

CREDIT SALE

1. Enter **Transaction Amount** and press **OK**.
2. **Swipe / Insert / Tap** card on **Present Card** screen or start typing card number for **Manual Key Entry**.
3. **Sign** and **Tip** if prompted.
4. Select receipt delivery method.

DEBIT SALE

1. Tap **Credit** until **Debit** is displayed.
2. Enter **Transaction Amount** and press **OK**.
3. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
4. Enter **Pin** and **Tip if prompted**
5. Follow prompts until receipt prompt - select receipt delivery method.

CREDIT VOID

1. Tap the menu buttons on the touch screen ().
2. Select **Payments**.
3. Select **Credit/Card**.
4. Select **Void**.
5. Enter **"Trans #"**, which can be located on the corresponding receipt.
6. Press the green **"OK"** button.

CREDIT REFUND

1. Tap the menu button on the touch screen ()
2. Select **Payments**.
3. Select **Credit/Card**.
4. Select **Refund**.
5. Enter the amount of refund.
6. Press the green **"OK"** button.
7. Insert card or manually enter card number.
8. Press the green **"OK"** button.

CREDIT PREAUTH

1. Tap **Sale** until **Ticket** is displayed. Enter dollar amount and press **OK** and enter password.
2. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
3. **Sign** and **Tip** if prompted.
4. Select receipt delivery method

Pre-Sale Ticket

1. Tap the **Main Menu** icon () tap the **Page Down** icon () and select **Host Utility**.
2. Enter the password and select **Pre-Sale Ticket**
3. Enter **dollar amount**, press the **OK** button and the pre-sale ticket will be printed.



Favorites Menu

REPRINT RECEIPT | Print receipt for last transaction

SETTLEMENT | Option for you to settle their current batch

TIP ADJUSTMENT | Adjust the tip amount on transactions performed within current batch.

REPORT | See summary reports for current open batch, the last settled batch, and the detailed reports of the last 5 batches settled.

CHANGE PASSWORD | Set one general password **OR** create custom passwords for settlements, voids/refunds and removing custom fee.

DOWNLOAD PACKAGE | Applies parameter changes or updates version on device.

COMM CONFIG | Configure your internet connection settings.

REBOOT | Power cycles device.

REMOTE DIAGNOSTICS | Allows ISO to remotely troubleshoot the device.



Connect to WiFi

1. From the Home Screen, tap (★) **7 Comm Config**.
2. Tap **Comm Config**, tap **WiFi**, tap the **SSID**, then tap **Configure**
3. Enter **WiFi Password**. Please note WiFi Password is case sensitive.
4. Tap **OK** to confirm, press the **Cancel** button, then tap **Connect**.

To quickly swap internet connection types, tap the Connection Icon and select the desired connection type (see terminal guide on last page). The current connection type will be highlighted green.



SELECT PIN PAD TYPE

1. Press the **cancel** key on the idle screen (Receiving Mode). Choose the PIN pad type and **press 1**.
2. Select **Standalone** or **Press 2** to convert the PIN pad into a standalone.
3. Select **Yes** on the confirmation dialog box, and the terminal will check the Ethernet connection; based on the successful connection, it will act as a standalone after reboot by entering the EPI screen.

CREDIT SALE

1. Enter **Transaction Amount** and tap **OK**.
2. **Swipe/Insert/Tap** card on **Present Card** screen to start typing card number for **Manual Entry**.
3. **Sign** and **Tip** if prompted.
4. Select receipt delivery method.

DEBIT SALE

1. Tap **Credit** until **Debit** is displayed.
2. Enter **Transaction Amount** and press **OK**.
3. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
4. Enter **PIN** and **Tip** if prompted.
5. Select receipt delivery method.

CREDIT VOID

1. Tap **Sale** until Void is displayed. Press **OK** and enter password.
2. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
3. Transaction will appear on screen. Press **OK** to void transaction.
4. Select receipt delivery method.

CREDIT REFUND

1. Tap **Sale** until **Refund** is displayed. Enter Refund amount and press **OK**.
2. Enter password if prompted.
3. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
4. Select receipt delivery method.

CREDIT PREAUTH

1. Tap **Sale** until **PreAuth** is displayed. Enter dollar amount and press **OK**.
2. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
3. Select receipt delivery method.

CAPTURE PREAUTH (Credit)

1. Tap **Sale** until **Ticket** is displayed. Enter dollar amount, press **OK** and enter password.
2. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
3. Transaction will appear on screen. Press **OK** to complete transaction.
4. **Sign** and **Tip** if prompted.
5. Select receipt delivery method.



Favorites Menu

SETTLEMENT | Option for you to settle their current batch

CHANGE PASSWORD | Set one general password **OR** create custom passwords for settlements, voids/refunds and removing custom fee.

DOWNLOAD PACKAGE | Applies parameter changes or updates version on device.

COMM CONFIG | Configure your internet connection settings.

REBOOT | Power cycles device.

REMOTE DIAGNOSTICS | Allows ISO to remotely troubleshoot the device.

PINPAD TYPE OPTION | Users can select either "Work with EvolvPay100" or "Standalone" mode from the menu.



Transactions

Credit Sale 1. Enter Transaction Amount and tap Enter. 2. Swipe/Insert/Tap card on Present Card screen. For Manual Key Entry, select the Enter Manually option. 3. Sign and Tip if prompted. 4. Select receipt delivery method.	Credit Void 1. Tap Sale until Void is displayed. 2. Enter the Transaction Number from the receipt or the last 4 of the card number and tap Enter. 3. When prompted enter Password. 4. Tap to confirm the transaction that needs to be voided. 5. Select receipt delivery method.	Credit Preauth 1. Tap Sale until Preauth is displayed. 2. Enter Transaction Amount and tap Enter. 3. Swipe/Insert/Tap card on Present Card screen. For Manual Key Entry, select the Enter Manually option. 4. Select receipt delivery method.	
Debit Sale 1. Tap Credit until Debit is displayed. 2. Enter Transaction Amount and tap Enter. 3. Swipe/Insert/Tap card on Present Card screen. For Manual Key Entry, select the Enter Manually option. 4. Enter PIN and Tip if prompted. 5. Follow prompts until receipt prompt-select receipt delivery method.	Credit Refund 1. Tap Sale until Refund is displayed. 2. Enter Transaction Amount and tap Enter. 3. Swipe/Insert/Tap card on Present Card screen. For Manual Key Entry, select the Enter Manually option. 4. Select receipt delivery method.	Capture Preauth 1. Tap Sale until Ticket is displayed. 2. Enter Transaction Amount, tap Enter and enter Password. 3. Enter the Transaction Number from the receipt or the last 4 of the card number and tap Enter. 4. Sign and Tip if prompted. 5. Select receipt delivery method.	Pre-Sale Ticket 1. Tap the Main Menu icon-tap the Page Down icon and select Pre Sale. 2. Enter the Transaction Amount, press the Enter Button and the pre-sale ticket will be printed.

Main Menu Options

Report

See summary reports for current open batch, the last settled batch, and the detailed reports of the last 5 batches settled.

Settlement

Option to settle the current batch.

Tip Adjustment

Adjust the tip amount on transactions performed within current batch.

Reprint Receipt

Prints the receipt for last transaction performed.

Pre Sale

Generates a Pre-Sale ticket.

Reprint

Option to print receipt for the last transaction or any transaction receipt from current open batch selected by using the Tran No. or Last 4 digit of the card number.

Updates

Used to apply parameter changes or update the version on the device.

Settings

Configure settings on the device such as Server/Clerk, Change Password, Wifi Config, SIM Config, and Utilities.

Connect to WiFi

1. From the **Home Screen**, tap the **Main Menu icon**.
2. Tap **Settings**, then **WiFi Config**
3. Tap **SSID**
4. Enter **WiFi Password** (Password is case sensitive)
5. Tap **Connect**