

QT6600 CREDIT CARD BATCH OPERATIONS

MODE → MANAGER → SCROLL TO NUMBER 14
(THIS IS YOUR CREDIT COMMANDS MAIN SCREEN)

TO OPEN BATCH:

1. THIS IS YOUR FIRST OPTION, PRESS YES OVER **OPEN BATCH** AND FOLLOW ON-SCREEN INSTRUCTIONS OR INFORMATION DISPLAYS.
2. RETURN TO REGISTER MODE. PRESS **ESC/SKIP** BUTTON UNTIL YOU ARE AT DEFAULT MANAGER MODE MENU. PRESS MODE BUTTON AND CHOOSE REG.

TO CLOSE BATCH:

1. THIS IS YOUR SECOND OPTION, PRESS DOWN ARROW TO HIGHLIGHT **CLOSE BATCH**. PRESS YES BUTTON AND FOLLOW ON SCREEN INSTRUCTIONS.
2. IT IS IMPORTANT TO OPEN A NEW BATCH AFTER CLOSING ONE! THIS WAY YOU WILL NOT FORGET!
3. RETURN TO REGISTER MODE. PRESS **ESC/SKIP** BUTTON UNTIL YOU ARE AT DEFAULT MANAGER MODE MENU. PRESS MODE BUTTON AND CHOOSE REG.

******IT IS IMPORTANT TO NEVER PRESS THE CLEAR BATCH BUTTON. THIS WILL CLEAR ALL SALES FROM YOUR BATCH. YOU WILL THEN HAVE TO CALL YOUR CREDIT CARD COMPANY AND MANUALLY ENTER ALL PREVIOUS CREDIT CARDS.**

******SAVE ALL RECEIPTS FROM CREDIT CARDS. IF SOMETHING EVER HAPPENS YOU MAY NEED TO RE-ENTER ALL YOUR PREVIOUS TRANSACTIONS MANUALLY.**

TO VOID CREDIT CARD TRANSACTIONS:

1. HIGHLIGHT THE **VOID/POST AUTHORIZATIONS**, PRESS **YES** BUTTON.
2. FOLLOW ON-SCREEN INSTRUCTIONS VERY CLOSELY IN MENU. IF YOU HAVE ANY QUESTIONS PLEASE CALL BEFORE ENTERING THIS MENU.