



PAYMENT TRANSACTION PROCEDURES

Sale (Pre-Auth) | Visa/Mastercard & Amex

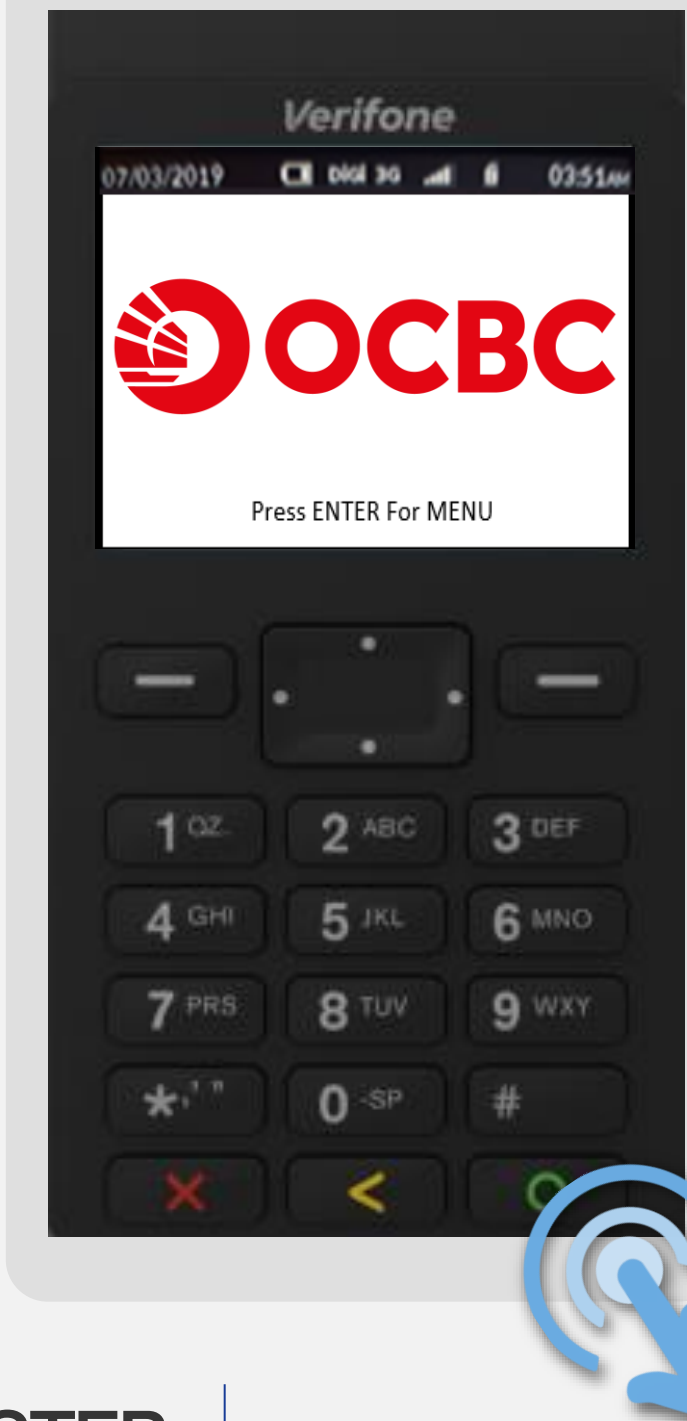
Quick Reference Guide

Terminal Model: ENGAGE V200T

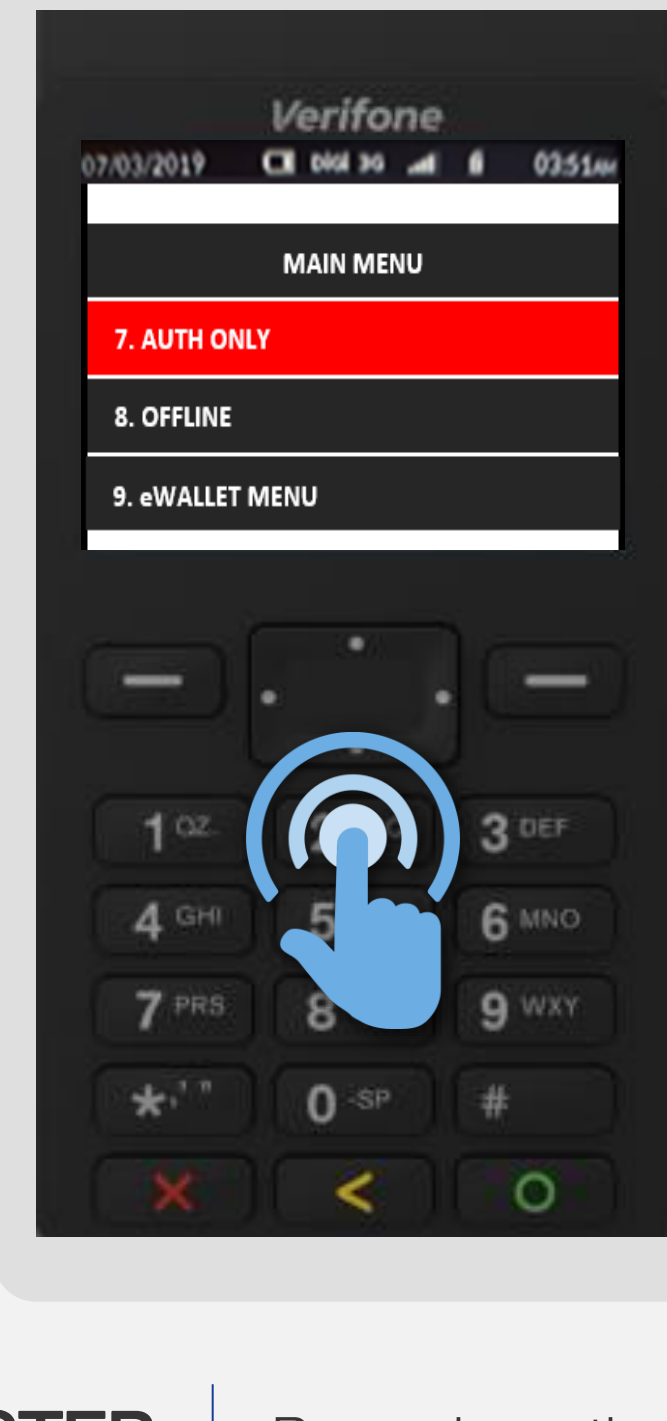


Sale | Pre-Auth

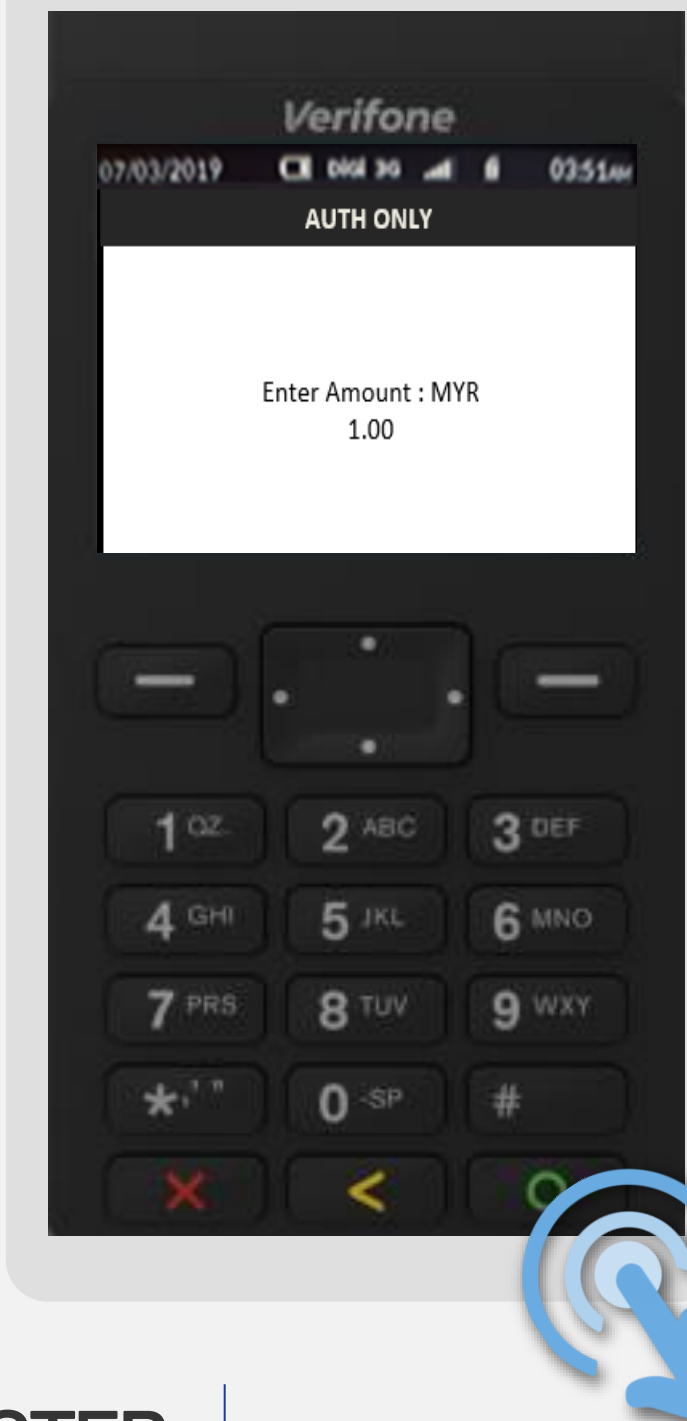
Quick Reference Guide
Terminal Model: ENGAGE V200T



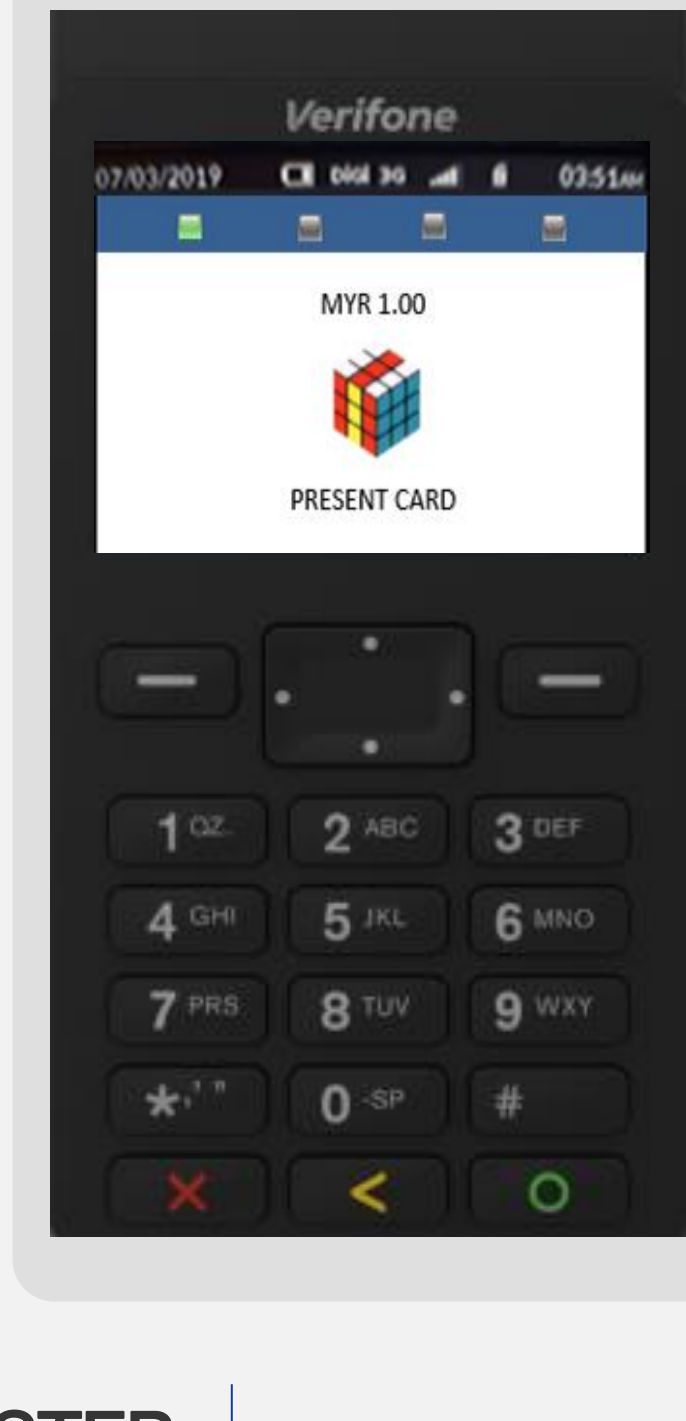
STEP 1
Press **'ENTER'** key to access main menu



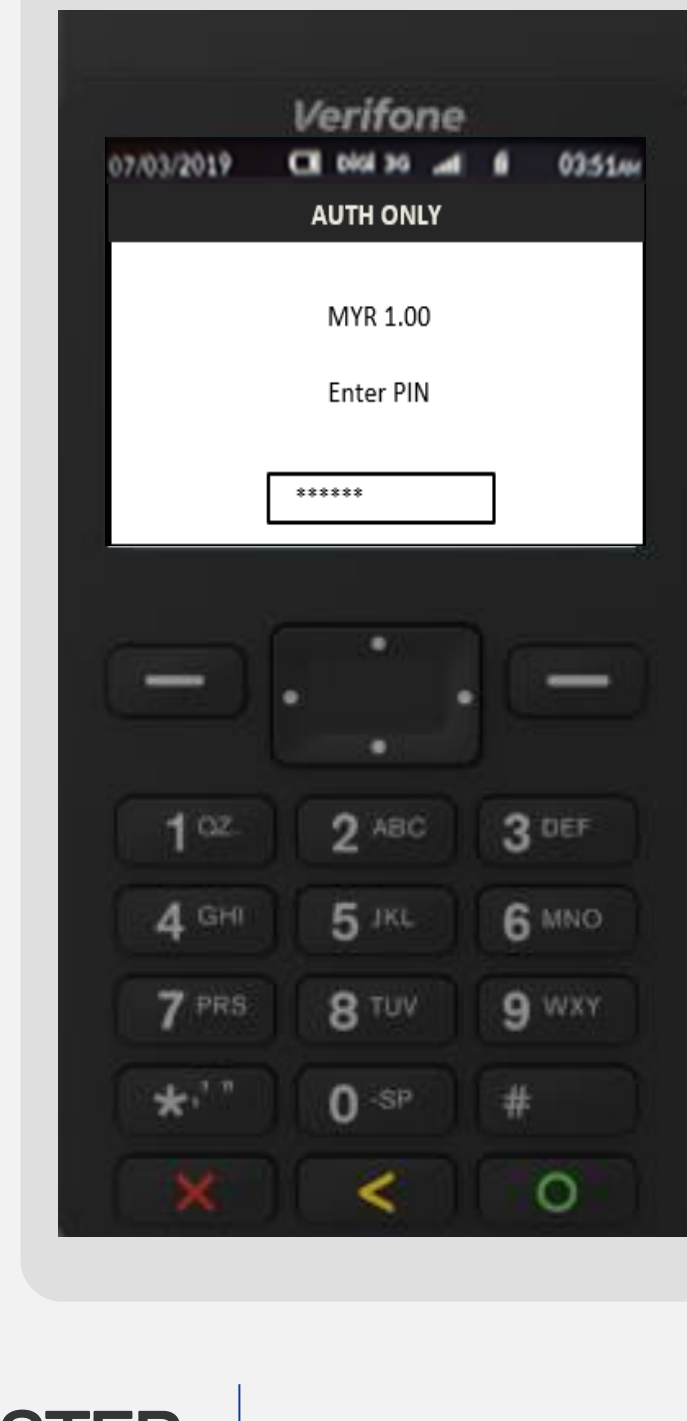
STEP 2
Press down the navigation key. Select **'AUTH ONLY'** and press **'ENTER'**



STEP 3
Key in sale amount and press **'ENTER'**



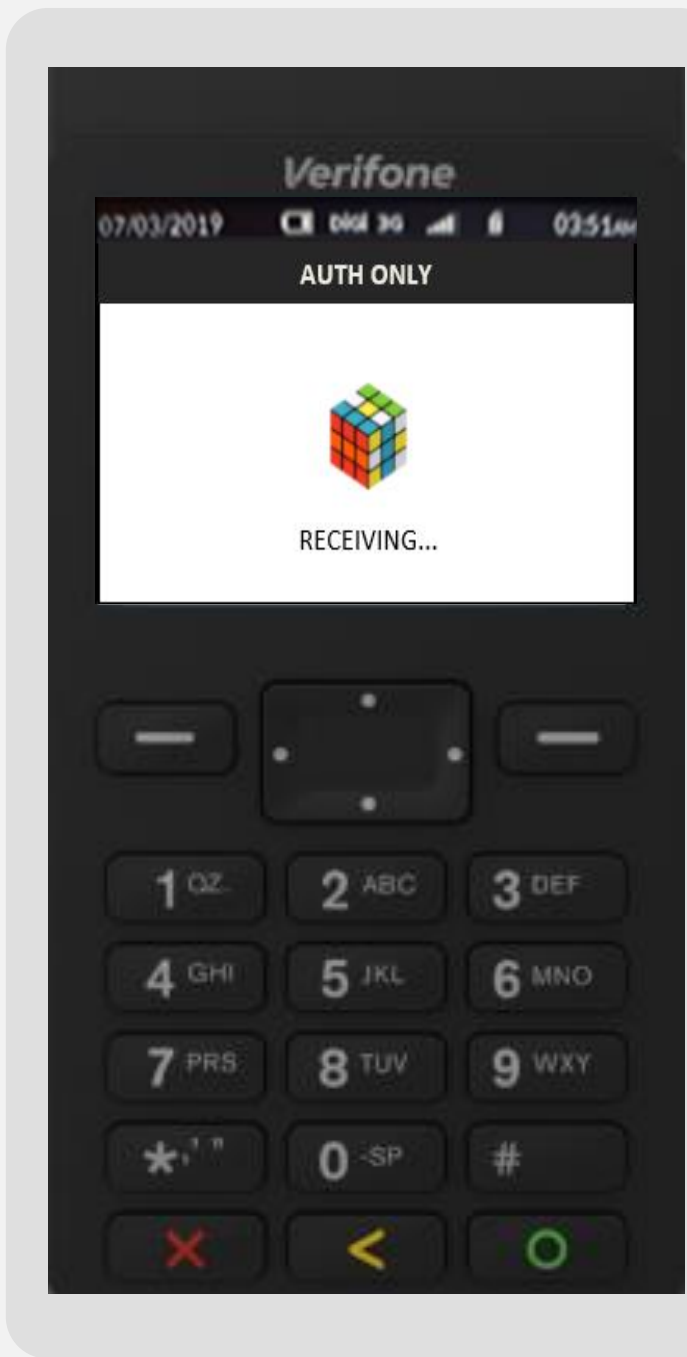
STEP 4
Insert payment card into the terminal



STEP 5
Key in 6 Digit PIN and press **'ENTER'**

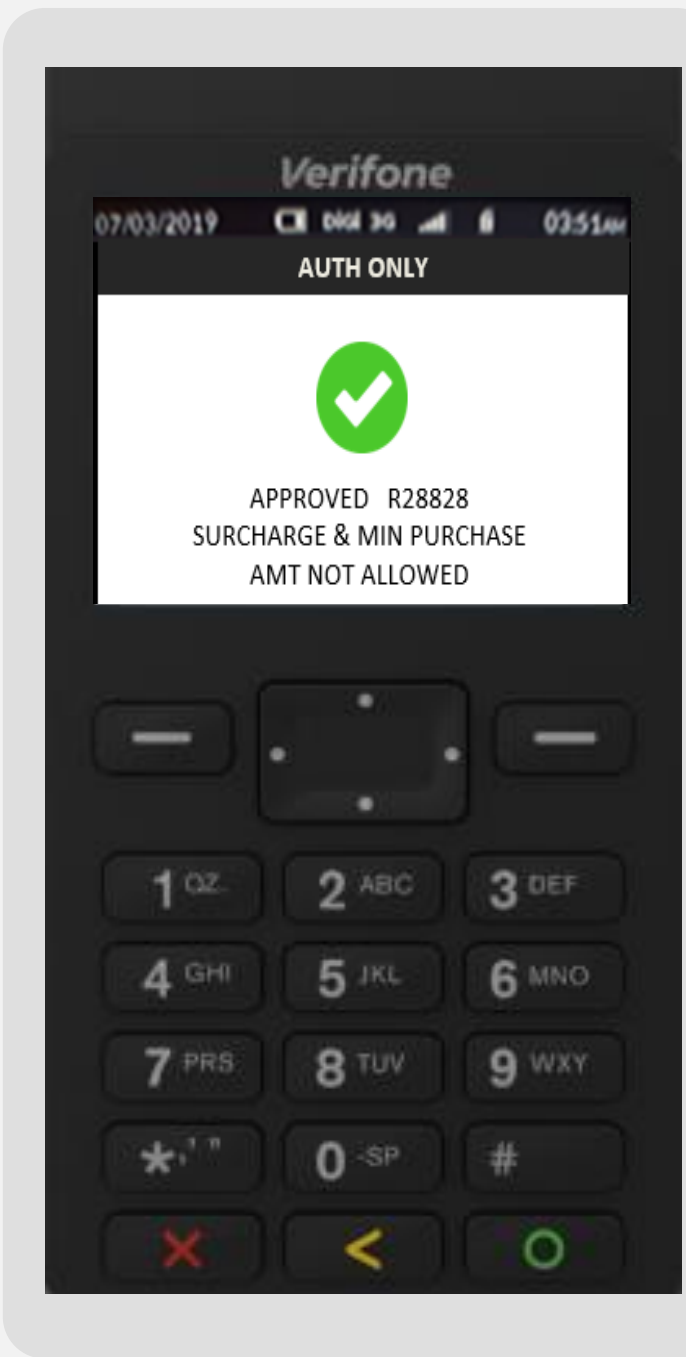
Sale | Pre-Auth

Quick Reference Guide
Terminal Model: ENGAGE V200T



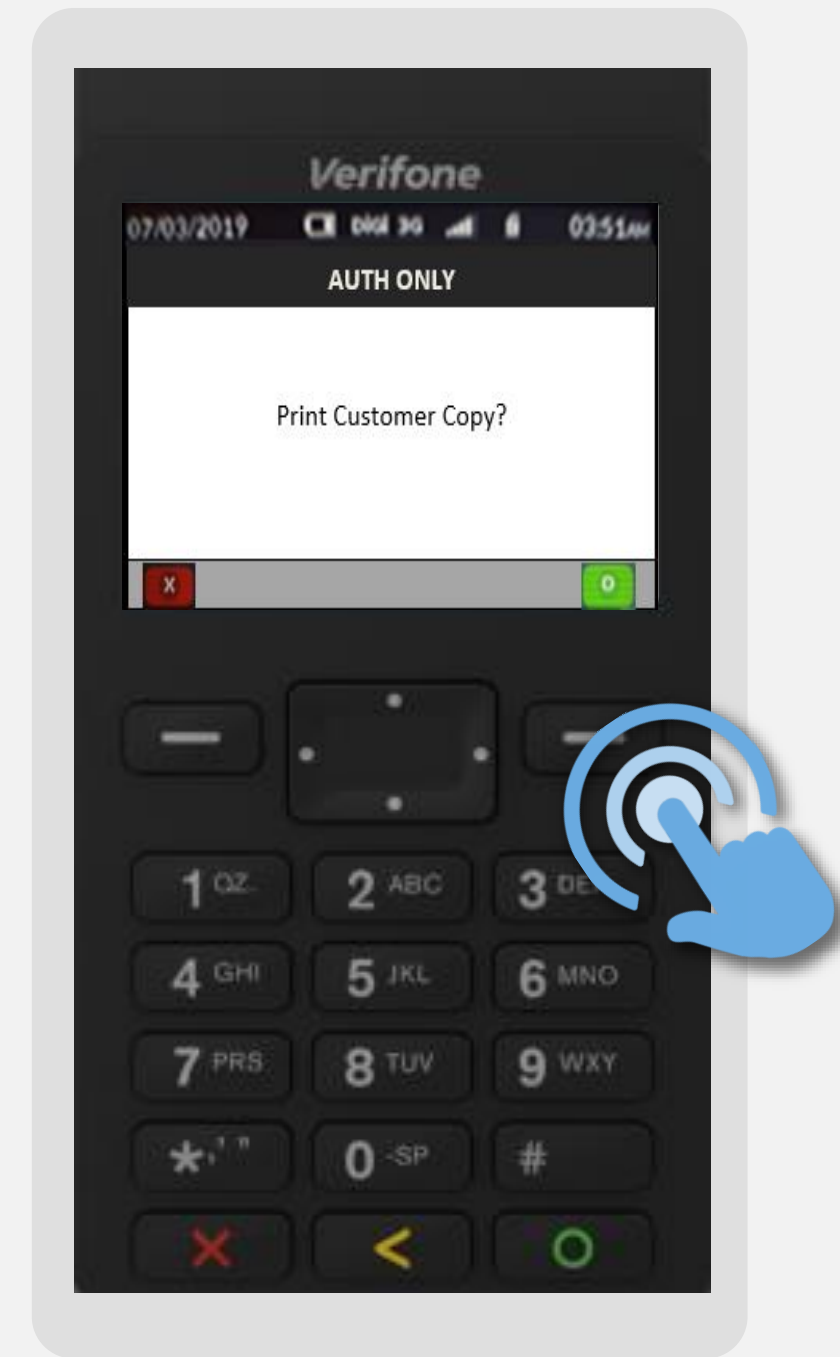
STEP
6

Sending to host
for processing



STEP
7

Transaction
approved and
merchant's
receipt printed
out

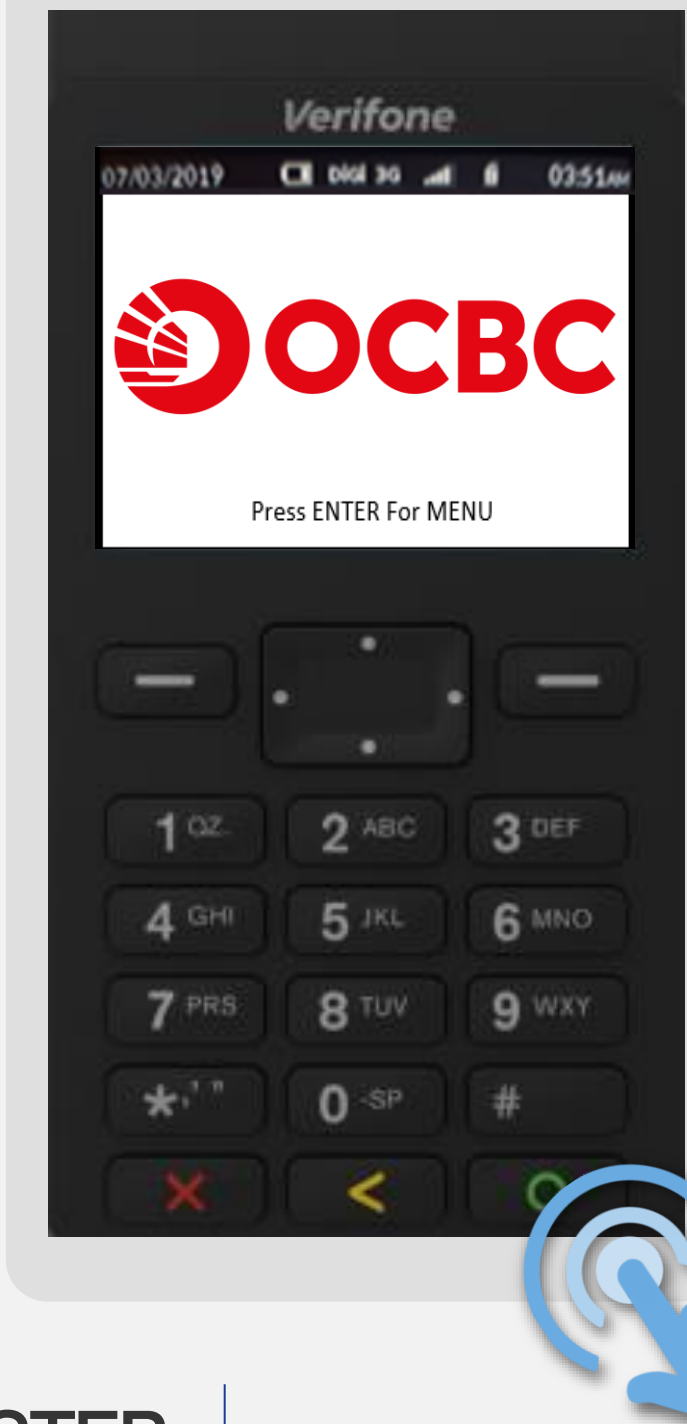


STEP
8

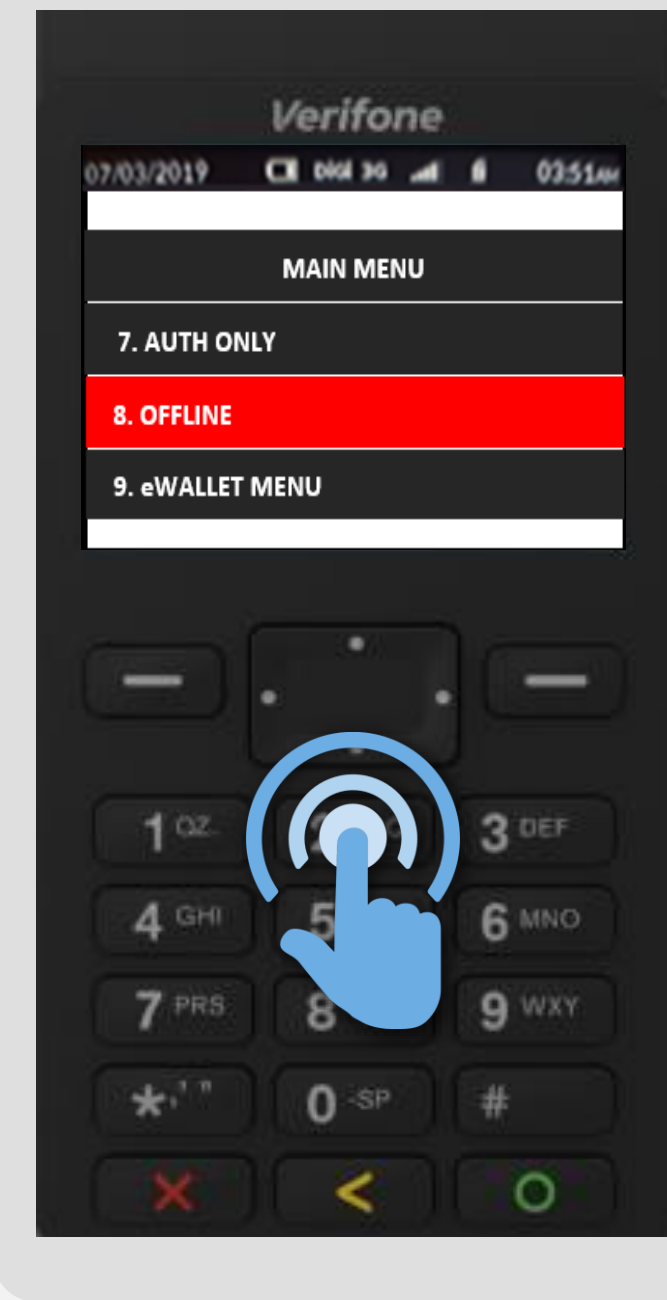
Press '**YES**' to
print customer's
receipt

Sale | Off Line

Quick Reference Guide
Terminal Model: ENGAGE V200T



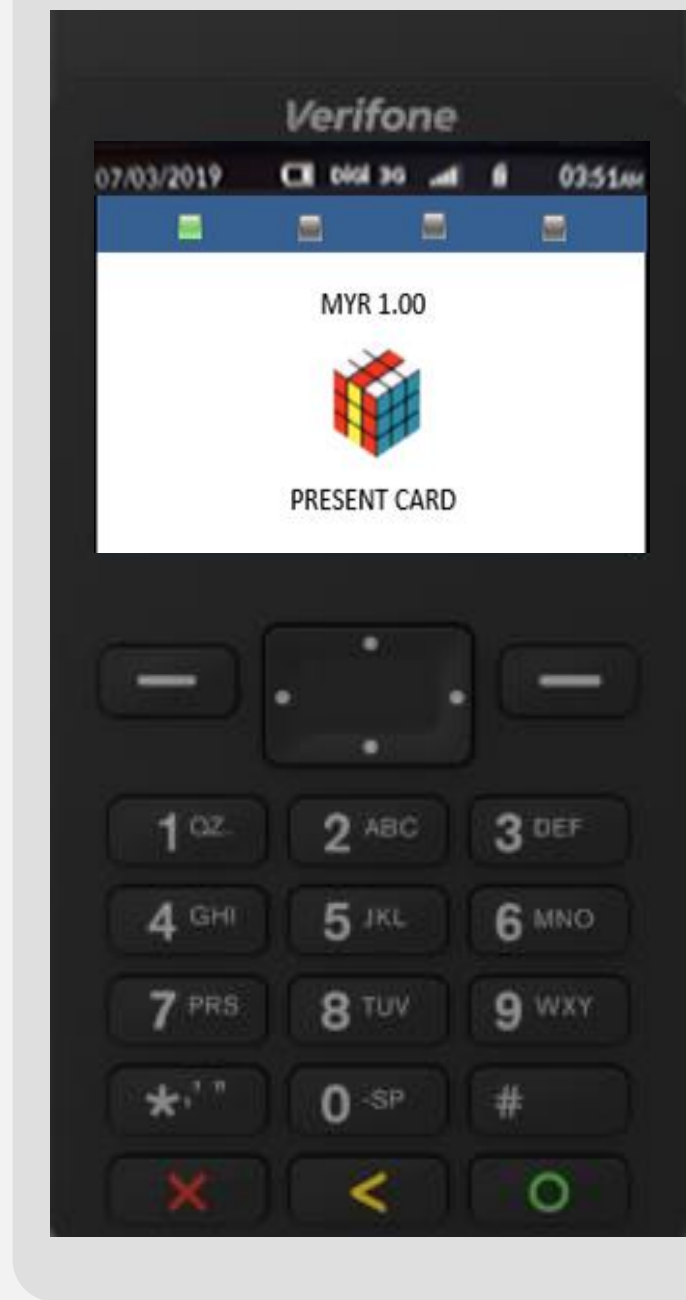
STEP 1
Press **'ENTER'** key to access main menu



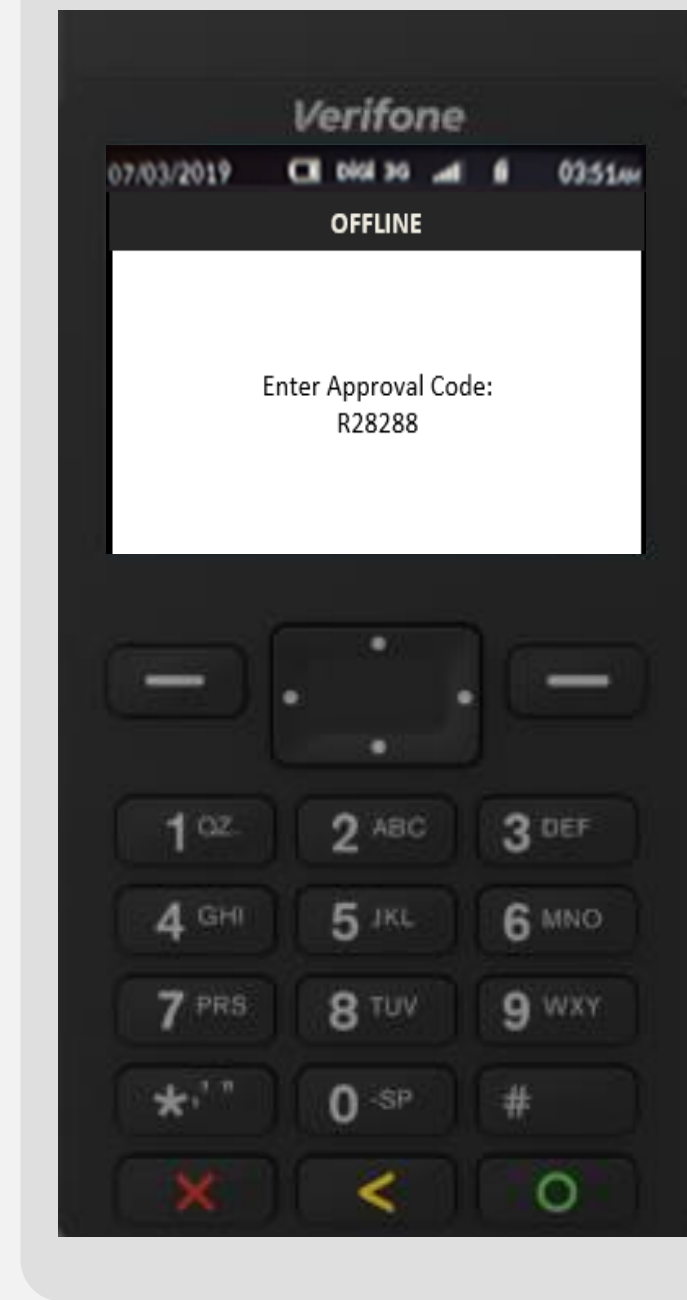
STEP 2
Press down the navigation key. Select **'OFF LINE'** and press **'ENTER'**



STEP 3
Key in sale amount and press **'ENTER'**



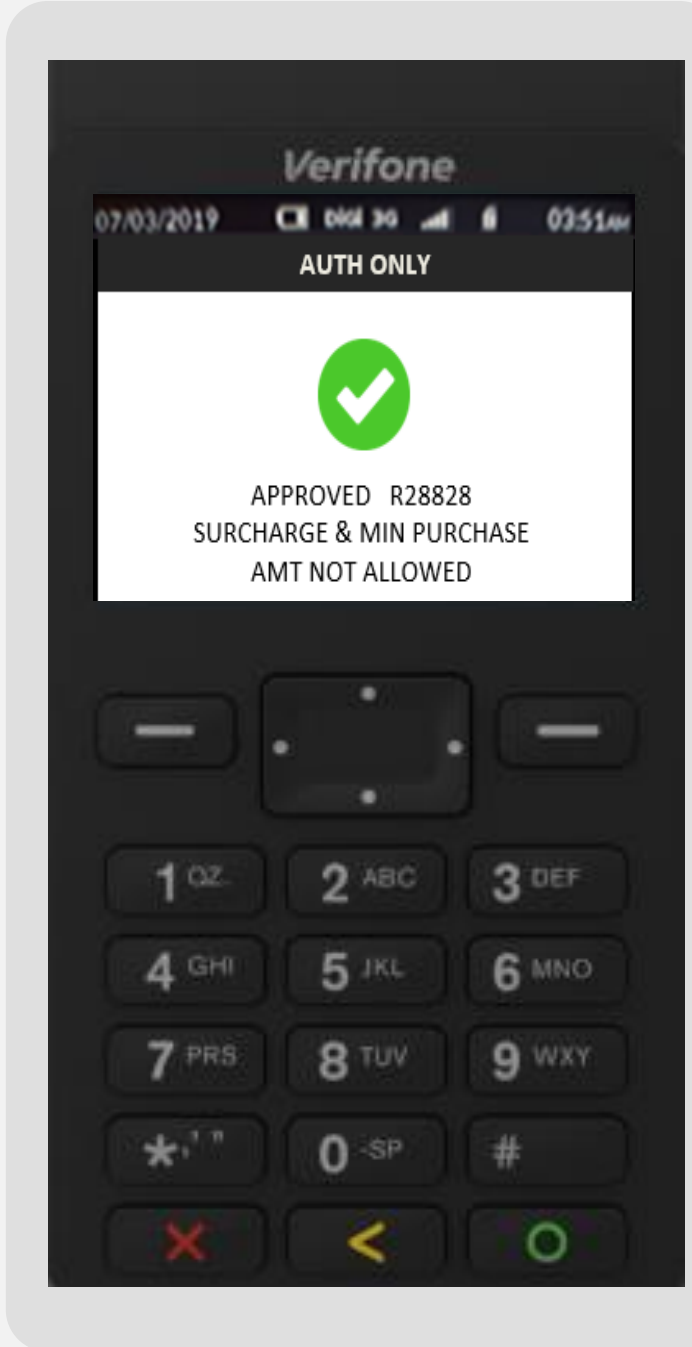
STEP 4
Insert payment card into the terminal



STEP 5
Key in **'Approval Code'** (Refer to the AUTH ONLY receipt) and press **'ENTER'**

Sale | Off Line

Quick Reference Guide
Terminal Model: ENGAGE V200T



STEP
6

Transaction approved and merchant's receipt printed out



STEP
7

Press 'YES' to print customer's receipt

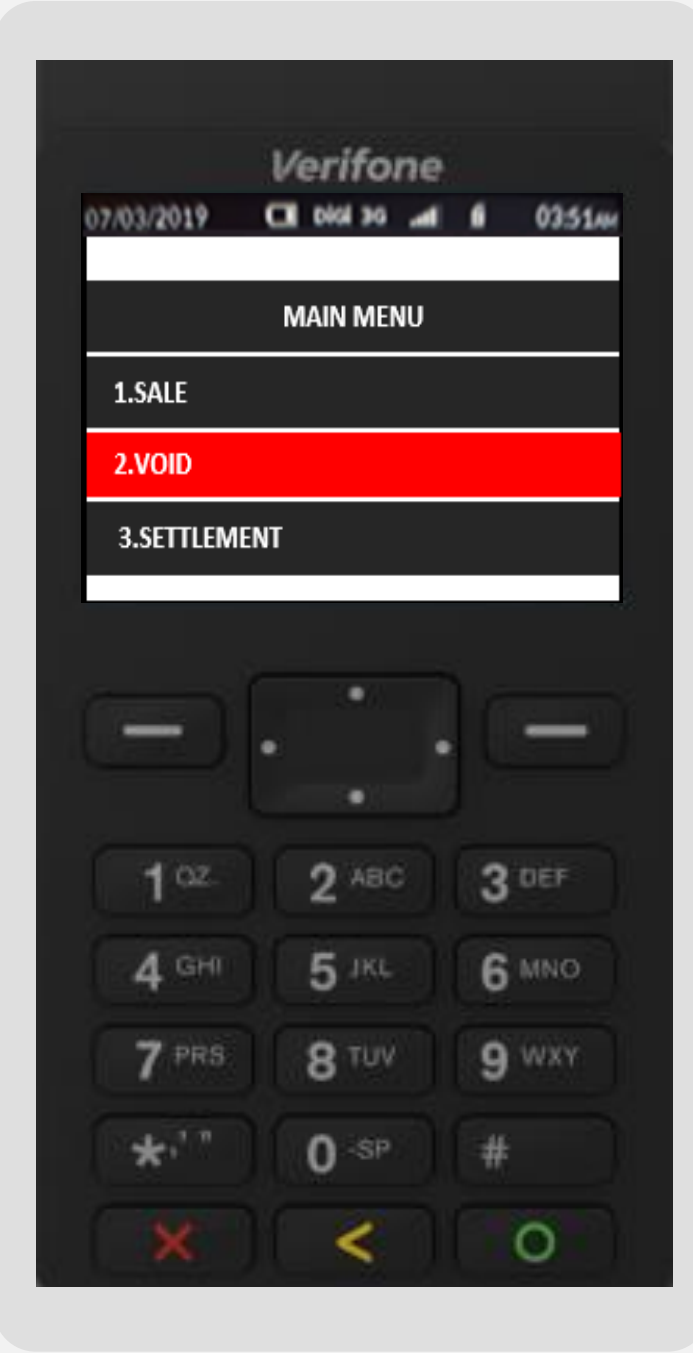
Void

Quick Reference Guide
Terminal Model: ENGAGE V200T



STEP
1

Press **'ENTER'** key to access main menu



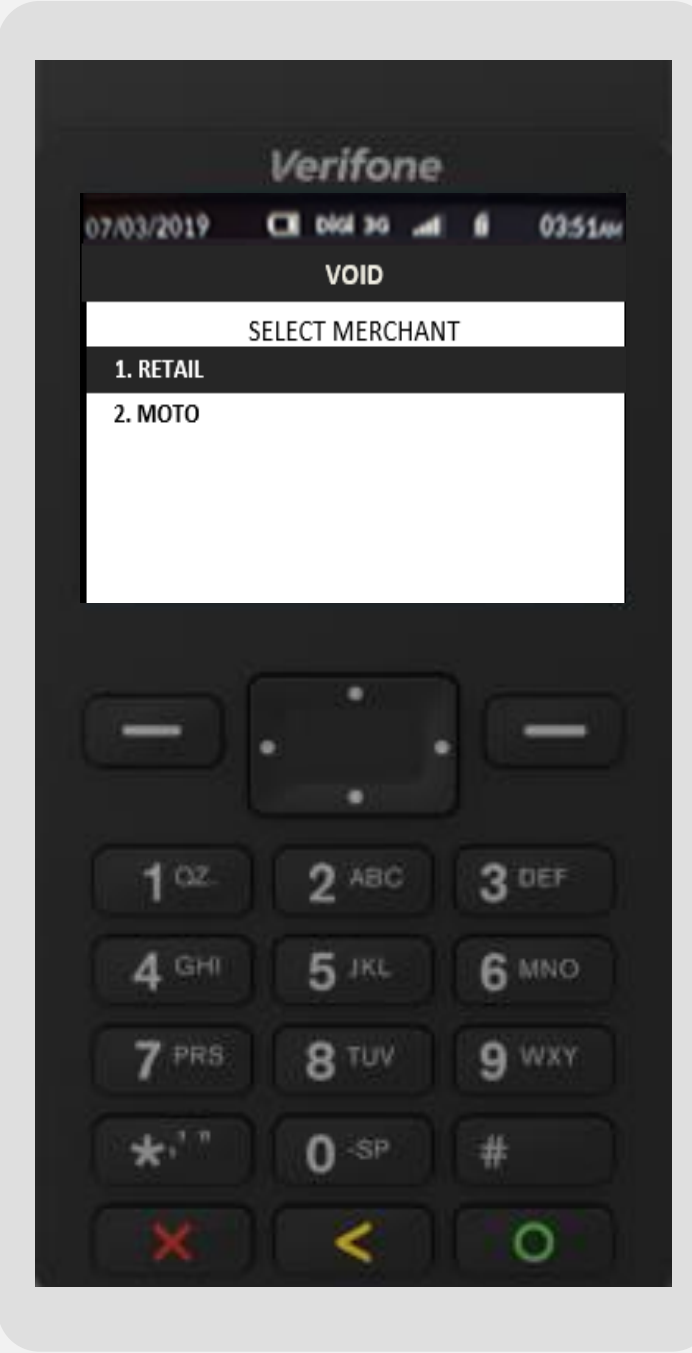
STEP
2

Select **'2'** for **'VOID'** and press **'ENTER'**



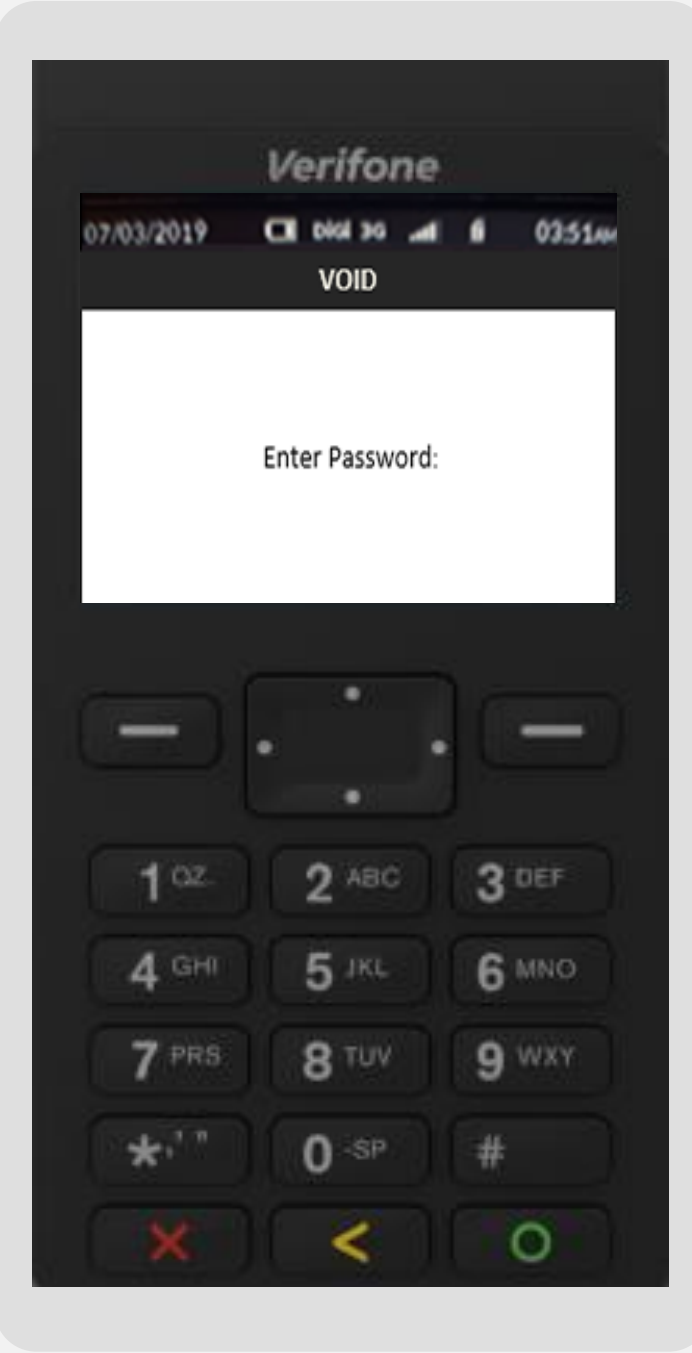
STEP
3

Select Host **'OCBC'** and press **'ENTER'**



STEP
4

Select **'1'** for **'RETAIL'** and press **'ENTER'**

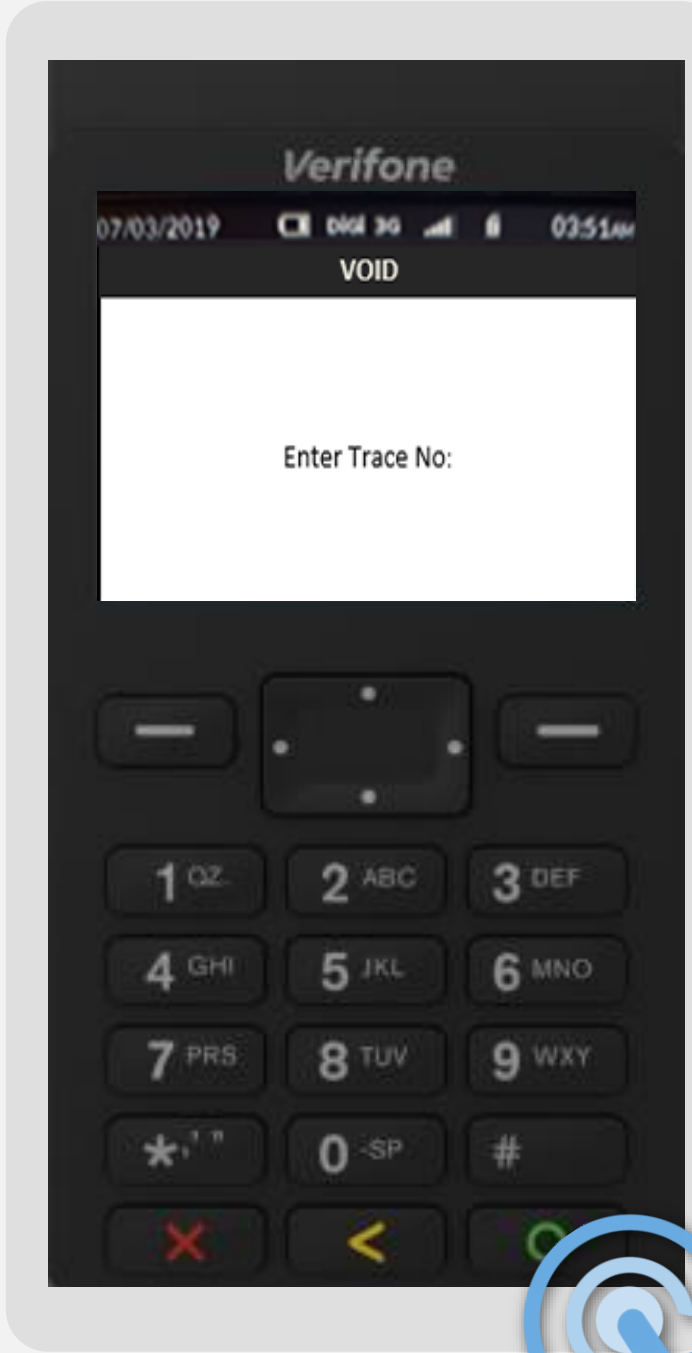


STEP
5

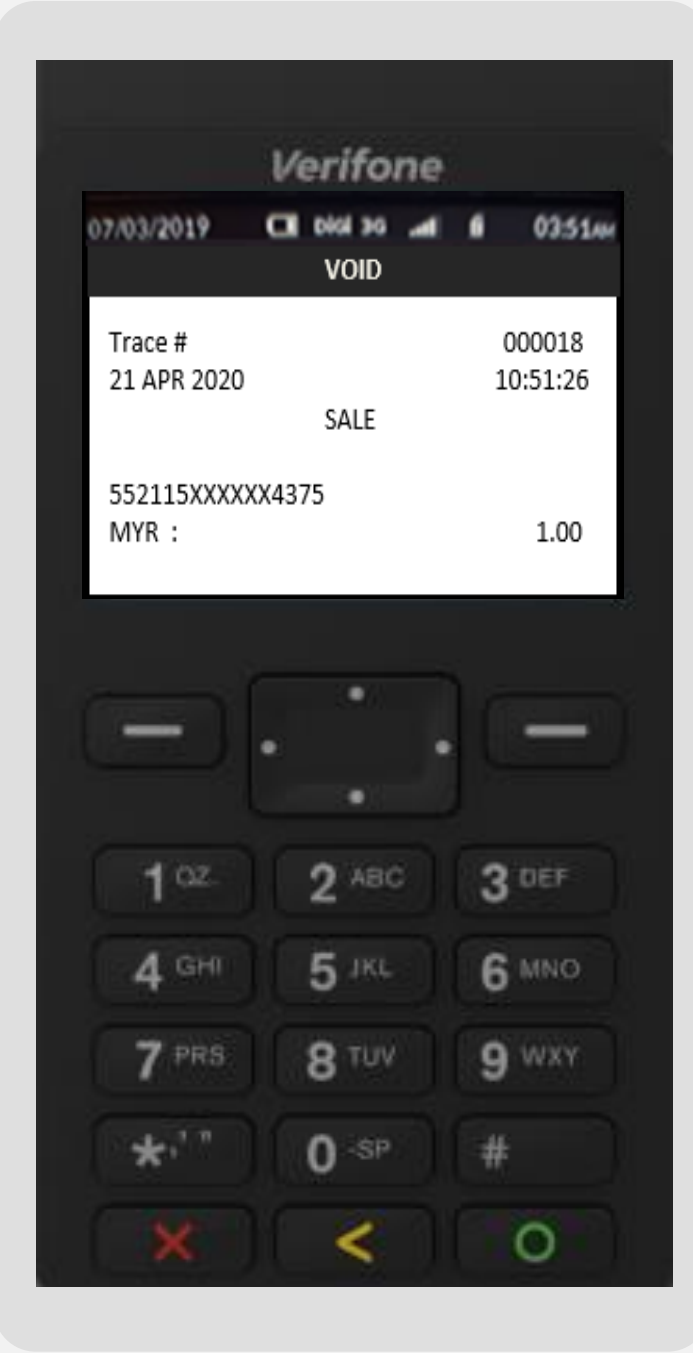
Enter 4 Digit merchant password and press **'ENTER'**

Void

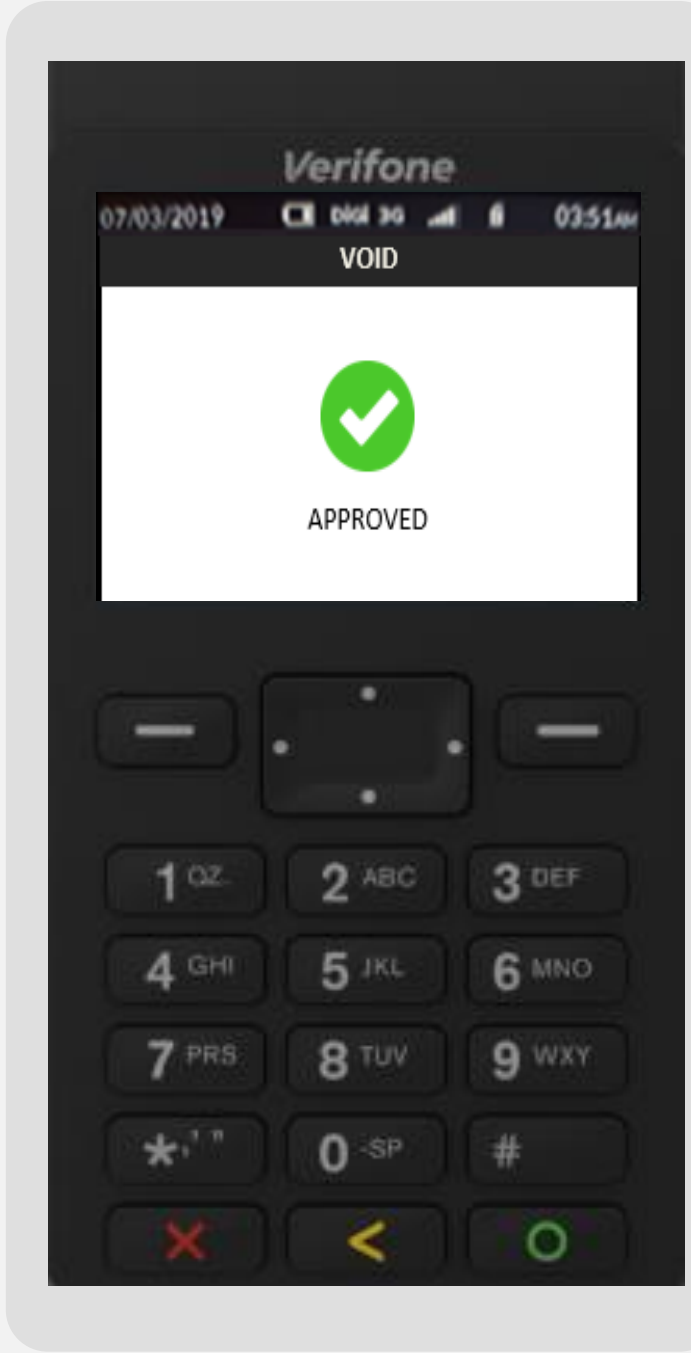
Quick Reference Guide
Terminal Model: ENGAGE V200T



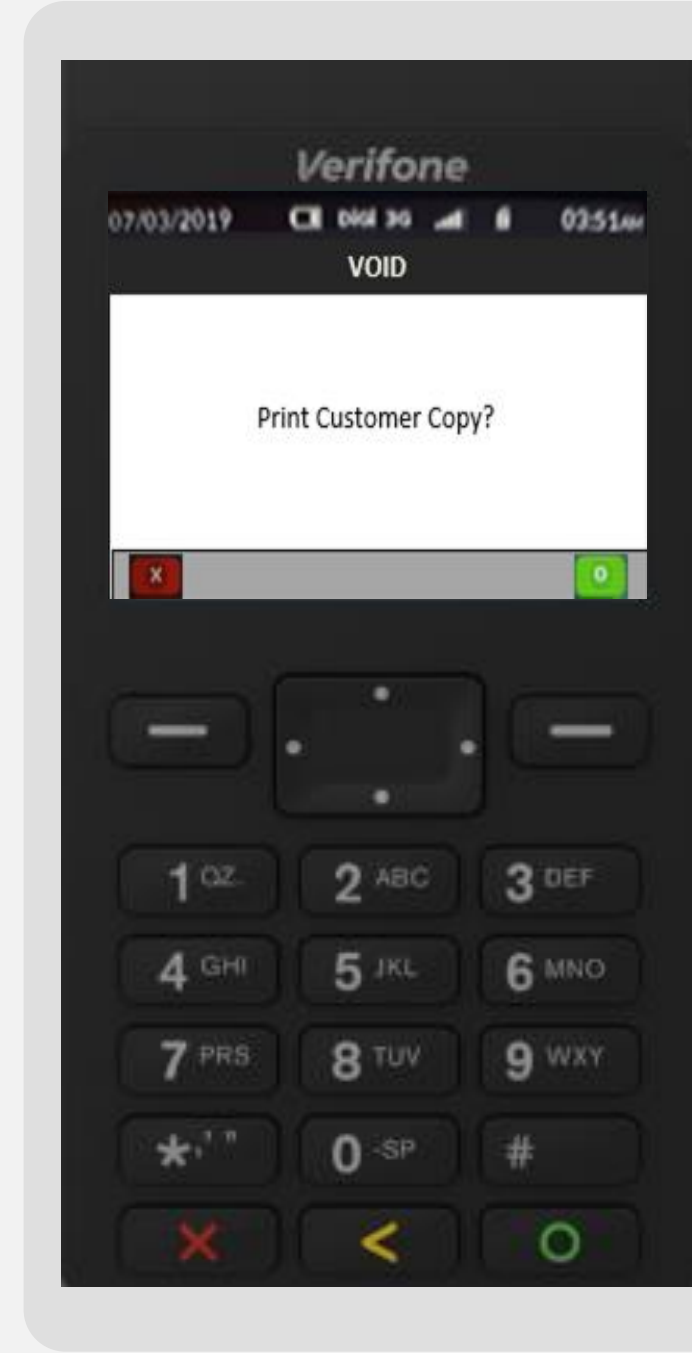
STEP 6 Refer to sale slip, key in Trace# and press **'ENTER'**



STEP 7 Confirm transaction record and press **'ENTER'**



STEP 8 Transaction approved and merchant's receipt printed out



STEP 9 Press **'YES'** to print customer's receipt