



PAYMENT TRANSACTION PROCEDURES

Sale (MOTO) | Visa/Mastercard & Amex

Quick Reference Guide

Terminal Model: ENGAGE V200T



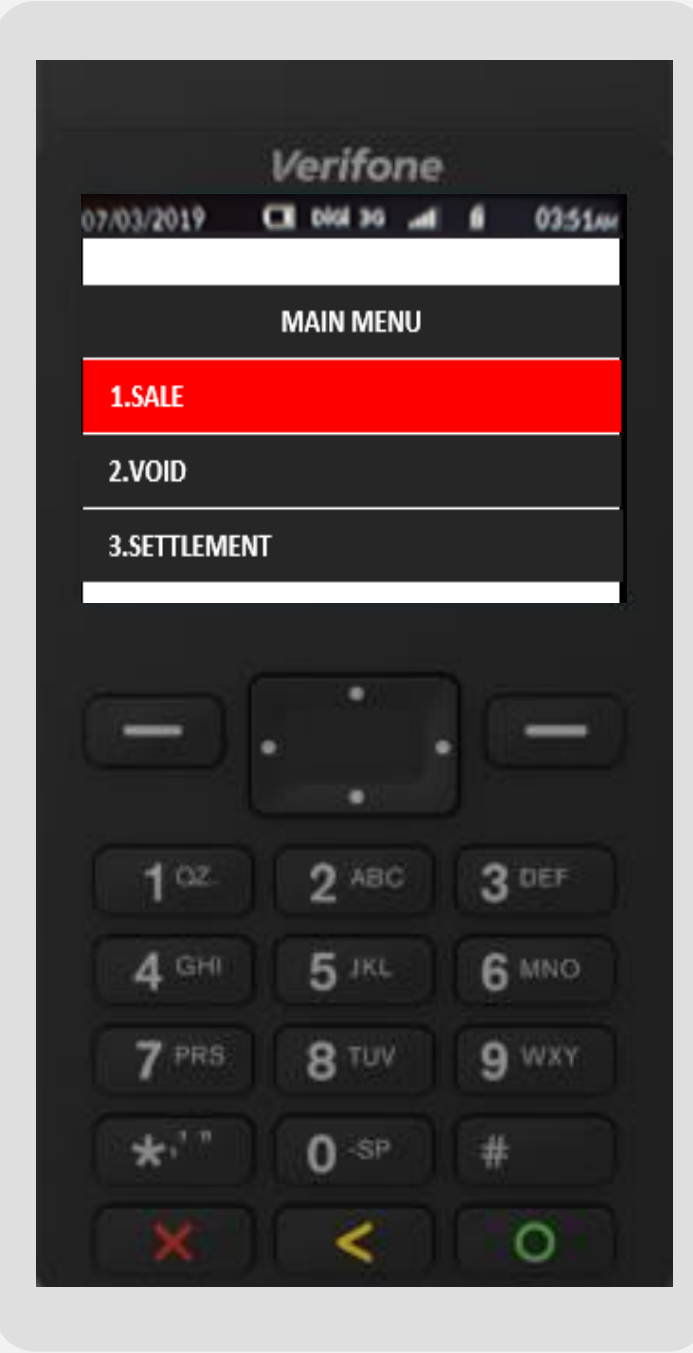
Sale | MOTO

Quick Reference Guide
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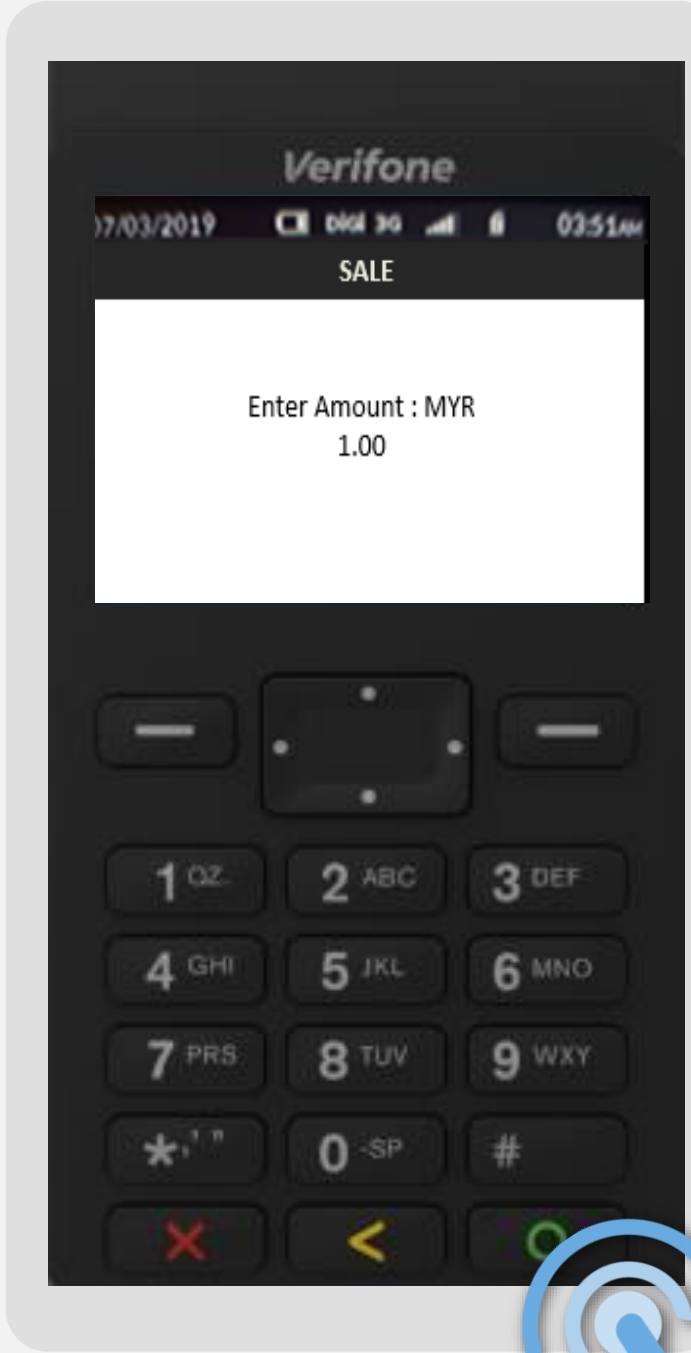
STEP
1

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



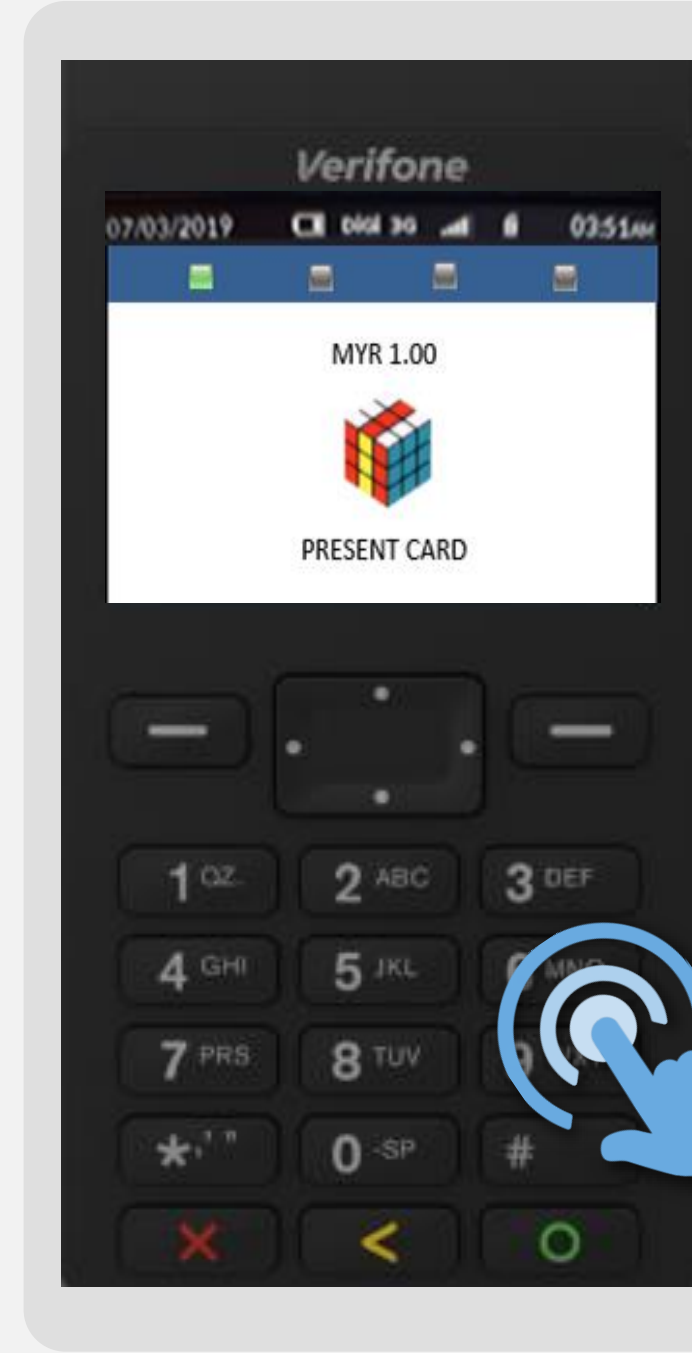
STEP
2

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



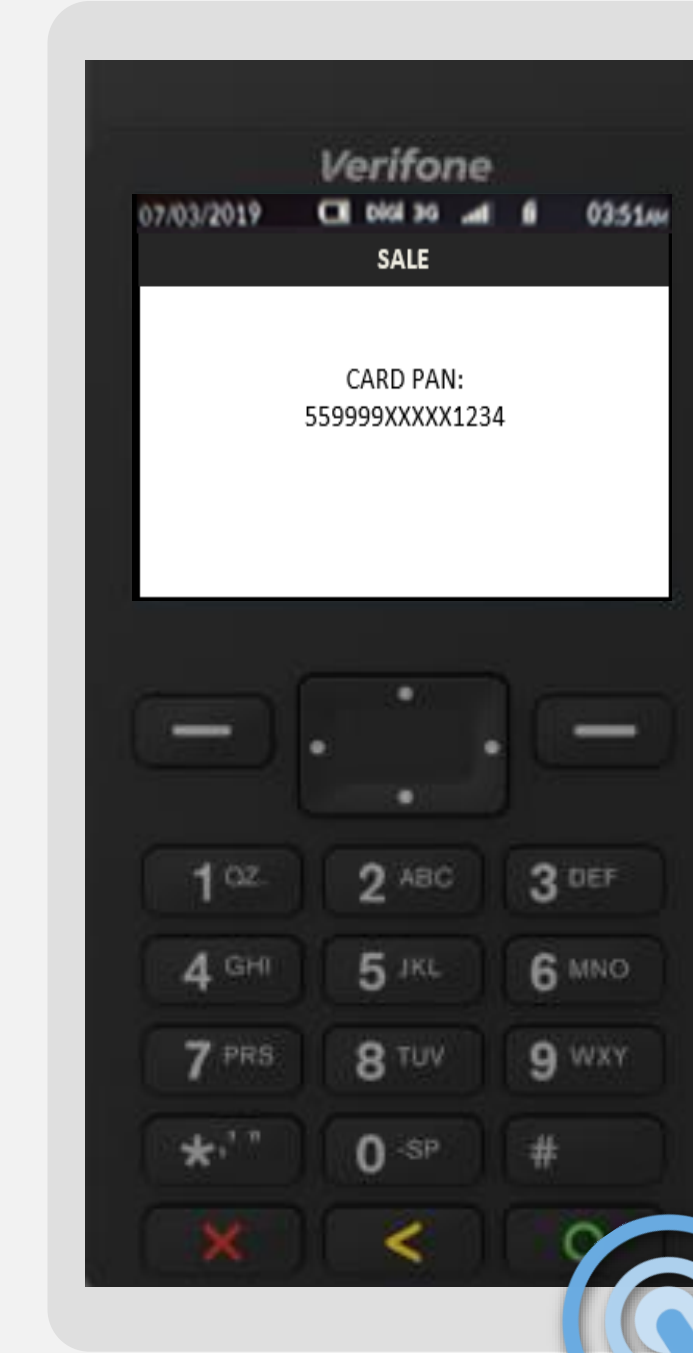
STEP
3

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



STEP
4

Key in 16 Digit card number

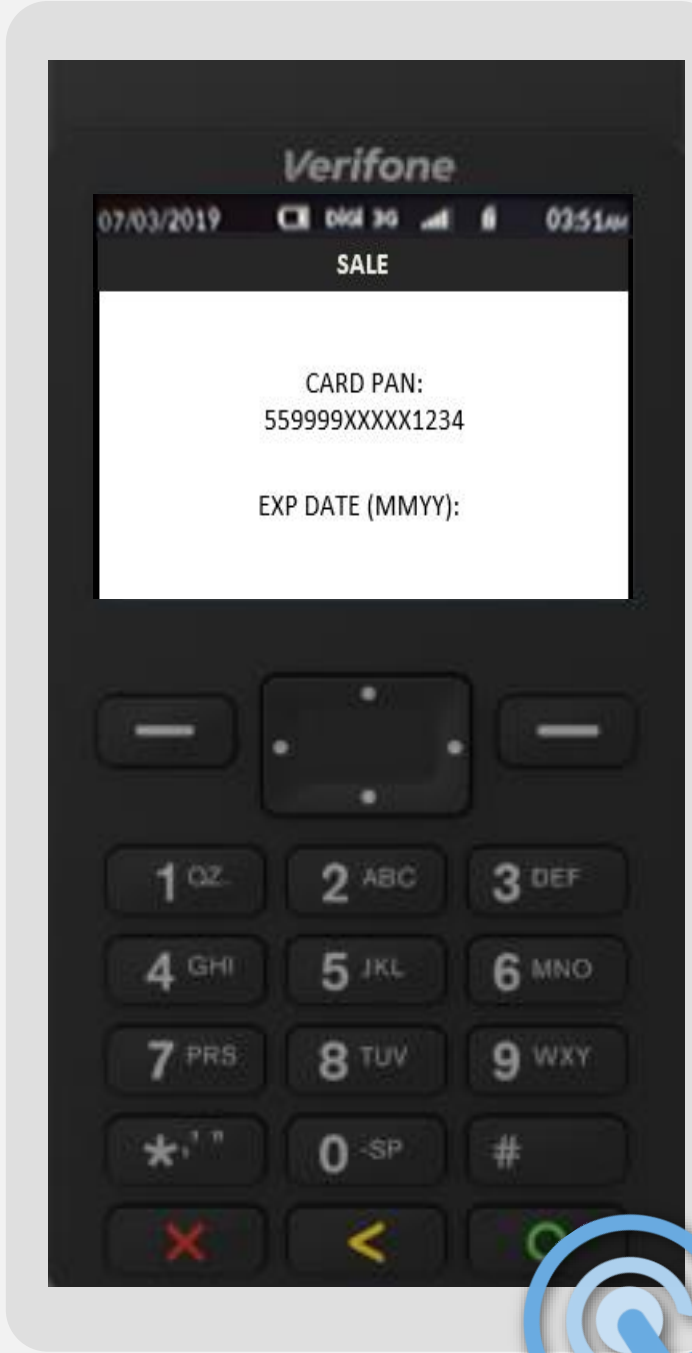


STEP
5

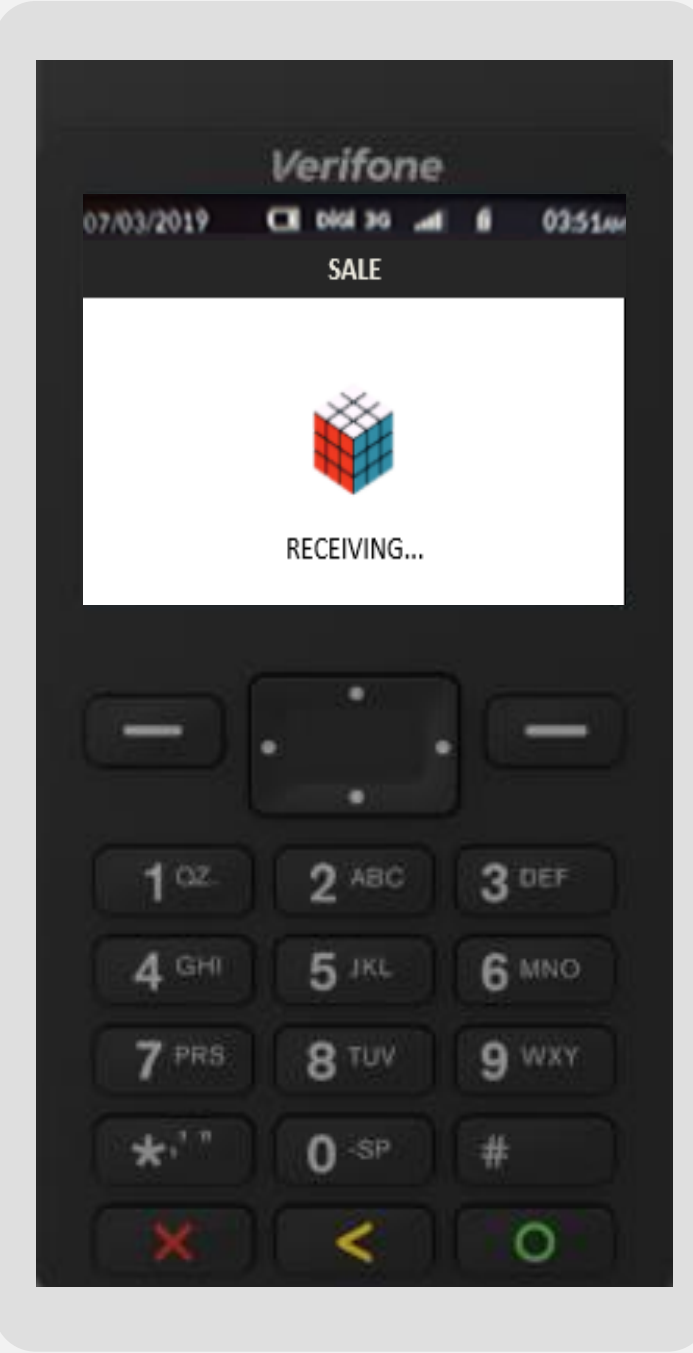
Press **'ENTER'** once confirmed 16 Digit card number

Sale | MOTO

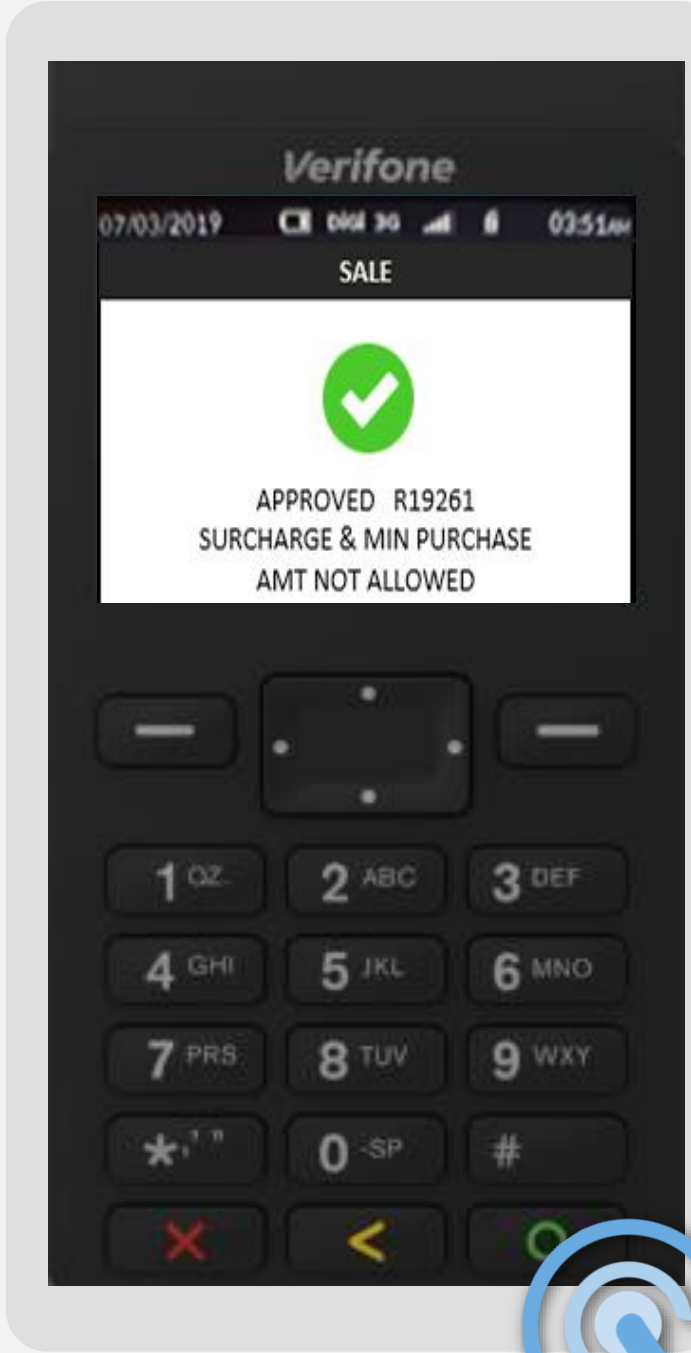
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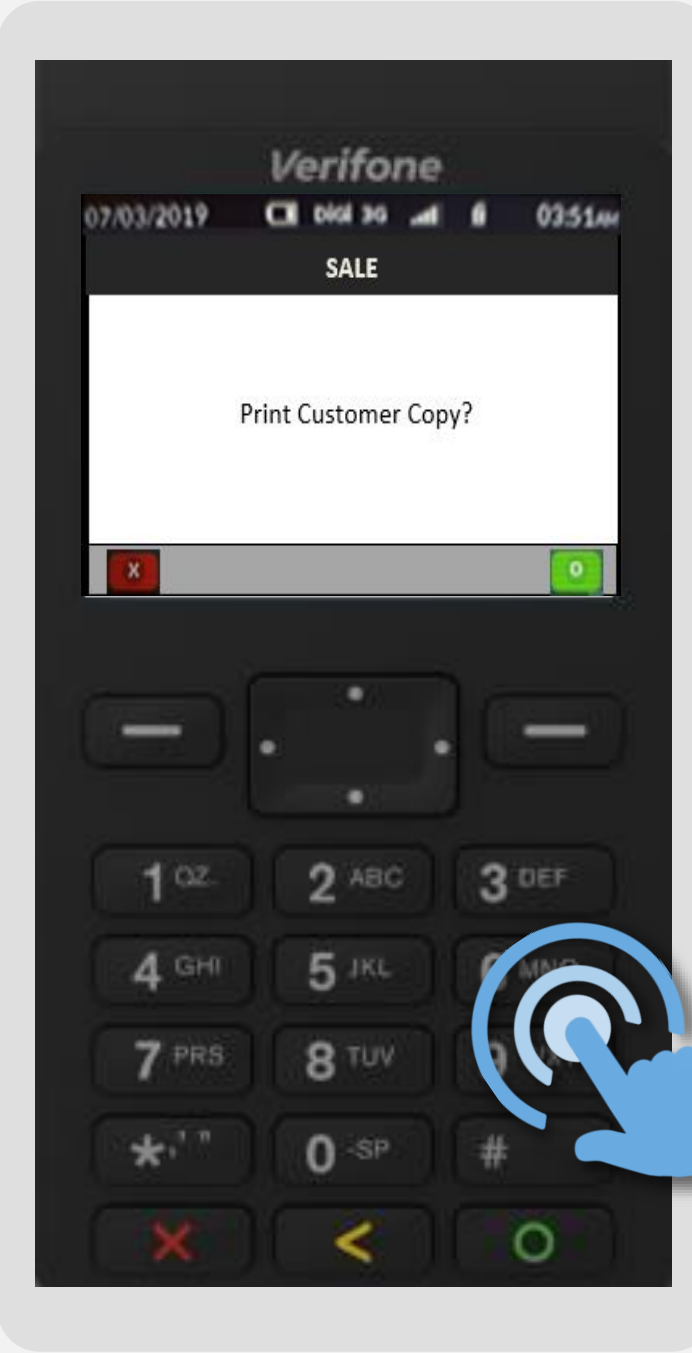
STEP 6
Key in 'EXP DATE (MM/YY)' and press 'ENTER'



STEP 7
Sending to host for processing



STEP 8
Transaction approved and merchant's receipt printed out



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

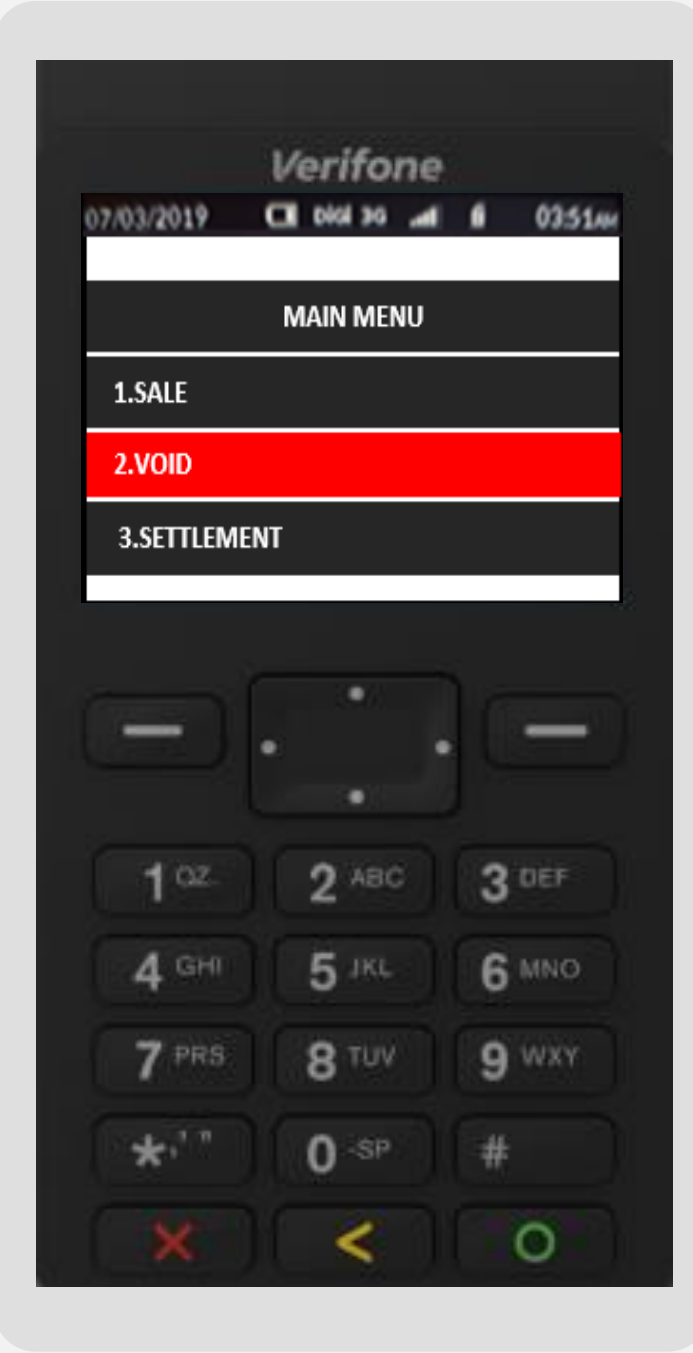
Void

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STEP
1

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



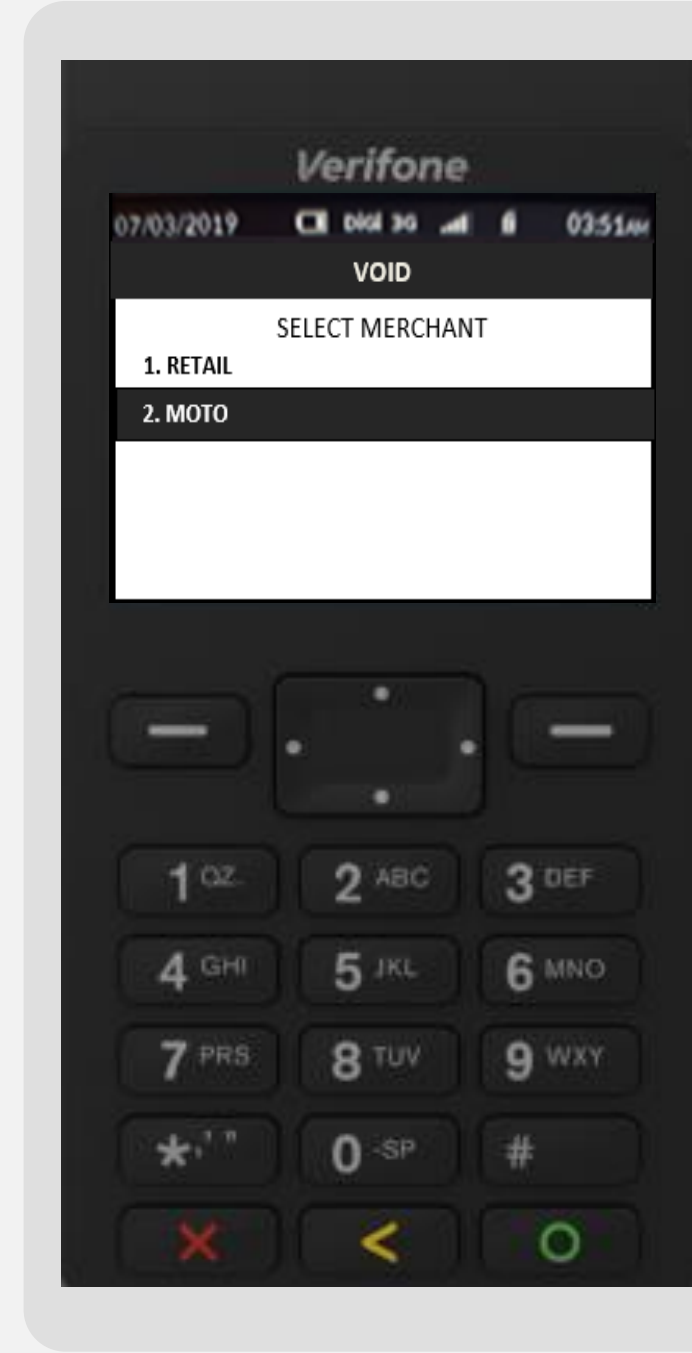
STEP
2

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



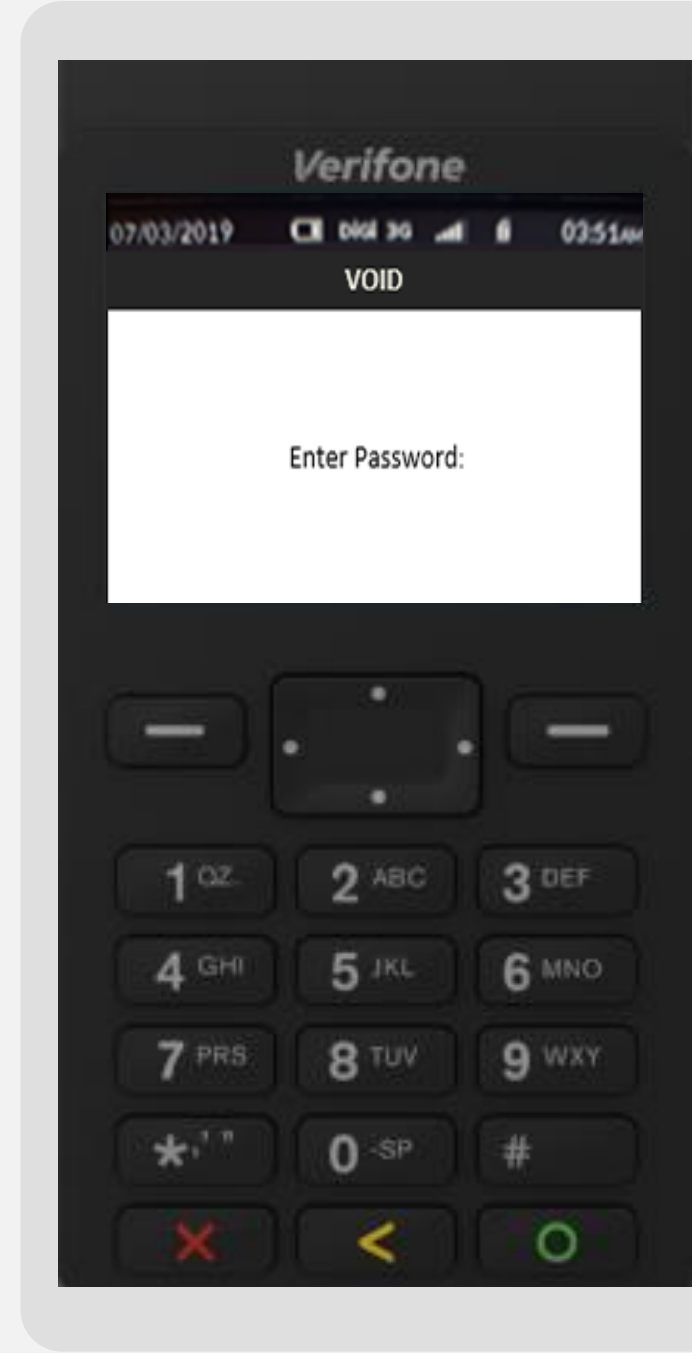
STEP
3

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



STEP
4

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

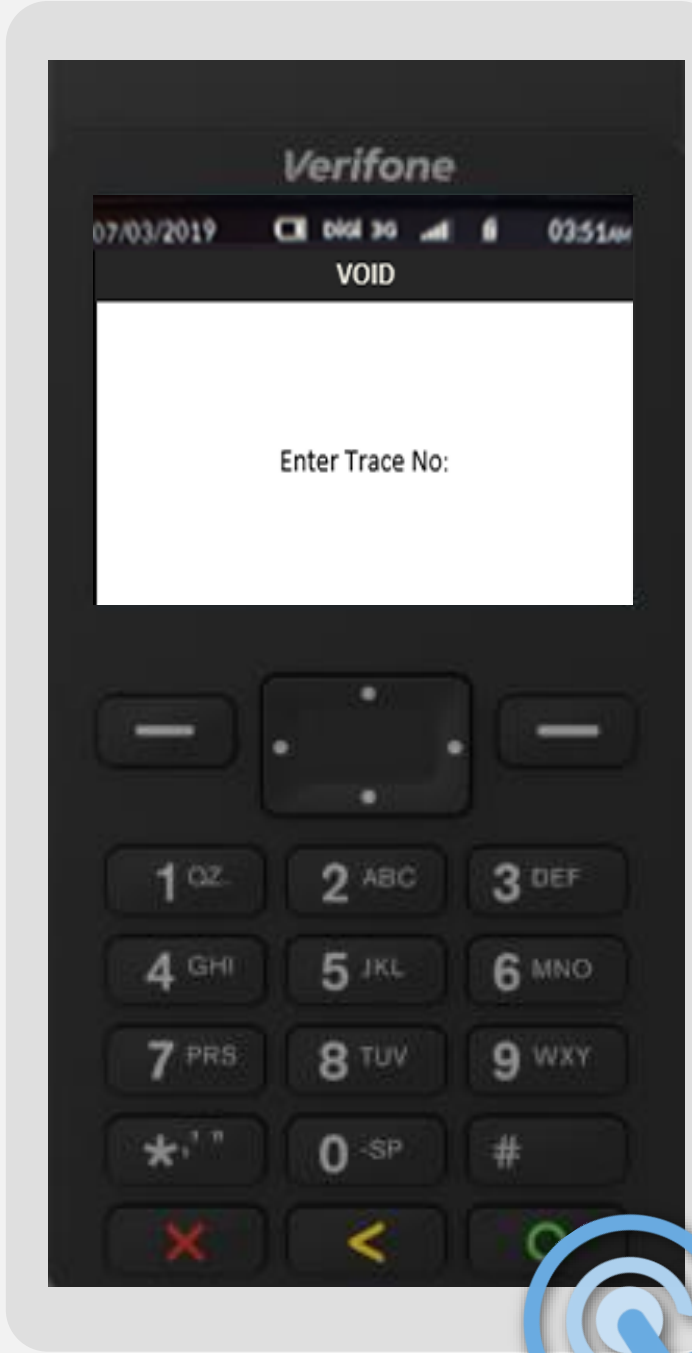


STEP
5

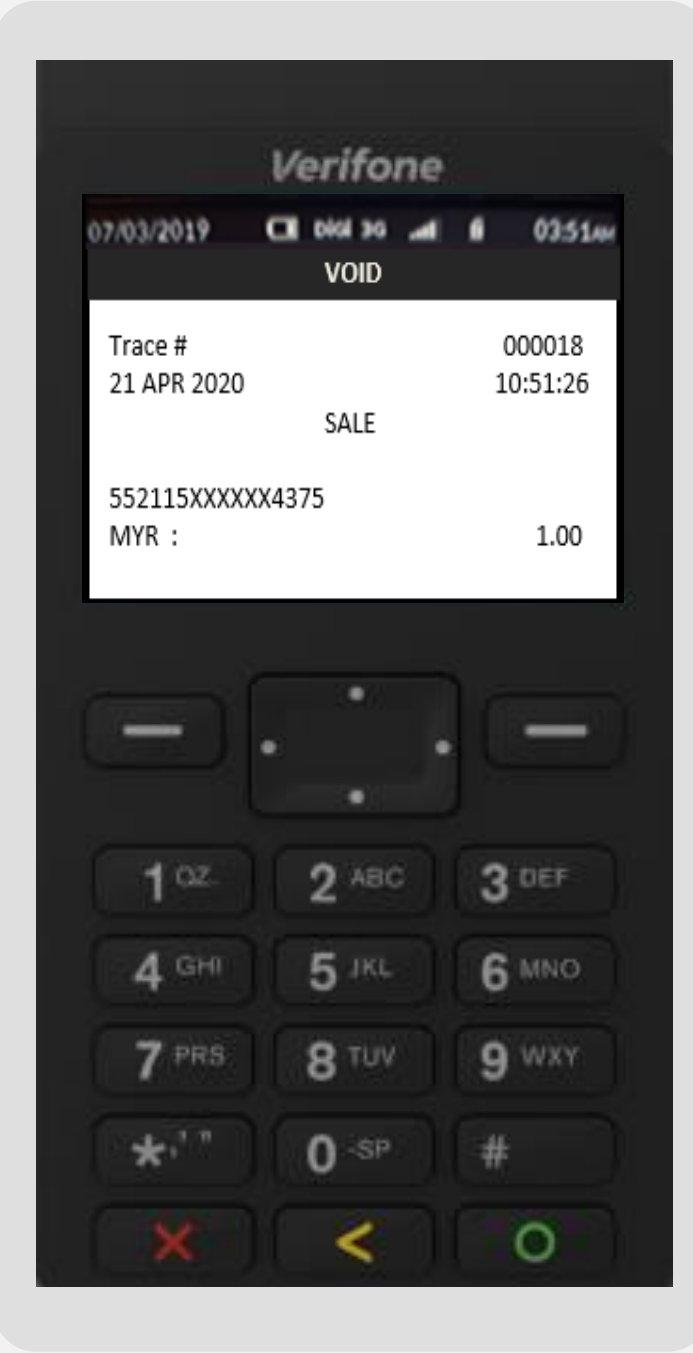
Key in merchant's 4 digit password and press **'ENTER'**

Void

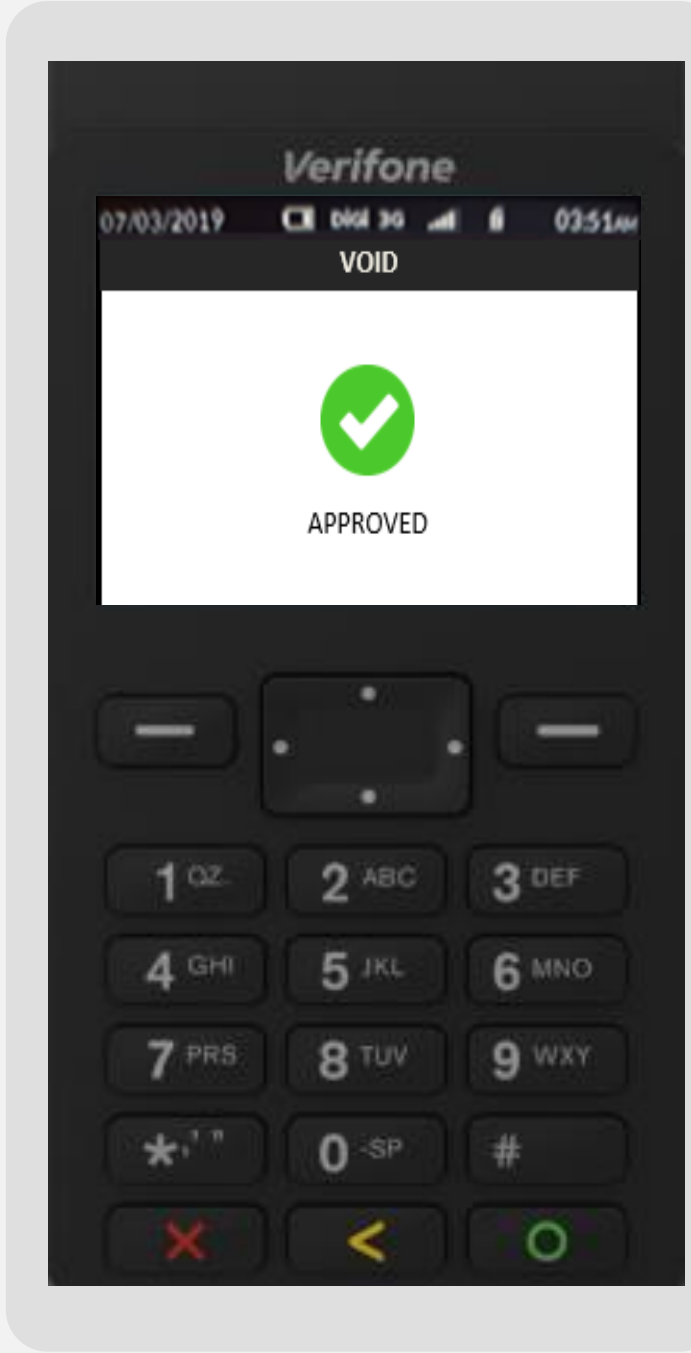
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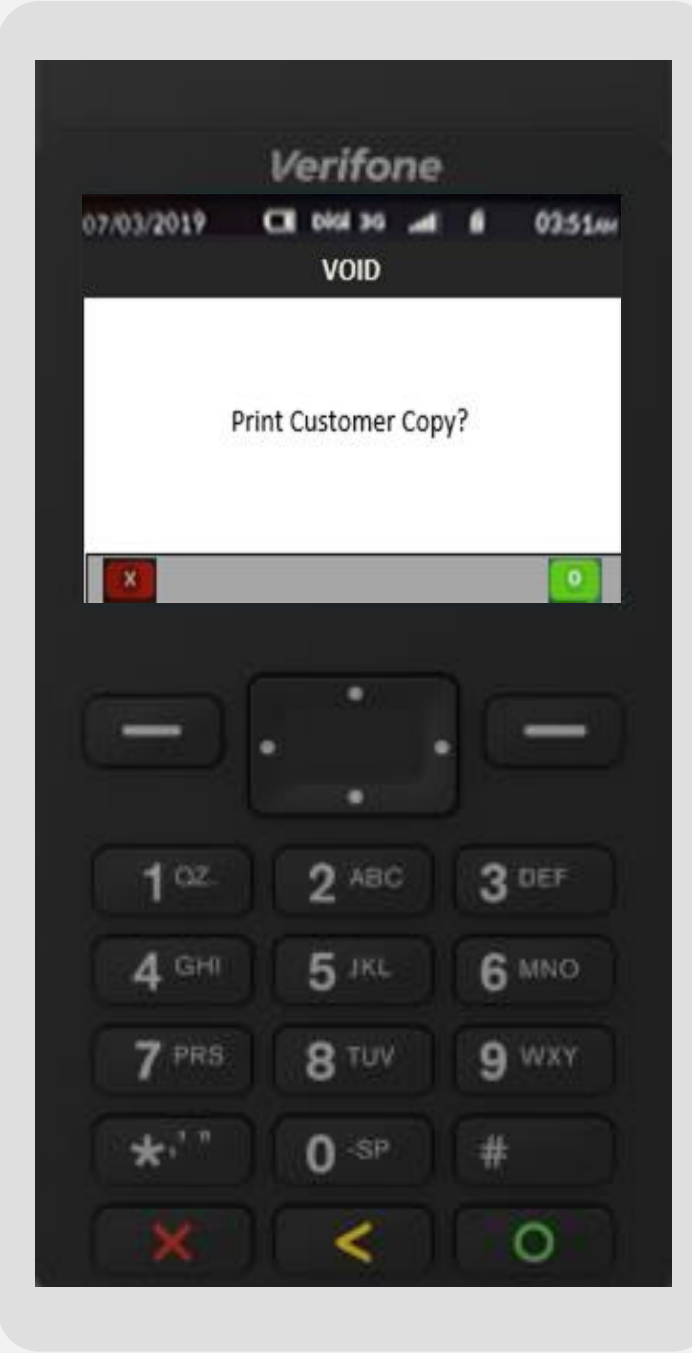
STEP 6 Refer to sale slip, key in Trace number and press **'ENTER'**



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