

Conversion Plus Non-Imaging for Talento

To Scan A Check

1. Press #4 on terminal.
2. Terminal will display "Check Sale"→"Check Void"→"Payrol/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 Type"→"Driver Lic"→"Courtesy."
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.

For 24-Hour Customer Service

Call 1-800-552-1900

For online reporting:

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

CCPNIT (03/05)

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.