

Check Conversion Plus Non-Imaging Hypercom ICE 5500

Check Sale

1. Touch the black menu bar
2. Touch "New Trans."
3. Touch "Check."
4. Touch "Check Thru."
5. Terminal displays "Enter Micr Number."
6. Swipe check through check reader (Number should be on the bottom and facing inside check reader).
7. Terminal will display "State Code."
8. Enter the two digit numeric state code corresponding with the state on the driver's license and press enter.
9. Terminal will display "Driver's Lic. Number."
10. Enter the check writers driver's license number and press enter.
11. Terminal will display "Amount."
12. Key in check amount (Do not need to enter decimal). Press enter.
13. Terminal will dial out for authorization.
14. Receipt will print.
15. Terminal will return to original prompt.

Detail/Summary Report

1. Touch "Reports."
2. Touch "CT Summary" for summary report
3. Touch "CT Detail" for detail report

Clear Batch

1. Touch the black Menu Bar
2. Touch "New Trans."
3. Touch "Check."
4. Touch "Clr Batch."
5. Terminal displays "CLR Check Thru Batch?"
6. Touch "Yes."

Print Last Receipt

1. Touch "Reports."
2. Touch "Reprint."
3. If last sale was Check, Press "Last."
4. If last sale was not Check, Press "By Invoice."

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.

Print Last Receipt

1. Touch "Reports."
2. Touch "Reprint."
3. If last sale was Check, Press "Last."
4. If last sale was not Check, Press "By Invoice."

Check Void

1. Touch the black Menu Bar
2. Touch "New Trans."
3. Touch "Check."
4. Touch "Void/Credit."
5. Terminal displays "Original Merchant No."
6. Key in the 5 digit Merchant number listed on the original check sale receipt. Press Enter.
7. Terminal displays "Enter Micr Number."
8. Swipe original check through check reader (Number should be on the bottom and facing towards the right).
9. Terminal displays "Date of Trans."
10. Key in original date of transaction (DDMMYY).
11. Terminal displays "Enter Trans ID."
12. Key in the Trans ID listed on the original check sale receipt. Press enter.
13. Terminal displays "Amount."
14. Key in original transaction amount. Press enter.
15. Terminal will dial out for Void.
16. Receipt will print.

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.