



## **Standalone Mode and Integrated Mode**

**To switch between integrated mode and standalone mode press the Function key on the NPT, followed by 1 1 1 1 2 2 2 2 then Enter.**

**The terminal screen will prompt "Switch to Standalone Mode?" press Enter to confirm.**

Note – repeating the above function to return to integrated mode the terminal will prompt "Switch to Integrated Mode?"

**To then configure your terminal for use in standalone mode press the Function key, followed by 1 1 1 1 2 2 2 3 then Enter**

**Questions will then be displayed on the terminal that either require you to press Enter to accept or Cancel to ignore.**

### **\*Internal Print?**

If you press Enter it will enable the terminal to use the internal printer.

If you press Clear receipts will be sent to the POS to be printed

### **\*Use Windows Default Printer?**

If Clear was selected for Internal Print this prompt will appear. Select Enter if the default Windows printer is to be used on the POS

Select Clear if the POS printer is to be used for printing

### **\*Internal Modem?**

If you Press Enter it will enable the terminal to use the Internal Modem

If you press Clear it will allow the terminal to use the POS to send messages to and from the bank \*\*this option is recommended

### **\*Journal Txns?**

If both Internal Print & Internal Modem were selected this option will be displayed. It allows the terminal to journal the transactions to the EFT-Client on the POS.

Press Enter to accept but only if the POS will be connected and the EFT-client is running

### **\*Print Second Receipt?**

If you press Enter it will allow standalone mode to prompt for the printing of a customer receipt after their merchant receipt has been printed.

If you press Clear it will only print the customer copy of debit card receipts.

### **\*Swipe Start Transactions?**

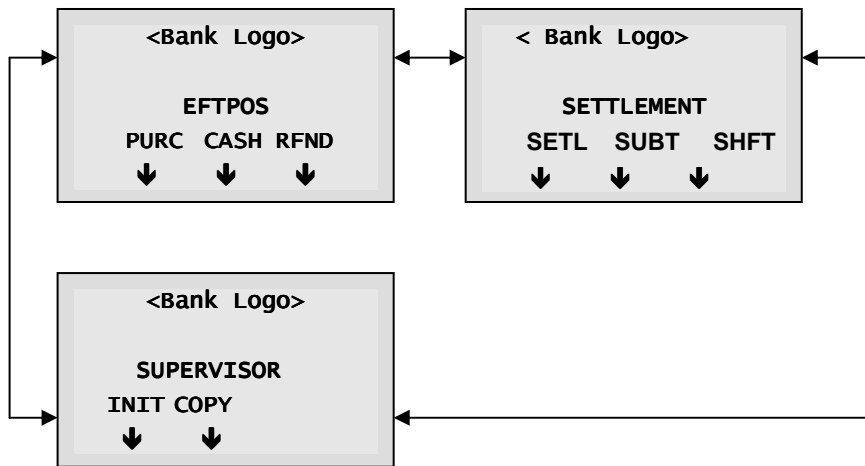
If you press Enter it allows a transaction to be started by swiping the customer's card.

If you press Clear it will only allow a transaction to be started via the menu.



To access the menu options to perform a purchase, refund, settlement etc you can do this by pressing either the Enter or Clear key to cycle through the options.

Key	Description
ENTER	Cycles clockwise through the menus.
CLEAR	Cycles anti-clockwise through the menus.
CANCEL	Exit from Totals Sub-menu
CHQ	Selects the menu item directly above the soft function key.
SAV	Selects the menu item directly above the soft function key.
CR	Selects the menu item directly above the soft function key.





## 1.1 Purchase Processing

Terminal display	Comment
<pre> &lt; Bank Logo&gt;        EFTPOS PUR   CASH   RFND ↓     ↓     ↓           </pre>	The merchant selects [PUR] from idle.
<pre> PURCHASE AMOUNT? \$      99999.99           </pre>	The merchant enters the 'purchase amount' and presses [ENTER].
<pre> CASH OUT AMOUNT? \$      99999.99           </pre>	The merchant enters the 'cash out amount' and presses [ENTER].
<pre> TOTAL AMOUNT? \$      99999.99           </pre>	The merchant presses [ENTER].
<pre> SWIPE CARD           </pre>	<p>The cardholder swipes their card.</p> <p>The transaction proceeds as per a normal EFTPOS sale without the POS dialog being displayed.</p>

## 1.2 Cash-out Processing

Terminal display	Comment
<pre> &lt; Bank Logo&gt;        EFTPOS PUR   CASH   RFND ↓     ↓     ↓           </pre>	The merchant selects [PUR] from idle.
<pre> CASH OUT AMOUNT? \$      99999.99           </pre>	The merchant enters the 'cash out amount' and presses [ENTER].
<pre> TOTAL AMOUNT? \$      99999.99           </pre>	The merchant presses [ENTER].
<pre> SWIPE CARD           </pre>	<p>The cardholder swipes their card.</p> <p>The transaction proceeds as per a normal EFTPOS sale without the POS dialog being displayed.</p>



## 1.3 Refund Processing

Terminal display	Comment
< Bank Logo>  EFTPOS PUR CASH RFND ↓ ↓ ↓	The merchant selects [RFND] from idle.
PASSWORD:	Enter the refund password.
REFUND AMOUNT? \$ 99999.99	The merchant enters the 'refund amount' and presses [ENTER].
TOTAL AMOUNT? \$ 99999.99	The merchant presses [ENTER].
SWIPE CARD	The cardholder swipes their card.  The transaction proceeds as per a normal EFTPOS sale without the POS dialog being displayed.

## 1.4 Settlement Processing

### 1.4.1 Settlement

Terminal display	Comment
<pre> &lt; Bank Logo&gt;  SETTLEMENT SETL  SUBT  SHFT ↓    ↓    ↓           </pre>	The merchant selects <b>[SETL]</b> from idle.
<pre> SETTLEMENT PLEASE WAIT           </pre>	The settlement request will be sent to the bank.
<pre> APPROVED           </pre>	The terminal: <ul style="list-style-type: none"> <li>• prints the settlement report</li> <li>• returns to idle.</li> </ul>

### 1.4.2 Sub Totals Report

Terminal display	Comment
<pre> &lt; Bank Logo&gt;  SETTLEMENT SETL  SUBT  SHFT ↓    ↓    ↓           </pre>	The merchant selects <b>[SUBT]</b> from idle.
<pre> PRE SETTLEMENT PLEASE WAIT           </pre>	The pre-settlement request will be sent to the bank.
<pre> APPROVED           </pre>	The terminal: <ul style="list-style-type: none"> <li>• prints the Pre-settlement report</li> <li>• Returns to idle.</li> </ul>

### 1.4.3 Shift Totals

Terminal display	Comment
<pre> &lt; Bank Logo &gt;  SUPERVISOR SETL  SUBT  SHFT   ↓    ↓    ↓           </pre>	The merchant selects <b>[SHFT]</b> from idle.
<pre> SHIFT TOTALS PRINTING           </pre>	The shift totals will print on the printer
<pre> RESET SHIFT TOTALS?           </pre>	The terminal prompts to see if you want to reset the shift totals back to zero. A timeout will not reset shift totals.

### 1.5 Initialisation

Terminal display	Comment
<pre> &lt; Bank Logo&gt;  SUPERVISOR INIT  COPY   ↓    ↓           </pre>	The merchant selects <b>[INIT]</b> from the supervisor menu.
<pre> LOGON PLEASE WAIT           </pre>	The terminal sends a <b>0800</b> initialisation request message to the host.

### 1.6 Reprint last transaction record

This function enables the merchant to reprint the customer copy of the last transaction record that they processed, including errors.

The format of the transaction record is exactly the same as the original, with the addition of **\* DUPLICATE COPY \*** printed at the top.



Reprint last transaction record is an offline function.

Terminal display	Comment
<pre>&lt; Bank Logo&gt;    SUPERVISOR   INIT  COPY   ↓    ↓</pre>	The merchant selects <b>[COPY]</b> from the supervisor menu.
<pre>PRINTING PLEASE WAIT</pre>	The duplicated receipt prints.
<pre>NO TRANSACTION</pre>	Displays for 2 seconds if the reprint transaction buffer does not contain a transaction.  The terminal returns to the supervisor menu.