GETI Conversion 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 "Swipe/Enter DL#."
6. Key in the drivers license number of the customer. Press enter.
7. Terminal will display "Enter DL State."
8. Terminal will default to state of location. (To change state code, press key with the letter needed. Then press alpha key until the correct letter is displayed. i.e. 2 Alpha key 3 times, 6 Alpha key 3 times; terminal displays CO) Press enter.
9. Terminal will dial out for authorization.
10. Receipt will print.
11. Terminal will Return To Original Prompt.
12. 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 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.**

For 24-Hour Customer Service
Call 1-800-552-1900
For online reporting:
www.cross-check.com/merchantsupport/logon.asp

GETI (04/02)

SAY *Yes* TO CHECKS ℠