

# Check Conversion Plus for Ingenico Elite Terminal with Encheck 2600

## Check Sale

1. Press "F1" key
2. Terminal displays "1. CrossCheck"
3. Press "1" for Check Sale
4. Terminal Displays "Please Wait"
5. Terminal Displays "Insert Check"
6. Swipe check through Check Imager
7. Terminal displays "State Code:"
8. Terminal will default to state of location. (To change state code, press the yellow "CORR" key and Type in correct State Code
9. Press "Enter"
10. Terminal displays "Enter Driver Lic or ID Number"
11. Type in ID Number of the Check Writer.
12. Press "Enter"
13. Terminal Displays "Enter Amount"
14. Type in Amount of sale (Do not need to enter decimal)
15. Terminal displays "Enter Ref Number"
16. Type in a reference number for the transaction (optional)
17. Press "Enter"
18. Terminal dials out for Authorization
19. Terminal Displays "Saving Image"
20. Terminal Displays "Image Saved"
21. Press "Enter"
22. Terminal Displays "Approval Number"
23. Press "Enter"
24. Receipt prints
25. Terminal returns to Main Menu
26. Press "Cancel"

**Note:** Customer must sign and complete the receipt. It is required that upon request you will submit the receipts to Check Center on your stores behalf within 5 calendar days. Admin key is the Alpha key.

## Check Void

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

## Check Refund

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

**Images will automatically upload each day. In the event images do not upload, use the following instructions for image upload.**

## Upload Image

1. Press "4 Admin"
2. Terminal Displays "Enter Manager Password"
3. Key in password and press "Enter"
4. Press "1 Upload Images"
5. Terminal displays "Print Total Report?"
6. Select "F-1 Yes" for Checks Total Report or "F-2 No" to not print a report
7. Terminal Displays "Confirm Upload"
8. Press "Yes" to begin image upload
9. Terminal Displays "Uploading Images Please Wait"
10. Terminal Displays "Upload Successful Printing"
11. Terminal prints number of images uploaded receipt
12. Terminal returns to Main Menu

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

## For 24-Hour Customer Service

Call 1-800-552-1900

## For online reporting:

[www.cross-check.com/merchantsupport/logon.asp](http://www.cross-check.com/merchantsupport/logon.asp)

SAY *Yes* TO CHECKS<sup>SM</sup>



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.