

Pivotal Payments FlexPoint Payment Terminals Non-Integrated



FlexPoint Terminal Models:
340 - IP / WiFi
530 - WiFi

* Press and hold **Red** button to turn Terminal on, **Red** to turn off.

Credit Sale (Swiped)

- ▶ Select "Sale" from the Main Screen
- ▶ Enter Clerk # and Password (If applicable)
- ▶ Enter Amount & Press OK

- ▶ Select "Credit"
- ▶ Confirm Purchase Amount (if enabled) and Press OK
- ▶ Swipe, Insert or Tap Card or present to cardholder.
- ▶ Enter Tip (If applicable) or Select "No Tip"
- ▶ Terminal Communicates with the Host and Receipt prints out

Credit Sale (Keyed)

- ▶ Select "Sale" from the Main Screen
- ▶ Enter Clerk # and Password (If applicable) and Press enter
- ▶ Enter Amount and Press OK
- ▶ Select "Credit"
- ▶ Confirm purchase Amount (if enabled) and Press OK
- ▶ Key in Card number and Expiry Date and Press OK
- ▶ Enter Tip (if applicable) or Select "No Tip"

Debit Sale

- ▶ Terminal Communicates with the Host and Receipt prints out

- ▶ Select "Sale" from the Main Screen
- ▶ Enter Clerk # and Password (If applicable)
- ▶ Enter Amount and Press OK
- ▶ Select "Debit"
- ▶ Confirm Purchase Amount (if enabled) and Press OK
- ▶ Swipe, Insert or Tap Card or present to cardholder.
- ▶ Enter Tip (if applicable) or Select "No Tip"
- ▶ Terminal Communicates with the Host and Receipt prints out

Credit Refund (Swiped)

- ▶ Select "Refund" from the Main Screen

- ▶ Enter Clerk # and Password (If applicable)
- ▶ Enter Amount and Press OK
- ▶ Select "Credit"
- ▶ Confirm Refund Amount (if enabled) and Press OK
- ▶ Swipe, Insert or Tap Card or present to cardholder.
- ▶ Terminal Communicates with the Host and Receipt prints out

Credit Refund (Keyed)

- ▶ Select "Refund" from the Main Screen
- ▶ Enter Clerk # and Password (If applicable)
- ▶ Enter Amount and Press OK
- ▶ Select "Credit"
- ▶ Confirm Refund Amount (if enabled) and Press OK
- ▶ Key in Card number and Expiry Date and Press OK
- ▶ Terminal Communicates with the Host and Receipt prints out

Credit Reversal

- ▶ Select "Reversal" from the Main Screen
- ▶ Enter Clerk # and Password (If applicable)
- ▶ Select "Reversal" from the Reversal Screen
- ▶ Enter Ref# or Auth#, Select Enter
- ▶ Confirm Reversal and Select "Reversal"
- ▶ Terminal Communicates with the Host and Receipt prints out

Manual Batch Settlement

- ▶ Arrow down to "Settle"
- ▶ Select "Settle"
- ▶ Highlight applicable merchant and press "Select"
- ▶ Confirm Batch Close and press "Yes"
- ▶ Confirm Batch Totals and press "Yes"

- ▶ Terminal Communicates with the Host and report prints out
- ▶ Press "OK" to finish

Tip Adjust

- ▶ Select "Adjust" from the Main Screen
- ▶ Enter Ref# or Auth# and select Enter
- ▶ Enter desired Tip Amount and select "Adjust"
- ▶ Confirm totals (if enabled) and select "OK"
- ▶ Terminal displays Captured message
- ▶ Press "Cancel" to return to Main Screen

Alternative Tip Adjust

- ▶ Select "Adjust" from the Main Screen
- ▶ Select "Enter"
- ▶ Select "Ref#" or "Unadjusted"
- ▶ Select appropriate transaction and Press "Select"

- ▶ Enter desired Tip Amount and Select "Adjust"
- ▶ Confirm totals (if enabled) and select "OK"
- ▶ Terminal displays Captured message
- ▶ Press "Back" twice and then "Cancel" to return to Main Screen

Reprint a Receipt

- ▶ Arrow down to "Reprint" and select
- ▶ Select a Reprint option
- ▶ Select "Last" (for last receipt) or "List" (to access a list of all transactions)
- ▶ or
- ▶ "Find" (to find a transactino via Ref#/Auth#)
- ▶ Select merchant or customer receipt
- ▶ Receipt prints

Reports

- ▶ Arrow down to "Reports"

- ▶ Select "Reports"
- ▶ Select the desired Report
- ▶ Select "Summary" (total amount) or "Detail" (individual transaction)
- ▶ Select "Current" (current batch), "Previous" (previous batch) or "Batch #" (to enter a specific batch number)
- ▶ Select appropriate Processor and Press "Select"
- ▶ Select appropriate Clerk or All and Press "Select"
- ▶ Report prints
- ▶ Press "Cancel" twice to return to Main Screen

Print Clerk ID List

- ▶ Arrow down to "Reports"
- ▶ Select "Reports"
- ▶ Arrow down and Select "Other"
- ▶ Select "Users"
- ▶ Report prints

Modify Time

- ▶ Select "Logout"

- ▶ Select "Exit"
- ▶ Select "Setup"
- ▶ Input Clerk ID and press "Enter"
- ▶ Arrow down to "Date Timezone" and press "Select"
- ▶ Arrow down to "Current Time" and press "Select"
- ▶ Press the Hour/Minute/Second position on the screen and use the keypad to update the time accordingly
- ▶ Select "Save" when complete
- ▶ Press "Exit" twice
- ▶ Press "Start" to return to Main Screen

Modify Date

- ▶ Select "Logout"
- ▶ Select "Exit"
- ▶ Select "Setup"
- ▶ Input Clerk ID and press "Enter"

- ▶ Arrow down to "Date Timezone" and press "Select"
- ▶ Arrow down to "Current Date" and press "Select"
- ▶ Select date from calendar displayed
- ▶ Select "Save" when complete
- ▶ Press "Exit" twice
- ▶ Press "Start" to return to Main Screen

Card Types

- ▶ Visa
- ▶ MasterCard
- ▶ Discover
- ▶ American Express
- ▶ Diner Club
- ▶ JCB

Creating Alpha Letters

- ▶ Press the "Alpha" button the number of times for the letter you want
- ▶ For example press "Alpha" 3 times and then

- number 2 one time to get "C"
- ▶ For lower case letters, Press and hold down the "Green" key and then Press the "Alpha" key and release together

