



# ACCEPT CREDIT CARDS

AT ELECTRONIC MERCHANT SYSTEMS INC.

1-800-476-5020 • [www.elect-mer.com](http://www.elect-mer.com)

## Sale with Card Present:

Swipe Card  
Press [ENTER]  
Enter Last 4 Numbers of Card  
Press [ENTER]  
Enter Dollar Amount of Sale  
Press [ENTER]  
Receipt Prints and/or Approval #  
And Record # Are Displayed

## Credit (Refund):

Press 4  
Press 1 for **Credit**  
Swipe Card or Enter Account #  
Enter Expir. Date or Last 4 Digits  
Enter \$ Amount of Refund  
Receipt Prints and/or Rec # is Displayed

## Pre-Authorization (Auth Only):

Press 2  
Press 2  
Swipe Card or Enter Account #  
Press [ENTER]  
Enter Expir. Date or Last 4 Digits  
Press [ENTER]  
Enter Amount to be Authorized  
Press [ENTER]  
Receipt Prints and/or Approval # Displayed  
\*\*Pre-Auths Are **Not** Captured\*\*

## Print Batch Detail Report:

Press [ENTER]  
Press 1

## Batch Close:

Press 9  
Press [ENTER]  
**GBOK###** Displayed

## Sale Without Card Present:

Press 1  
Enter Credit Card Account #  
Press [ENTER]  
Enter Expiration Date (MMYY)  
Press [ENTER]  
Press 9 for a Mail or Phone Order  
Press [ENTER]  
Enter Customers Billing Zip Code  
Press [ENTER]  
Enter Dollar Amount of Sale  
Press [ENTER]  
Receipt Prints and/or Approval #  
And Record # Are Displayed

## Void (Delete a Transaction in the Current Batch):

Press 4  
Press 2 for **Void**  
Enter the Record # of Original Item  
Press [ENTER]  
Enter the \$ Amount of Original Item  
Press [ENTER]  
Press 9 (Nine) to Confirm VOID or  
Press 6 (Six) to Abort VOID  
**VOIDED** is Displayed

## Force (Offline):

Press 2  
Press 1 To Capture a Previously  
Authorized Transaction  
Swipe Card or Enter Card Account #  
Press [ENTER]  
Enter Last 4 Numbers or Expir. Date  
Press [ENTER]  
Enter \$ Amount  
Press [ENTER]  
Enter Authorization/Approval Code  
From Voice Auth or Pre-Auth  
Press [ENTER]