

CrossCheck Business Office Conversion PlusSM with Imaging for Lipman

To Scan A Check

1. Press payment key until terminal displays “Check...Conversion, Amount.”
2. Key in amount of sale (Do not need to enter decimal). Press “Enter.”
3. Terminal will display “Enter MICR / Swipe Check.”
4. Swipe check through check reader (Number should be on the bottom & facing inside terminal).
5. Terminal will display “Enter Drv Lics.”
6. Key in customers check number. Press “Enter.”
7. Terminal will display “Enter State Code.”
8. Enter “80”
9. Terminal will display “Reference Number.” Enter Reference or invoice (optional) or press “Enter.”
10. Terminal will dial out for authorization.
11. Receipt will print.
12. Terminal will return to original prompt.
13. Stamp the face of the check with the supplied “VOID” stamp.

Note: Keep copy of receipt. It is required that upon request you will submit the receipts to Check Center on your stores behalf within 5 calendar days.

For 24-Hour Customer Service

Call 1-800-552-1900

For online reporting:

www.cross-check.com/merchantsupport/logon.asp

Batch Settling/Transmitting Images

1. Terminal will display “Credit...Sale, Amount.”
2. Press batch key. Terminal will display “Choose Host: 1. ALL 2.Credit Cards 3.Checks, etc.”
3. Press correct # needed.
4. Terminal will display “Dialing, Processing...”
Terminal will print detailed batch report.
5. Terminal will return to original prompt.

Note: Checks must be batched/ images transmitted the day of transaction. A receipt indicating successful completion of image upload must be received and retained.

SAY *Yes* TO CHECKS[®]



This authorization tip card is provided solely as a courtesy to YOUR STORE(s). Please refer to your Service Agreement and any applicable addenda for a complete list of requirements. All the terms and conditions of the Service Agreement, any applicable addenda and the Confirmation Letter apply.