

Hypercom T7 series

Terminal Guide

Check Transaction Procedure

John Smith
123 Anywhere Street
America, USA 12345
Pay To the Order Of: _____
Memo: _____
Date: 77058
Auth Code: _____
Driver's License #: _____
Home Phone #: _____
Work Phone #: _____
Amount: _____ Dollars
MICR line: ⑆012045078⑆⑆102⑆ ⑆120⑆0120450⑆

Name must be imprinted by bank and signature must match. No P.O. box (write physical address if necessary.)

Driver's License #, Authorization #, and home phone # must be written on check.

Check series # must 101 or higher. No counter checks accepted.

Check must be written on U.S. account. No altered Checks.

Check Sale

- Press the *Check* key. Terminal will display "#1 - Check Auth #2 - ACH Check"
- Press 2, then press *ENTER*.
- Terminal will display "ACH CHECK Amount". Key in the check amount, with no decimal point. Press *ENTER*.
- Terminal will display "ACH CHECK Driver's Lic. Number". Key in the Driver's License number of the person presenting the check, including letters. (To make letters: Hold the Shift key, then press appropriate letter from the keypad.)
- Terminal will display "ACH CHECK State Code". Key in the corresponding numeric code for the state of the Driver's License of the person presenting check. (See STATE CODES on this card.)
- Terminal will display "INSERT CHECK". Insert check into terminal.
- Terminal will dial out for approval. Terminal will display "Dialing Now" ... "Processing Now"... and will finish by displaying "Auth Num xxx-xxx" when transaction is complete.
- Terminal will print receipt.
- Terminal will return to original prompt.

To Void a Check

- Press the *VOID* key. The terminal will prompt for Invoice number.
- Key in the invoice number located on the receipt in the upper left corner beneath "ACH CHECK".
- Terminal will display the transaction and ask you to verify.
- Press *ENTER* to verify/void transaction.

IMPORTANT

Any voids or corrections after batch out will require a merchant reversal.
*Customer must print their name & phone number on the signed receipt.
*If using an imager the phone number must be on the check.

State Codes

01-AL	11-DC	19-IA	27-MN	35-NM	44-RI	53-WA	65-NF	60-AS
02-AK	12-FL	20-KS	28-MS	36-NY	45-SC	54-WV	NS-NS	American Samoa
04-AZ	13-GA	21-KY	29-MO	37-NC	46-SD	55-WI	68-ON	Virgin Is.
05-AR	14-PR	22-LA	30-MT	38-ND	47-TN	56-WY	69-PE	78-VI
06-CA	15-HI	23-ME	31-NE	39-OH	48-TX	61-AB	70-PQ	99-ML
08-CO	16-ID	24-MD	32-NV	40-OK	49-UT	62-BC	72-YT	99-ML
09-CT	17-IL	25-MA	33-NH	41-OR	50-VT	63-MB	66-GU	Military ID
10-DE	18-IN	26-MI	34-NJ	42-PA	51-VA	64-NB	Guam	

Customer Service: 888-481-0757
Technical Support: 877-438-3249

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How to Batch and Image Upload

Batch Close

- Press the *SETTLE* key.
- Terminal will display "Enter password". Key in 0000, and then press *ENTER*.
- Terminal will display the Sales Total to verify. If correct press *ENTER*. If the total is not correct, press the *CLEAR* key and go back and reconcile the transactions.
- Terminal will display the Refund Total. Verify and press *ENTER* if correct.
- Terminal will display "Scanning batch, Sending batch, dialing now..."
- Terminal will dial in to close the batch, then print a summary report when finished.

IMPORTANT

Terminal must be batched out every night prior to midnight.

Image Upload

- Press *FUNCTION 80*.
- Terminal will display "1 = Send, 2 = Clear." Press 1 and press *ENTER*.
- Imager will transmit the images to the archive and print a report of completed images.
- Once all images have been transmitted, they will be cleared from the imager's memory.

IMPORTANT

* Customer must sign and print name and phone number on front of merchant's receipt.

* Phone number must be on check before imaging.

CHECK READER MESSAGES

MANAGER NEEDED-RE-PRESENTED CHECK: This means check was already seen by the system. Merchant needs to *OVERRIDE* the transaction for a receipt to print with changes/override.

- Terminal will display "Represented Check", then prompt "Override?" Press *ENTER*.
- Terminal will dial to override previous transaction and replace it with current one.

MANAGER NEEDED-DAY/LOC/AMT: This message means the check amount has exceeded the normal ACH limits of guarantee. Press, "ENTER". Terminal will prompt for *OVERRIDE*. Press "Clear" to return to main screen.

NO ACH: NO ACH is a valid authorization response, it simply means that the check was determined to be ineligible for electronic processing. You can accept that check as a form of payment, simply write the 6 digit approval code that followed NO ACH on the face of the check along with the DL number and phone number and manually present the check for deposit at your bank. Should the check be dishonored by the bank, the check will be guaranteed in accordance with the contract / service.

ERROR IN MICR: This message informs the merchant that the terminal cannot read the check numbers by the magnetic ink provided. The check cannot be verified. The merchant has the option to manually deposit the check if they choose to. If this consistently happens with several checks by different banks, please contact technical support. It should also be noted that other electronic devices emit an electromagnetic field that may interfere with the reader's ability to read the magnetic ink. It is recommended to place the check reader one foot away from any other device.

ID FLAGGED: This message informs the Merchant that the check has been declined due to a problem with the customer's I.D or account. *OVERRIDE* only for your most frequent customers. These checks are not guaranteed.

DECLINED CHECK: This message is to inform the merchant that the check has been declined due to a problem with the customer's I.D or account. THIS CANNOT BE APPROVED OR OVERRIDDEN.

ERROR IN ID: Check default state to ensure the correct state code was entered. Check to see if DL# has a letter and enter the corresponding letter with the DL#.

CHECKS NOT ACCEPTED FOR ELECTRONIC PROCESSING

- *Temporary Checks
- *Cashier's Checks
- *Third Party Checks
- *Credit card checks
- *Money Orders
- *Payroll Checks
- *Checks written to employees or self
- *Payable Through/Equity Line/Loan Checks
- *Checks drawn on banks outside of USA
- *Corporate checks that are not ACH-able (terminal will determine eligibility).

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