



Hypercom Optimum Series Terminals

Merchant Support: (866) 674-2926 (option 2)

Sale

Credit

1. Swipe customer's card, or type card number and press **ENTER**.
2. Type expiration date and press **ENTER**.
3. Type sale amount and press **ENTER**.
 - Terminal dials out and prints receipt.

Debit With Optional Cash Back

1. Press **NEW TRANSACTION > PURCHASE > DEBIT**.
2. Swipe customer's card through card reader.
3. Type sale amount and press **ENTER**.
4. Type cash back amount or if the customer declines cash back enter 0 and press **ENTER**.
5. Verify total is correct and press **YES/ENTER**.
6. Customer types PIN and presses **ENTER**.
 - Terminal dials out and prints receipt.

EBT Food Stamps

1. Press **NEW TRANSACTION > PURCHASE > EBT**.
2. Swipe customer's card, or type card number and press **ENTER**.
3. Select **FOOD STAMP**.
4. Type sale amount and press **ENTER**.
5. Customer types PIN and presses **ENTER**.
 - Terminal dials out and prints receipt.

EBT Cash Benefit With Optional Cash Back or Cash Back Only

1. Press **NEW TRANSACTION > PURCHASE > EBT**.
2. Swipe customer's card, or type card number and press **ENTER**.
3. Select **CASH BENEFIT**.
4. Type sale amount (enter 0 if Cash Back Only) and press **ENTER**.
5. Type cash back amount or if the customer declines cash back type 0 and press **ENTER**.
6. Verify total is correct and press **YES/ENTER**.
7. Customer types PIN and presses **ENTER**.
 - Terminal dials out and prints receipt.

Refund

Credit/Debit

1. Press **NEW TRANSACTION > REFUND**.
2. Press **REFUND CREDIT** or **REFUND DEBIT**.
3. Swipe customer's card, or type card number (Credit only) and press **ENTER**.
4. Type refund amount and press **ENTER**.
5. If debit, customer types PIN and presses **ENTER**.
 - Terminal dials out and prints the receipt.

EBT Food Stamps

1. Press **NEW TRANSACTION > REFUND > REFUND EBT**.
2. Swipe customer's card, or type card number and press **ENTER**.
3. Type refund amount and press **ENTER**.
 - Terminal dials out and prints receipt.

Void

1. Press **BATCH > VOID**.
2. Type invoice number from receipt and press **ENTER**.
3. Verify invoice number and amount are correct and press **YES/ENTER**. If transaction is not correct, press **NO/CLEAR**.
 - Terminal dials out and prints receipt.

Authorize Only

1. Press **FUNCTION > 9 > ENTER**.
2. Swipe customer's card, or type card number and press **ENTER**.
3. Type expiration date and press **ENTER**.
4. Type sale amount and press **ENTER**.
 - Terminal dials out and prints receipt.

Ticket Only (Credit Offline)

1. Press **NEW TRANSACTION > OFFLINE**.
2. Swipe customer's card, or type card number and press **ENTER**.
3. Type expiration date and press **ENTER**.
4. Type sale amount and press **ENTER**.
5. Type approval code and press **ENTER**.
 - Terminal prints receipts.

Voucher Clear (Manual EBT Voucher)

1. Press **NEW TRANSACTION > PURCHASE > PRIOR EBT**.
2. Type card number and press **ENTER**.
3. Type sale amount and press **ENTER**.
4. Verify total is correct and press **YES/ENTER**.
5. Type approval code and press **ENTER**.
6. Type voucher number and press **ENTER**.
 - Terminal dials out and prints receipt.

Duplicate Receipt (Last Transaction/ Current Batch)

1. Press **REPORT > REPRINT**.
2. Press **LAST** or **INVOICE**.
3. If selecting **INVOICE**, type invoice number from receipt and press **ENTER**.
 - Terminal prints receipt.

Batch

Batch Review

1. Press **BATCH > REVIEW**.
2. All transactions are shown in current batch.
 - Use navigation arrows to browse through batch.
3. Press **CANCEL** to return to the idle screen.

Report Summary/Audit

1. Press **REPORTS > SUMMARY/AUDIT**.
 - Terminal scans batch, prints summary/audit report, and returns to idle screen.

Closing

1. Press **BATCH > SETTLE**.
2. Type password (if prompted) and press **ENTER**.
3. Type host number or enter 0 for all hosts. Press **ENTER**.
4. Terminal displays sales totals. If total is correct press **YES/ENTER** if incorrect press **NO/CANCEL**.
5. Terminal displays refund totals. If total is correct press **YES/ENTER** if incorrect press **NO/CANCEL**.
 - Terminal scans batch for totals. Batch settlement is transferred, response is displayed, terminal prints settlement report, and terminal returns to idle screen.