

HyperWare® Restaurant Software

Quick Reference Card

Optimum T4200 Series SPOS32, Version 2.0

Note: Printing a second receipt, the customer receipt, is an option for all transactions.

Credit Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Swipe customer credit card through card reader or manually enter card number.
Enter Server Number	Enter server number, then press Enter .
Base Amount \$0.00	Enter amount of sale, then press Enter .
Tip Amount \$0.00	Enter Tip amount, then press Enter ; or just press Enter and complete tip adjust later.
Total Correct? \$0.00	Press Yes/ Enter to confirm, No/ Clear to change amount.
COMMS Response	Terminal dials host.
Approval 123456	Transaction is accepted and receipt is printed.

Debit Sale

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Transaction > Sale > Debit .
Swipe Customer Card	Swipe customer debit card through card reader or manually enter card number.
Enter Server Number	Enter Server number, then press Enter .
Base Amount \$0.00	Enter amount of sale, then press Enter .
Tip Amount \$0.00	Enter Tip amount, then press Enter .
Total Enter PIN \$0.00	Customer enters PIN on internal or attached PIN pad, then press Enter .
COMMS Response	Terminal dials host.
Approval 123456	Transaction is accepted and receipt is printed.

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 manually enter card number.
Enter Server Number	Enter server number, then press Enter .
Amount \$0.00	Enter amount of refund, then press Enter .
COMMS Response	Terminal dials host.
Approval 123456	Transaction is accepted and receipt is printed.

Tip Adjust

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Batch > Adjust .
Enter Invoice Number	Enter invoice number of original sale, then press Enter .
Base Amount \$0.00	Enter tip amount, then press Enter .
Enter Tip \$0.00	
Total Correct? \$0.00	Touch Yes/ Enter to confirm adjusted total amount.
Transaction Accepted	Tip Adjust is complete.

Server/Cashier Sign-On

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press FUNCTION + 77 + Enter , or press Enter > Server > Add/Remove .
Enter Server Number	Enter server number, then press Enter .
Sign-On? Y or N	Press Yes/ Enter to add this server number to terminal.
Transaction Accepted	Server Sign-On is complete.

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Open Tab

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Tab > Open .
Swipe Customer Card	Swipe customer credit card through card reader or manually enter card number.
Enter Server Number	Enter server number, then press Enter .
Amount \$0.00	Enter maximum open tab amount, then press Enter .
Total Correct? \$0.00	Press Yes/ Enter to confirm, No/ Clear to change amount.
COMMS Response	Terminal dials host.
Approval 123456	Open tab is accepted and merchant receipt is printed.

Close Tab

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Tab > Close .
Enter Invoice Number	Enter invoice number of Open Tab, then press Enter .
Correct?	Press Yes/ Enter if the Invoice Number is correct.
Total Correct? \$0.00	Press Yes/ Enter to confirm, No/ Clear to change tab sale amount.
Transaction Accepted	Tab is closed and merchant receipt is printed.

Void

Terminal Display	Action
Enter Card Number or Swipe Customer Card	Press Enter > Batch > Void > Invoice .
Enter Invoice Number	Enter invoice number, then press Enter .
XXXXXX \$0.00 Correct? Yes or No	Press Yes/ Enter to void this transaction. Touch No/ Clear if this is not correct invoice number.
COMMS Response	Terminal dials host.
Transaction Accepted	Void is complete.

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 for 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 next to Customer Copy or Merchant Copy . Receipt is printed.