

Conversion Plus with Imaging for Talento

To Scan A Check

1. Press #4 on terminal.
2. Terminal will display Check SalegCheck VoidgPayrol/Busines.
3. Press Check Sale.
4. Terminal will display Enter Check.
5. Swipe check through check scanner (MICR number should be on the bottom & facing inside scanner).
6. Terminal will display Enter Check Amount.
7. Key in amount of sale (Do not need to enter decimal). Press enter.
8. Terminal will display Select ID TypegDriver LicgCourtesy.
9. Press Driver Lic.
10. Terminal will display Entr State Code & DL #.
11. Terminal will default to state of location. (To change state code, press clear until display is clear and enter correct state code and DL#). Press enter.
12. Terminal will dial out for authorization.
13. Receipt will print.
14. Terminal will display authorization number.
15. Press cancel to return to original prompt.
16. Stamp the face of the check with the supplied VOID stamp.

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.

Batch Settling/Transmitting Image

1. At original prompt press Fn key.
2. Terminal displays Enter Manager Password.
3. Key in your manager password and press enter.
4. Terminal displays, Batch MenuAuthzn Onlyg Return.
5. Press Batch Menu.
6. Terminal displays Batch ClosegTerm Reportg Histry Report.
7. Press Batch Close.
8. Terminal will display Batch ClosegAre You Sure?g YesgNo.
9. Press Yes.
10. Terminal prints batch close report then dials out for batch settlement.
11. Terminal then dials FTP host for image upload.
12. Once images successfully upload, terminal prints receipt with # of images uploaded, then deletes images in scanner.
13. Terminal returns to original prompt.

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

SAY *Yes* TO CHECKSSM



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.