

Manual Entry	
<i>Terminal Display</i>	<i>Action</i>
IDLE PROMPT	Press [1] for rental or the appropriate key for the desired transaction type.
ENTER ACCOUNT #	Key in customer's account number and press [ENTER]
EXPIRE DATE MMY	Key in expiration date in MMY format and press [ENTER]
ENTER RENTER NAME	Key in renter's name and press [ENTER]
ENTER CLERK #	Key in clerk number and press [ENTER]
RENTAL AGREEMENT #	Key in rental agreement number and press [ENTER]
ENTER RENTAL CITY	Key in city auto is rented from and press [ENTER]
ENTER RENTAL ST	Key in two character state auto is rented from and press [ENTER]
ENTER DAILY RATE	Key in rate and press [ENTER]
NUMBER OF DAYS	Key in number of days auto will be rented and press [ENTER]
PROCESSING	(No action while processing)
XXXXXX \$ \$\$\$cc	Auth code and amount display. Press [CLEAR] to return to idle prompt.
Return (Credit)	
IDLE PROMPT	Press [ENTER] and [1]
ENTER ACCOUNT #	Swipe Card
ENTER CLERK #	Key in clerk number and press [ENTER]
RENTAL AGREEMENT #	Key in rental agreement number and press [ENTER]
ENTER RENTAL DATE	Key in date of rental in MMDDYY format and press [ENTER]
ENTER RENTAL TIME	Key in time of rental in HHMMSS format and press [ENTER]
ENTER RENTAL CITY	Key in city auto is rented from and press [ENTER]
ENTER RENTAL ST	Key in two character state auto is rented from and press [ENTER]
ENTER RETURN DATE	Key in date of return in MMDDYY format and press [ENTER]
ENTER RETURN TIME	Key in time of return in HHMMSS format and press [ENTER]
ENTER RETURN CITY	Key in city auto is returned to and press [ENTER]
ENTER RETURN ST	Key in two character state auto is returned to and press [ENTER]
ENTER AMOUNT	Key in amount of return and press [ENTER]
XXXXXX \$\$\$cc	Auth code and amount display. Press [CLEAR] to return to idle prompt.

Shaded sections are optional features.

Adjustment (Void)	
<i>Terminal Display</i>	<i>Action</i>
IDLE PROMPT	Press [ENTER] and [2] .
ENTER REF NUMBER	Key in reference number and press [ENTER] .
\$ \$\$\$cc	Transaction amount displays. Press [ENTER] .
ENTER NEW AMOUNT	Press [ENTER]
VOID? 0=Y 1=N	Press [0] and [ENTER] .
ADJ TO \$ 0.00	Press [ENTER] to void another transaction or [CLEAR] to return to idle prompt.
Prior Rental (Force)	
IDLE PROMPT	Press [8] .
0=PRIOR RENTAL	Press [0] .
ENTER ACCOUNT #	Key in customer's account number and press [ENTER] .
EXPIRE DATE MMY	Key in expiration date in MMY format and press [ENTER] .
ENTER RENTER NAME	Key in renter's name and press [ENTER]
ENTER CLERK #	Key in clerk number and press [ENTER]
RENTAL AGREEMENT #	Key in rental agreement number and press [ENTER] .
ENTER RENTAL DATE	Key in date of rental in MMDDYY format and press [ENTER] .
ENTER RENTAL TIME	Key in time of rental HHMMSS format and press [ENTER] .
ENTER RENTAL CITY	Key in city auto is rented from and press [ENTER] .
ENTER RENTAL ST	Key in two character state auto is rented from and press [ENTER] .
ENTER DAILY RATE	Key in rate and press [ENTER]
NUMBER OF DAYS	Key in number of days auto will be rented and press [ENTER] .
ENTER ORIG AUTH#	Key in original authorization number and press [ENTER] .
XXXXXX \$XX.XX	Auth code and amount display. Press [CLEAR] to return to idle prompt.

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Sale	
<i>Terminal Display</i>	<i>Action</i>
IDLE PROMPT	Press [6] .
ENTER ACCOUNT #	Swipe Card
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER] .
ENTER CLERK #	Key in clerk number and press
RENTAL AGREEMENT #	Key in rental agreement number and press [ENTER] .
ENTER RENTAL DATE	Key in date of sale in MMDDYY format and press [ENTER] . Or [ENTER] to bypass.
ENTER RENTAL TIME	Key in time of sale HHMMSS format and press [ENTER] . Or [ENTER] to bypass.
ENTER RENTAL CITY	Key in city of sale and press [ENTER] or [ENTER] To bypass.
ENTER RENTAL ST	Key in two character state sale and press [ENTER] . Or [ENTER] to bypass.
ENTER RETURN DATE	Press [ENTER]
ENTER RETURN TIME	Press [ENTER]
ENTER RETURN CITY	Press [ENTER]
ENTER RETURN ST	Press [ENTER]
ENTER AMOUNT	Key in amount of sale and press [ENTER]
XXXXXX \$XX.XX	Auth code and amount display. Press [CLEAR] . to return to idle prompt.
Reprint	
IDLE PROMPT	Press [ENTER] and [6]
DISP=0 PRINT=1	Press [1] and [ENTER]
0=LAST 1=OTHER	Press [0] to reprint last transaction or [1] to reprint another transaction and press [ENTER] .
0=EDC 1=RENTAL	If [1] is pressed, press [0] and [ENTER] to print an EDC transaction or [1] and [ENTER] to print a rental.
ENTER REF NUMBER or RENTAL AGREEMENT #	When prompted, key in reference or rental agreement number and press [ENTER] .
PRINTING	Receipt prints

Shaded sections are optional features.

Prior Sale (Force)	
Terminal Display	Action
IDLE PROMPT	Press [4].
ENTER ACCOUNT #	Swipe Card.
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER]
RENTAL AGREEMENT #	Key in rental agreement number and press [ENTER].
ENTER RENTAL DATE	Key in date of sale in MMDDYY format and press [ENTER]. Or [ENTER] to bypass.
ENTER RENTAL TIME	Key in time of sale HHMMSS format and press [ENTER]. Or [ENTER] to bypass.
ENTER RENTAL CITY	Key in city of sale and press [ENTER] or [ENTER] to bypass.
ENTER RENTAL ST	Key in two character state sale and press [ENTER]. Or [ENTER] to bypass.
ENTER RETURN DATE	Press [ENTER].
ENTER RETURN TIME	Press [ENTER].
ENTER RETURN CITY	Press [ENTER].
ENTER RETURN ST	Press [ENTER].
ENTER AMOUNT	Key in amount of sale and press [ENTER]
ENTER AUTH CODE	Key in authorization code and press [ENTER]
XXXXXX \$XX.XX	Auth code and amount display. Press [CLEAR] To return to idle prompt.
Batch Inquiry	
IDLE PROMPT	Press [ENTER] and [3].
DISP= 0 PRINT = 1	Press [0] and [ENTER].
0=EDC 1=RENTAL	Press [0] and [ENTER] for EDC transactions or [1] and [ENTER] for rental transactions.
TRAN COUNT XXX	Total transaction count of all credit card displays. Press [ENTER] to continue.
SALES \$ \$\$\$cc	Total total amount of credit card sales displays. Press [ENTER] to continue.
RETNS \$ \$\$\$cc	Total return amount of credit cards displays. Press [ENTER] to continue.
NET \$ \$\$\$cc	Total net amount of credit card sales displays. Press [ENTER] to view detail or press [CLEAR].

Shaded sections are optional features.

Open Rental Report	
Terminal Display	Action
IDLE PROMPT	Press [ENTER] and [3].
DISP= 0 PRINT = 1	Press [1] and [ENTER].
2 = OPEN RENTALS	Press [2].
PRINTING	Report prints.
Standard Batch Report	
IDLE PROMPT	Press [ENTER] and [3].
DISP= 0 PRINT = 1	Press [1] and [ENTER].
0 = STND	Press [0].
PRINTING	Report prints.
Clerk Report	
IDLE PROMPT	Press [ENTER] and [3].
DISP= 0 PRINT = 1	Press [1] and [ENTER].
3=EMPLOYEE	Press [3].
0 = BY EMP # 1= ALL	Press [1] and [ENTER].
PRINTING	Report prints.
Deposit (Settlement)	
IDLE PROMPT	Press [9].
ENTER SUPER #	Key in supervisor password and press [ENTER].
1 = UL 2 TUL 3=QB	Press [1] and [ENTER]
ENTER TRAN COUNT	Key in the transaction count and press [ENTER].
ENTER NET AMOUNT	Key in net amount and press [ENTER].
DIALING	(No action while processing)
OK ### MMDD XXXX	Settlement OK number displays indicating the batch has been sent to the host and accepted. ### Three-digit batch number MMDD Four-digit date of the batch XXX Last four digits of the merchant number



MER-0998

Rental	
Terminal Display	Action
IDLE PROMPT	Swipe Card
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER]
ENTER CLERK #	Key in clerk number and press [ENTER]
RENTAL AGREEMENT #	Key in rental agreement number and press [ENTER]
ENTER RENTAL CITY	Key in city auto is rented from and press [ENTER]
ENTER RENTAL ST	Key in two character state auto is rented from and press [ENTER]
ENTER DAILY RATE	Key in rate and press [ENTER]
NUMBER OF DAYS	Key in number of days auto will be rented and press [ENTER]
PROCESSING	(No action while processing)
XXXXXX \$ \$\$\$cc	Auth code and amount display. Press [CLEAR] to return to idle prompt.
Rental Return	
IDLE PROMPT	Press [3]
RENTAL AGREEMENT #	Key in rental agreement number and press [ENTER]
ENTER CLERK #	Key in clerk number and press [ENTER]
ENTER RENTAL TOT	Key in rental total amount and press [ENTER]
ENTER RENTAL CITY	Key in city auto is rented from and press [ENTER]
ENTER RENTAL ST	Key in two character state auto is rented from and press [ENTER]
PROCESSING	(No action while processing)
XXXXXX \$ \$\$\$cc	Auth code and amount display. Press [CLEAR] to return to idle prompt.
Re-Auth	
IDLE PROMPT	Press [8]
1=RE-AUTH	Press [1]
RENTAL AGREEMENT #	Key in rental agreement number and press [ENTER]
ENTER DAILY RATE	Key in rate and press [ENTER]
NUMBER OF DAYS	Key in number of days auto will be rented and press [ENTER]
PROCESSING	(No action while processing)
XXXXXX \$ \$\$\$cc	Auth code and amount display. Press [CLEAR] to return to idle prompt.

Shaded sections are optional features.