

Check Conversion Plus Non-Imaging IVI Check Manager 3000

Menu Options:

- 1 Key = Sale
- 2 Key = Void
- 4 Key = Print Report
- 5 Key = Clear Batch
- 6 Key = Reprint

Check Sale

1. Press the “1” key
2. Terminal displays “Enter Micr Line.”
3. Swipe check through check reader (Numbers should face up to right side of reader).
4. Terminal displays “Enter State Code.”
5. Key in the 2 digit numeric state code corresponding with the state on the drivers license and press “enter.”
6. Terminal displays “Drivers License.”
7. Key in the check writers drivers license number and press “enter.”
8. Terminal displays “Amount?”
9. Key in check amount (Do not need to enter decimal). Press “enter.”
10. Terminal will dial out for authorization.
11. Receipt will print.
12. Press Clear to return to original prompt.
13. Stamp the face of the check with the supplied “VOID” stamp

Check Void

1. Press the “2” key.
2. Terminal will display “Original Merch #.”
3. Key in the 5 digit Merchant number listed on the original check sale receipt. Press enter.
4. Terminal displays “Enter Micr Line.”
5. Swipe check through check reader (Numbers should face up to right side of reader).
6. Terminal displays “Date Of Trans.”
7. Key in the date (DDMMYYYY) on the original check sale receipt. Press “enter.”
8. Terminal displays “Enter Trans ID.”
9. Key in the Trans ID listed on the original check sale receipt. Press “enter.”
10. Terminal displays “Amount?”
11. Key in original transaction amount. Press “enter.”
12. Terminal will dial out for Void.
13. Receipt will print.

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.

Detail/Summary Report

1. Press the “4” key.
2. Terminal displays “Prints Reports.”
3. Terminal prints Summary Report and Detail Report.

Clear Batch

1. Press the “5” key.
2. Terminal displays “(1=Yes, 2=N0).”
3. Press “1” to clear current batch.
4. Press “2” to continue current batch.

Print Last Receipt

1. Press the “6” key. The last printed receipt will automatically generate.

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.