

## DESK/3500 - QUICK REFERENCE GUIDE

### SALE

1. Press 1 for Sale.
2. Press 1 for Credit or press 2 for Debit (if enabled).
3. Enter the sale amount and press ENTER.
4. Swipe, insert, tap, or key in the customer's card number.
5. (Optional) Press 2 for a customer copy.

### VOID

1. Press 3 for Void.
2. Press 1 to select No for Void Pre-Auth.
3. Press 5 to search by card number or choose from another available search option.
4. Enter the last 4 digits of the card number and press ENTER or swipe the card.
5. Select the appropriate transaction using the arrow keys and press ENTER.
6. Press 2 to confirm voiding the transaction.
7. (Optional) Press 2 for a customer copy.

### RETURN

1. Press 2 for Return.
2. Press 1 for Credit.
3. Enter the return amount and press ENTER.
4. Swipe, insert, tap, or key in the customer's card number.
5. (Optional) Press 2 for a customer copy.

### REPRINT RECEIPT

1. Press 7 for Other.
2. Press 3 for Reprint.
3. Press 1 for Last Receipt or press 2 to Search.

#### Last Receipt

1. Press 1 for Merchant Copy, press 2 for Customer Copy, or press 3 for Both.

#### Search

1. Press 1 to select No for Reprint Pre-Auth.
2. Press 5 to search by card number or choose from another available search option.
3. Enter the last 4 digits of the card number and press ENTER.
4. Select the appropriate transaction using the arrow keys and press ENTER.
5. Press 1 for Merchant Copy, press 2 for Customer Copy, or press 3 for Both.

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### TIP ADJUST

1. Press 1 for Sale. 1. Press 5 for Tip Adjust.
2. Press 5 to search by card number or choose from another available search option.
3. Enter the last 4 digits of the card number and press ENTER or swipe the card.
4. Select the appropriate transaction using the arrow keys and press ENTER.
5. Enter the tip amount and press ENTER.
6. Press ENTER to confirm the tip adjustment.
7. Press 1 to exit tip adjustment or press 2 to adjust the tip of another transaction.

### SETTLEMENT/BATCH

1. Press 6 for Settlement.
2. Press 2 to close the batch and deposit funds.
3. Press 2 to print the report or wait 15 seconds for it to print automatically.

### REPORTS

1. Press ., #\* for the Admin Menu.
2. Press 1 for the Reports Menu.
3. Select a report, and any subsequent options.
4. Press 1 to print the report or press 2 to display the report.

### ADDING A SERVER

1. Press ., #\* for the Admin Menu.
2. Press 2 for the Server Menu.
3. Press 1 for Add ID.
4. Enter a Server ID and press ENTER.
5. Press 2 to add another Server ID or press 1 to return to the Server Menu.