephone number.

**If necessary, you can use the paper credit card slips.

1. Write on the form the 16 digit credit card number, the expiration date (MMYY format), the dollar amount of the sale, and the customer phone number. If you have a manual "knuckle buster", follow the directions for the machine (on a separate form).
 2. Have the customer sign the form.
 3. Give the customer the "customer" copy, put the other 2 copies in your cash box.
 4. At the end of a class period or day, separate the "Merchant Copy" slips and put them in the Merchant Copy envelope.
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