

NURIT

Terminal Guide

John Smith
123 Anywhere Street
America, USA 12345

Home Phone #: _____ Auth Code _____ Date: 77058
Work Phone #: _____ Driver's License #: _____

Pay To The Order Of: _____ Dollars

Memo: _____

⑆012045078⑆1102 ⑆120=0120450⑆

Name must be imprinted by bank and signature must match. No P.O. box (write physical address if necessary.)

Driver's License #, Authorization #, and home phone # must be written on check.

Check series # must be 101 or higher. No counter checks accepted.

Check must be written on U.S. account. No altered checks.

CHECKS NOT ACCEPTED FOR ELECTRONIC PROCESSING

- *Temporary Checks
- *Cashier's Checks
- *Third Party Checks
- *Credit card checks
- *Money Orders
- *Payroll Checks
- *Checks written to employees or self
- *Payable Through/Equity Line/Loan Checks
- *Checks drawn on banks outside of USA.
- *Corporate checks that are not ACH-able (terminal will determine eligibility).

HOW TO SCAN A CHECK

1. Press Payment key until Terminal displays "Check...Conversion/Verify, Amount".
2. Key in Amount of Sale (Do not need to enter decimal).
3. Press ENTER.
4. Terminal will Display "Swipe Check".
5. Swipe Check through check reader (Numbers should be on the bottom & facing the inside of reader).
6. Terminal will display "Swipe/Enter DL#".
7. Type in the Customers Drivers License Number, including any alpha characters. (To make letters: Press the appropriate number on the keypad, then press the ALPHA button until the correct letter appears. Example= For the letter N, press "6"and then the Alpha key twice).
8. Press ENTER.
9. Terminal will display "Enter DL State".
10. Terminal will default to state of location. (Out-of-State Licenses - Key in the corresponding numeric value from the list of State Codes)
11. Press ENTER.
12. Terminal will dial out for approval.
14. Receipt will print.
15. Terminal will return to original prompt.

IMPORTANT NOTICE

- * Customer must sign and print name and phone number on merchant receipt.
- * Merchant retains signed copy and Customer receives copy with check.
- * If using an imager the phone number must be on the check before imaging.

HOW TO VOID A CHECK

1. Press PAYMENT key until terminal displays "Check... Conversion/ Verify, Amount".
2. Press VOID key.
3. Terminal will display "Check...Void, Amount".
4. Key the Amount of Check, Press ENTER.
5. Terminal will display "Swipe/ Enter Check".
6. Swipe Check through Reader.
7. Terminal will prompt to Enter Password.
8. Password format is dd/mm (Date/Month).
9. Terminal will dial out.
10. Terminal will print receipt for Voided Transaction.

For Customer Support and Technical Assistance dial:
1-888-801-5444

Rev. 7/23/08

NURIT

Terminal Guide

HOW TO BATCH

Nurit 8320

1. Terminal will display "Credit...Sale...Account".
2. Press the FUNC key.
3. Terminal will display "Function Menu..."
4. Select BATCH from the displayed options.
5. Terminal will display "Choose Host: 1= All, 2 = CC Processor, etc..."
6. Press 1 to batch all processors, or select the option for the desired host.
7. Terminal will dial out to close each of the requested processors.
8. Terminal will print a batch report and then return to the idle prompt.

Nurit 2085

1. Terminal will display "Credit...Sale... Account".
2. Press BATCH Key.
3. Terminal will display "Choose Host: 1=All, 2 = Credit Card, and 3=Checks, etc"
4. Press correct # needed.
5. Terminal will display "Dialing, Processing..."
6. Terminal will print Batch report.
7. Terminal will return to original prompt.

IMPORTANT NOTICE

- * Terminal must be batched out every night prior to midnight.
- * Any voids or corrections after batch out will require a Merchant Reversal.

CHECK READER MESSAGES

MANAGER NEEDED-RE-PRESENTED CHECK: This means that the check was already seen by the system or has been processed. Merchant needs to override the transaction for a receipt to print.

MANAGER NEEDED-DAY/LOC/AMT: This message alerts the merchant that the check amount has exceeded the normal ACH limits of guarantee. Press, "ENTER". Terminal will prompt for OVERRIDE. Press "Clear" to return to main screen.

NO ACH: This message indicates that Financial Institution does not participate in the Federal Reserve/ACH network OR the reader was unable to read the check number. The check has been verified by the system IF you receive an authorization number. However, the merchant **Must** deposit the check in their bank.

ERROR IN MICR: This message informs the merchant that the terminal cannot read the check numbers by the magnetic ink provided. **The check cannot be verified.** The merchant has the option to manually deposit the check if they choose to. If this consistently happens with several checks by different banks, please contact technical support. It should also be noted that other electronic devices emit an electromagnetic field that may interfere with the reader's ability to read the magnetic ink. It is recommended to place the check reader one foot away from any other device.

ID FLAGGED: This message is to inform the Merchant that the check has been declined due to a problem with the customer's I.D or account. OVERRIDE only for your most frequent customers. **These checks are not guaranteed.**

DECLINED CHECK: The message is to inform the merchant that the check has been declined due to a problem with the customer's I.D or account. **THIS CANNOT BE APPROVED OR OVERRIDDEN.**

ERROR IN ID: Check default state to ensure the correct state code was entered. Check to see if DL# has a letter and enter the corresponding letter with the DL#.

STATE CODES

01 AL	11 DC	19 IA	27 MN	35 NM	44 RI	53 WA	65 NF	66 GU
02 AK	12 FL	20 KS	28 MS	36 NY	45 SC	54 WV	NS NS	Guam
04 AZ	13 GA	21 KY	29 MO	37 NC	46 SD	55 WI	68 ON	
05 AR	14 PR	22 LA	30 MT	38 ND	47 TN	56 WY	69 PE	78 VI
06 CA	15 HI	23 ME	31 NE	39 OH	48 TX	61 AB	70 PQ	Virgin Is.
08 CO	16 ID	24 MD	32 NV	40 OK	49 UT	62 BC	72 YT	
09 CT	17 IL	25 MA	33 NH	41 OR	50 VT	63 MB		99
10 DEL	18 IN	26 MI	34 NJ	42 PA	51 VA	64 NB		Military ID

For Customer Support and Technical Assistance dial:
1-888-801-5444