Hypercom T4220

Terminal Guide

Check Transaction Procedure

John Smith
123 Anywhere Street
America, USA 12345

Home Phone # | Auth Code
Work Phone # | Driver's License #

Date_____

77058

Pay To The Order Of: _____

_____ Dollars

Memo: _____

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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 be 101 or higher. No counter checks accepted.

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

How to scan a check

1. Terminal will display "Enter Card Number or Swipe Customer Card", press ¸@œ^Á[-¤Á^^Á^¢¤¢Ý ÁŒÔPÁÔPÒÔS.

G. The terminal will display "Payroll Check". Press *ENTER* for Business/Payroll checks, or *CLEAR* for Personal Checks.

H. The terminal will display "Amount", key in the amount of the check and press *ENTER*.

I. The terminal will display "Drivers License Number". Key in the DL number including any letters, omitting any dashes or spaces and press *ENTER*.

5. The terminal will display "State Code". Key in the State Code for the DL presented and press *ENTER*.

6. The terminal will display "Enter MICR Number or Insert Check". Scan the check through the check reader.

7. Terminal will dial in for authorization, printing a receipt with the response. If approved, the customer must sign, print their name and telephone number on the receipt.

IMPORTANT NOTICE

* Customer must print name and phone number on the signed receipt.
* Checks must be batched the same day that they are processed.

How to Void a Check

1. Terminal will display "Enter Card Number or Swipe Customer Card", press the *Orange Check key*.

2. The terminal will display "Last or By Invoice". Selecting *Last* will void the last transaction processed. Selecting *By Invoice* will prompt for the invoice number.

3. Terminal will display the transaction information for the transaction you are about to void. If the information is correct, press *ENTER* to proceed with the void. If incorrect, press *CLEAR* and repeat this process.

IMPORTANT NOTICE

* Any voids or corrections after batch out will require a merchant reversal.

For Customer Support and Technical Assistance dial:
1-800-518-6825

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How to Batch and Image Upload

Batch Close

F. Terminal will display "Enter Card Number or Swipe Customer Card", press the ¸@œ^ÁÜ^¤]^Ä key.

G. The terminal will display "Password", key in password and press *ENTER*.

H. The terminal will display the sales totals. Confirm the totals by pressing *ENTER*.

I. The terminal will display the refund totals. Confirm the totals by pressing *ENTER*.

Í. Terminal will dial in to close the batch, printing a summary report when complete.

˙IMPORTANT

* Terminal must be batched out every night prior to midnight.

* Voids or corrections after batch out will require a merchant reversal.

Image Upload

1. Select the *"Home" key* on the terminal.

2. Select the Soft Key for *Image Upload*.

3. Select the Soft Key for *Upload Images Now*.

4. Terminal will initiate communication with the imager to complete the image upload. Once complete, an Upload Image Report will generate from the terminal.

5. Select the *"Home" key* on the terminal.

6. Select the Soft key for *SPOS32* to return to normal operation.

IMPORTANT

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

* Phone number must be on check.

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.)

CHECK READER MESSAGES

MANAGER NEEDED - RE-PRESENTED CHECK: This means check was already seen by the system or has been processed. Merchant needs to override the transaction for a receipt to print.

MANAGER NEEDED - DAY/LOC/LOC/AMT: This message alerts the merchant the check amount exceeds normal ACH limits of guarantee. Press "ENTER" Terminal will prompt for OVERRIDE. Press "Clear" to return to main menu.

NO ACH: Indicates Financial Institution does not participate in the Federal Reserve/ ACH Network OR the reader was unable to read the check number. Check has been verified IF you receive an authorization number. However, merchant MUST manually deposit check in bank.

ERROR IN MICR: Terminal can not read check numbers. Check can not be verified. Merchant has option to manually deposit check. If this happens consistently with checks from different banks, contact Tech Support.

ID FLAGGED: Check has been declined due to a problem with customer's ID or account. Override ONLY for most frequent customers. **These checks are NOT guaranteed.**

DECLINED CHECK: Check has been declined due to a problem with customer's ID or account. **CANNOT BE APPROVED OR OVERRIDDEN.**

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

STATE CODES

01 AL	11 DC	19 IA	27 MN	35 NM	44 RI	53 WA	65 NF	66 GU
02 AK	12 FL	20 KS	28 MS	36 NY	45 SC	54 WV	NS NS	Guam
04 AZ	13 GA	21 KY	29 MO	37 NC	46 SD	55 WI	68 ON	
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	Virgin Is.
08 CO	16 ID	24 MD	32 NV	40 OK	49 UT	62 BC	72 YT	
09 CT	17 IL	25 MA	33 NH	41 OR	50 VT	63 MB		99
10 DEL	18 IN	26 MI	34 NJ	42 PA	51 VA	64 NB		Military ID

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