

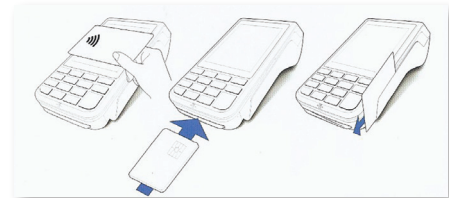






EFTPOS MACHINE

GENERAL OPERATING INSTRUCTIONS

1. Turn machine on by holding green arrow key until it lights up, logon process will begin.
2. Leave the machine plugged in and on for the duration of the fair.
3. Enter the purchase amount, for example \$45 = 4500 and press accept amount on screen or the  key to proceed.
4. The terminal will now prompt you to either tap, swipe or insert the customer's card depending on the card's capabilities.
5. For contactless transactions, ask the customer to hold their card to the screen for processing. The screen will advise if the transaction has been approved or declined and the terminal will print a receipt.
6. If the customer has chosen to swipe or insert their card, the terminal will prompt you to select the account type the customer wants to use.
7. The cardholder can now enter their Personal Identification Number (PIN) or sign (where available) and press  to complete the transaction.
9. The screen will advise if the transaction has been approved or declined and the terminal will print a receipt.
10. 2 receipts are required. The first one is kept for our records. The customer may wish to have a copy.
11. The machine will do a settlement overnight.
12. Please staple receipts from previous day to the settlement print out.



Processing manual payments for Wish Lists

1. Press the menu button.
2. Press the 2 key (moto).
3. Press the 1 key (Telephone order) followed by the Accept button.
4. Key in the amount of the sale.
5. Key in the card number.
6. Press .
7. Key in the 4 digit expiry date.
8. Press .
9. Press  (no need for CCV).
10. Press 3 .
11. The machine will now process the sale.
12. Answer YES to the next 2 prompts to print out the receipts.
13. These transactions can be done later in the day.

Settlement Instructions

TO OBTAIN ANY LAST DAY SALES YOU WILL NEED TO RUN A SUBTOTAL REPORT.

1. Press MENU.
2. Press 3 - SETTLEMENT.
3. Press 1 - ENQUIRY
4. Press 1

For any further queries please contact Sean at the warehouse.