

CHECK CONVERSION PLUS Non-Imaging Hypercom T4100

Check Sale

1. Select "CrossCheck" from desktop idle screen
2. Press "1" for Check Sale
3. Terminal displays "Insert Check"
4. Insert check into Check Reader
5. Terminal displays "Enter Amount"
6. Key in Amount of sale (Do not need to enter decimal)
Press "Enter"
7. Terminal displays "Swipe ID or press Enter"
8. Swipe ID or press "Enter" to manually enter ID info
9. Terminal displays "Enter ID State"
10. Type in State Code press "Enter"
11. Terminal displays "Enter ID Number"
12. Type in Driver's License number of the Check Writer.
Press "Enter"
13. Terminal displays "Enter Reference Number"
14. Type in reference number or to bypass, press "Enter"
15. Terminal dials out for Authorization
16. Receipt prints
17. Terminal returns to Original Prompt
18. Stamp the face of the check with the supplied "VOID" stamp

Check Void

1. Press # "2" key for Check Void
2. Terminal displays "Enter Tran ID"
3. Key in Tran ID found on original Receipt, Press "Enter"
4. Terminal displays "Enter Amount"
5. Key in Amount of original sale, Press "Enter"
6. Terminal dials out for Authorization
7. Receipt prints

Manual Batch/ Image Upload

1. Press # "3" key for Batch
2. Terminal displays:
 1. Settlement
 2. Batch Report
3. Press # "1" for Settlement
4. Terminal displays
"Enter Batch Password"
5. Key in Password, Press "Enter"
6. Terminal displays "Settle Batch"
Press "Yes" or "No"
7. Press "Enter" for Yes
8. Terminal prints Batch Report

Batch Report

1. Press # "3" key for Batch
2. Terminal displays:
 1. Settlement
 2. Batch Report
3. Press # "2" for Batch Report
4. Terminal displays
"Enter Batch Password"
5. Key in Password, Press "Enter"
6. Terminal prints Batch Report

For 24-Hour Customer Service Call 1-800-552-1900

For online reporting: www.cross-check.com/merchantsupport/logon.asp

(08/07)

SAY *Yes* TO CHECKS®



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.