

Check Sale

1. Press Check Sale key
2. Terminal displays MICR Number
3. Swipe check through Check Imager
4. Terminal displays "State Code"
5. Type in State Code: "80"
6. Press "Enter"
7. Terminal displays "Enter ID Number"
8. Type in the Check Number from the check.
9. Press "Enter"
10. Terminal displays "Enter Ref Number"
11. Key in a reference number for the transaction
12. Press "Enter"
13. Terminal Displays "Amount"
14. Key in Amount of sale (Do not need to enter decimal)
15. Press "Enter"
16. Terminal dials out for Authorization
17. Receipt prints
18. Terminal returns to Main Menu

Check Void

1. Press "Check Void" key
2. Terminal displays "Enter Tran ID"
3. Type in Tran ID on original receipt
4. Press "Enter"
5. Terminal displays Amount: "
6. Type in Amount of transaction
7. Press "Enter"
8. Terminal displays "***VOIDED**"
9. Receipt prints
10. Terminal returns to Main Menu

Note: Keep the receipt for your files. It is required that upon request you will submit the receipts to CrossCheck on your store's 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

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Batch Report

1. Press the top left purple key(Soft key)
2. Press "Batch Report"
3. Terminal prints detailed check report
4. Terminal displays "Delete Batch"
5. Press "Yes" or "No"
6. If "Yes" terminal deletes batch
7. Terminal returns to Main Menu
8. If "No" Terminal returns to Main Menu

Note: After receipt of your batch report, images must be uploaded the day of the transaction.

Upload Image

1. Press the top left purple key(Soft key)
2. Press "Upload Image"
3. Terminal displays number of images ready for upload
4. Press "Enter"
5. Once Upload complete, terminal displays "Upload Done... Resetting Imager... Press any key"
6. Press "Enter"
7. Terminal returns to Main Menu

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.