

Nurit 2085 Credit Card Machine Instructions

SET UP

ONLINE: If a dedicated phone line is available, plug the phone line into the “line” port on the unit.

Do you need to dial a number before getting an outside line? To set an exchange prefix do the following:

1. Press MENU/ESC button
2. Then press 8 (Communication).
3. Scroll using the Forced button to Option 3 (Exchange Pref)
4. Press Enter
5. Press 2
6. Press Enter
7. If an * is needed to dial out press 0 then the Alpha/Copy button.
8. Enter the number needed to reach outside line.
9. Press Enter.
10. Press Menu/ESC 3 times to return to the main screen.

OFFLINE: If no phone line is available you must set the machine for “offline”.

1. Press MENU/ESC
2. Press 3 (Merch. Options)
3. Scroll down using the forced button to option 10 (Store & Forward)
4. Press Enter
5. Enter Password. The password is always current date then month. For example October 23 would be 2310. (If password does not work see TROUBLESHOOTING)
6. Press Enter
7. Scroll down to option 2 (Mode Select)
8. Press Enter
9. Scroll down to option 2 (Stay offline)
10. Press Enter
11. Hit MENU/ESC button once
12. Hit Enter (three times)
13. Press MENU/ESC until you reach main menu (Credit Sale Account)
14. At this point “OFFLINE” should be flashing on screen

NOTE: WHEN USING OFFLINE MAKE SURE TO GET CUSTOMERS TELEPHONE #

OPERATION

ONLINE:

1. Plug the Credit Card Machine into a direct access phone line. Only a land (analog) phone line can be used, cellular is not compatible.
2. Swipe the credit card by placing card face down with the magnetic strip facing outward (right) and slide the card through it.
3. Enter the total sale amount and hit the Green Enter Key
4. The machine will dial for sale approval. This will take a minute so you may need to be patient. Approval time will vary due to the number of calls placed to the approval center and your number of outgoing phone lines. (Some credit cards will ask for additional information because their account was set up that way.)
5. Tear off approved receipt and have the customer sign it.
6. Hit the Green Enter Key again and a second receipt will print for the customer to keep.
7. Place the signed copy in the register drawer or in your money bag for safe keeping.
8. Return all signed copies with your money at the fair’s end.
9. Place any voided receipts in the bag with Void marked on them.

10. Batch your machine daily when using it on line. It can only hold 100 transactions at a time.

OFFLINE:

1. Swipe the credit card by placing card face down with the magnetic strip facing outward (right) and slide the card through it.
2. Enter the total sale amount and hit the Green Enter Key
3. The sale will approve very quickly (since it is off line)
4. Tear it off and have the customer sign it. The customer's phone number should also be included on this copy.
5. Hit the Green Enter Key again and a second receipt will print for the customer to keep.
6. Place the signed copy in the register drawer or in your money bag for safe keeping.
7. Return all signed copies with your money at the fair's end.
8. Place any voided receipts in the bag with Void marked on them.
9. Credit Card Machine will be batched when returned to Anderson's Book Fair Company.
10. The Credit Card machine can only hold 100 transactions. (You may need to batch your machine if you feel you will go over 100 transactions.)

BATCHING/UPLOADING

Uploading offline sales if you reach 100 transactions:

1. Credit Card machine **must** be connected to a phone line
2. Set exchange prefix if needed (See page 1)
3. Press MENU/ESC
4. Press 3 (Merch. Options)
5. Scroll Down to #10 Store and Forward
6. Press Enter
7. Enter Password (If password does not work see TROUBLESHOOTING.)
8. Press Enter
9. Scroll down to #5 Upload Transactions
10. Press Enter
11. Press black button underneath the word "ALL"
12. The Credit Card Machine will now dial a Toll-Free Number and get an authorization for each purchase
13. Watch the report for any transaction that has been declined.
14. If you have a declined sale you need to search through your receipts and contact that customer.
15. When this process is done the screen will say "CLEARING OFFLINE DATA". At this point you have only gotten approval for the individual charges.
16. You can now follow the batching instructions.

Batching if you have been connected to a phone line or after upload of off-line charges:

1. First press MENU/ESC
2. Press Enter for reports
3. Enter Password (If password does not work see TROUBLESHOOTING.)
4. Press 2 for current report
5. Press 4 for totals only Press 1, 1, 2, 1
6. Press the black button under "NO"
7. Press MENU/ESC until you get to the main menu
8. Press BATCH/ALT button
9. Screen should read "CHOOSE HOST: 2. FDRRTD CrDbEb"

10. Press Enter
11. Screen should read "CHOOSE FUNCTION: 1. CLOSE DAY"
12. Press Enter

PLEASE KEEP THESE REPORTS WITH THE CREDIT CARD SLIPS FOR THAT DAY.

TROUBLESHOOTING

If the password is not working be sure you are entering it in the correct order: DDMM (for example October 23 would be 2310).

If the password still does not work, the unit's internal clock may have been reset. Use the following procedure to reprogram today's date:

1. Press the Menu/esc button
2. Press 5 for System Options
3. Check the date to see if it is correct. If it is correct press the menu escape button.
4. If the date is incorrect press enter to set the date
5. Enter the current date using 6 paces (for example November 9, 2007 would be 110907)
6. Next will be setting the time. It will need to be set in military time (for example 9:15 am will be 0915, 6:15 pm will be 1815)
7. Hit Menu/esc to return to the main menu.