OCBC Bank GHL

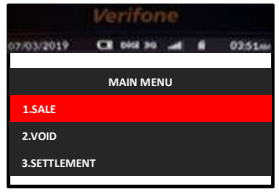
Visa/Mastercard, Amex, MyDebit & e-Wallet

Sales, Void & Settlement Transaction Procedures

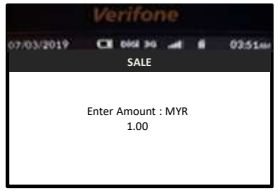
Quick Reference Guide
Model: Engage V200t

SALE

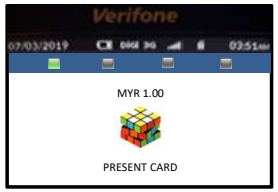
1. Press **<ENTER>** key to access main menu



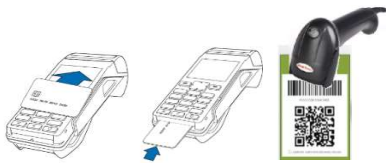
2. Select **1** for **SALE** and press **<ENTER>**

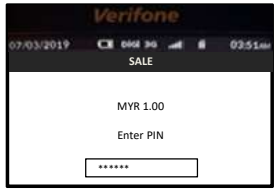


3. Key in amount and press **<ENTER>**

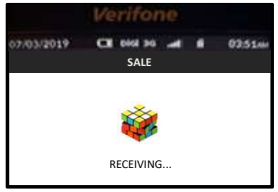


4. Tap / Insert Card / Scan QR

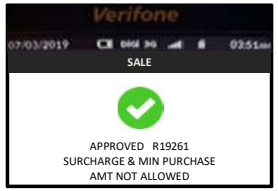




5. Key in 6 digit PIN and press **<ENTER>** key



6. Sending to Host for processing

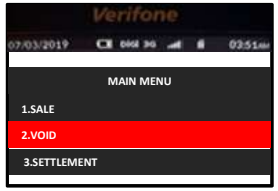


7. Transaction approved and merchant's receipt printed out

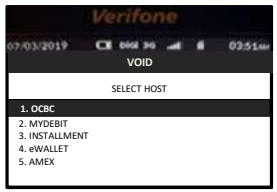
8. Press **YES** to print customer receipt

VOID

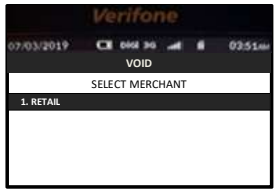
1. Press **<ENTER>** key to access main menu



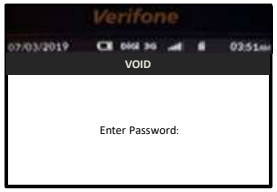
2. Select **2** for **VOID** and press **<ENTER>**



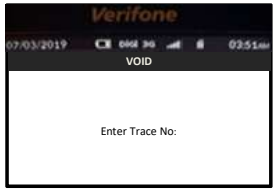
3. Select **HOST** and press <**ENTER>**



4. Select **1** for **RETAIL** and press **<ENTER>**

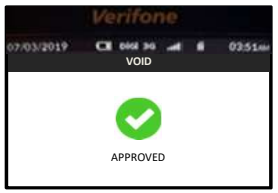


5. Enter 4 Digit merchant password and press **<ENTER>**



6. Refer to sale slip, key in Trace# and press **<ENTER>**

7. Confirm transaction record and press **<ENTER>**

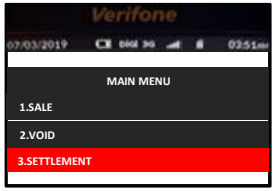


8. Transaction approved and merchant's receipt printed out

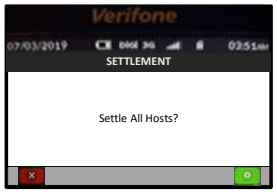
9. Press **YES** to print Customer receipt

SETTLEMENT

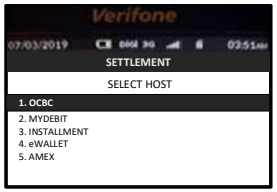
1. Press **<ENTER>** key to access main menu



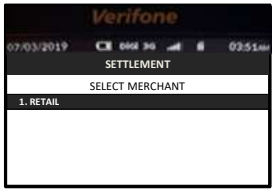
2. Select **3** for **SETTLEMENT** and press **<ENTER>**



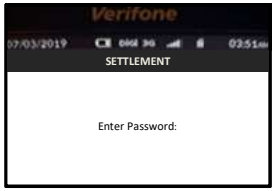
3. Press **YES** to settle all hosts, or Press **NO** to settle host by host



4. Select **HOST** and press **<ENTER>**

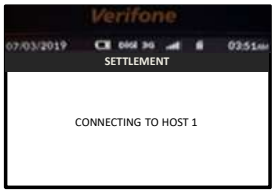


5. Select **1** for **RETAIL** and press Press **<ENTER>** to proceed

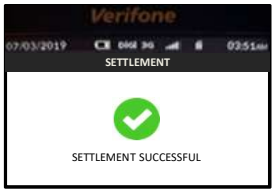


6. Enter 4 Digit merchant password and press **<ENTER>**

7. Confirm settlement total Press **<ENTER>** to proceed



8. Sending to Host for processing



9. Transaction approved and Settlement Report printed out