

Settlement:

To settle the batch on your terminal, clearing it of all transaction information, you can either have the device set to auto-close or manually manage the close.

For auto-close settings, please call the help desk (see sticker on the side of your device).

To settle the batch manually:

- 1) From the home screen, select "Other."
- 2) Depending on your specific terminal model, select "CLOSE" or "Close Batch."
- 3) Select OK via the touch screen (or press 3 for non-touch-screen terminals).
- 4) The terminal will now complete the batch settlement.



For more information or if you have questions, go to www.businesstrack.com/terminalguides or contact your help desk at the number on the sticker on your device.

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Getting started

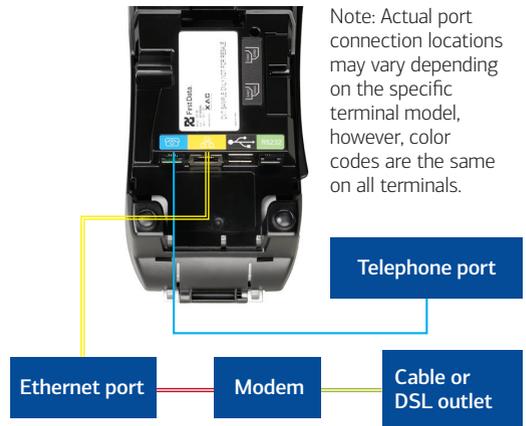
Learn how to use your terminal in a few easy steps.

Notice

Please connect all cables before plugging the power cord into your terminal to prevent accidentally damaging the terminal or connected devices.

Step 1: Getting connected

Using your terminal requires an Internet connection, such as DSL, cable or dial-up connection. If you chose a dial-up connection, a dedicated phone line is recommended.



Step 2: Add an (optional) device

If you have optional devices like the FD35 PIN-pad or MagTek® MiniMICR check reader, you can now connect them to either the USB or RS-232 port. Please see the device-specific installation instructions.



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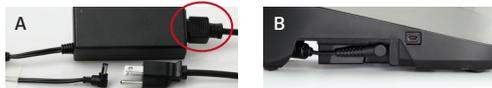
Step 3: Load printer paper

Open the printer cover's latch as shown in the photos below. Load a roll of paper into the printer. Make sure the thermal print-side of the paper faces you as it prints out of the device. Close the cover and tear off any excess paper.



Step 4: Connect to a power supply

Now you need to assemble the power supply. Plug the powercord into the power adapter (A).



Next connect the small end of the power plug to the terminal (B). Rotate the plug so that the cord is pointed toward the back of the terminal and ensure it lies flat and underneath the terminal.

Finally, plug the AC power cord into a surge protector (recommended) or a standard electrical outlet. Your terminal should be connected and power up. The screen will light up and display the home screen.

The following operations are meant to cover the most common transactions to get you started quickly.

For more detailed assistance, please refer to www.businesstrack.com/terminalguides.

Sale:

Your customer may offer a card for payment by:

- 1) Inserting a chip card into the slot at the front of the terminal or PIN pad, called the "dip slot."
Reminder: the chip card must remain in the dip slot until the device prompts the customer to remove it.
- 2) Swiping the card through the magnetic stripe reader.
- 3) Tapping a contactless card or phone.



Then:

- Follow the onscreen prompts.
- If prompted, your customer will enter their PIN or will have the option to press "Cancel X" to bypass.
- The device will either automatically print a receipt or prompt for customer receipt. To skip this step, press "ENTER" or "CANCEL" (red button).

Refund:

To issue a refund to the cardholder:

- 1) From the home screen, select "Other."
- 2) Select "Refund."
- 3) Enter the amount.
- 4) Instruct your customer to insert, swipe or tap their card (see options above, under Sale).
- 5) Select "Credit".
- 6) The device will either automatically print a receipt or prompt for customer receipt. To skip this step, press "ENTER" or "CANCEL" (red button).

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