COLLECTIVEPOS

Helping your business become more profitable

PrimeTrex Quick Reference Guide

Debit/Credit Transactions

Swipe card
or *
Press F1 Sale
from the
Main Screen

13 Jun 2006 15:51

Sale F1
Void F2
Refund F3
Settlement F4

Use the down arrow to select more options

Forced Post F1
Pre-Auth F2
PAuth Completion F3
Auth Only F4

Admin F1
Server Setup F2
Other Setup F3
Batch Totals F4

Batch Review F1
Hardware F2

Terminal ID:
35_ _ _ _ _ _

*Swiping a card will take you directly to the 'Amount' prompt

Debit Purchase

Sale — Credit F1, Debit F2 → Sale — Amount: $ 0.00 → Sale — Swipe Card, Acct: _____ → Sale — Wait for Customer → Sale — Dial Primary...

Credit Purchase

Sale — Credit F1, Debit F2 → Sale — Amount: $ 0.00 → Sale — Swipe Card, Acct: _____ → Sale — Dial Primary...

Void

Void — Void Last Trans: No F1, Yes F2

→ Void — Retrieve By: Rec # F1, Acct # F2

→ Void — Record Number: _____ → Void — DB 5892******** Amt: $0.14 — No F1, Yes F2, Next F3 → Void — Swipe Card, Acct:_____ → Void — Customer Confirmation Please Wait...

→ Void — Last 4 Digits: _____ → Void — DB 5892******** Amt: $0.14 — No F1, Yes F2, Next F3 → Void — Swipe Card, Acct:_____ → Void — Customer Confirmation Please Wait...

→ Void — DB 5892 ******* Amt: $0.14 — No F1, Yes F2, Next F3 → Void — Swipe Card, Acct:_____ → Void — Customer Confirmation Please Wait...

Credit Return

Refund — Credit F1 → Refund — Amount: $00.00 → Refund — Swipe Card, Acct: _____ → Refund — Connecting Please wait...

Settlement

Print Out Detail Report → Print Out Total Report → Print Out End of Day Report

Customer Service: 1-877-777-6603

To order paper and other supplies please call Customer Service

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