

Equinox T4205 Quick Reference Guide

Credit Sale

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Swipe customer credit card through card reader or enter card number.
Amount	\$0.00	Enter amount of sale, then press Enter .
COMMS		Terminal dials host.
Response		Transaction is accepted and receipt is printed.
Approval	123456	

Debit Sale

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Press Enter > Transaction > Sale > Debit
Swipe Customer Card		Swipe customer's debit card through card reader or enter card number.
Sale Amount	\$0.00	Enter amount of sale, then press Enter .
Total Correct? Yes or No	\$0.00	Verify if total is correct, then press Yes/Enter .
Sale Amount Enter PIN	\$0.00	Customer enters PIN on attached PIN pad, then press Enter .
COMMS		Terminal dials host.
Response		Transaction is accepted and receipt is printed.
Approval	123465	

EBT Sale

Terminal Display		Action
Enter Card Number or Swipe Customer Card		Press Enter > Transaction > Sale > EBT
Swipe Customer Card		Swipe customer credit card through card reader or enter card number.
Food Stamp EBT Cash Benefit		Press screen button next to Food Stamp or EBT .
Sale Amount	\$0.00	Enter amount of sale, then press Enter .
Sale Amount Enter PIN	\$0.00	Customer enters PIN on attached PIN pad, then press Enter .
COMMS		Terminal dials host.
Response		Transaction is accept and receipt is printed.
Approval	12346	

Credit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Transaction > Refund > Credit
Swipe Customer Card	Swipe customer credit card through card reader or enter card number.
Amount \$0.00	Enter amount of refund, then press Enter .
Response Transaction Accepted	Transaction is accepted and receipt is printed.

Debit Refund

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Transaction > Refund > Debit .
Swipe Customer Card	Swipe customer debit card through card reader or enter card number.
Amount \$0.00	Enter amount of refund, then press Enter .
Sale Amount \$0.00 Enter PIN	Customer enters PIN on attached PIN pad, then press Enter .
Transaction Accepted	Transaction is accepted and receipt is printed.

Offline/Force

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Transaction > Offline > Sale (Offline)
Swipe Customer Card	Swipe customer credit card through card reader.
Amount \$0.00	Enter amount of sale, then press Enter .
Enter Approval Code	Enter approval code, then press Enter .
Transaction Accepted	Offline/Force is complete.

Batch Settle

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press SETTLE button, or press Enter > Batch > Settle
Enter Password	Enter merchant password, then press Enter .
Host Number	Press 0 for all hosts or enter a host number, then press Enter .
Scanning Batch	Terminal scans for batch totals.
Sales Total Correct? \$0.00	Press Yes/Enter to confirm sales total.
Refund Total Correct? \$0.00	Press Yes/Enter to confirm refund total.
Scanning Batch	Terminal scans for batch totals
COMMS	Terminal dials host.
Response Approval 123456	Settlement is complete.
Scanning Batch	Settlement report is printed.

Batch Report (Summary)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press REPORTS button, then press Summary .
Scanning Batch	Terminal scans for batch totals and prints Summary Report.

Batch Report (Audit)

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press REPORTS button, then press Audit .
Host Number	Enter Host Number or 0 for all hosts.
Scanning Batch	Terminal scans or batch totals and prints Audit Report.

Reprint Last Receipt

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press REPORTS button, then press Reprint > Last .
Customer Copy Merchant Copy	Press screen button net to Customer Copy or Merchant Copy . Receipt is printed.