Integrated Credit Card Steps
MWS5500 & SMP5500

At the Register

Exact Tender
1. Ring Items
2. Press SUB TOTAL key
3. Swipe credit card through the reader and wait for approval
4. A "CAT Processing" message briefly displays on the register screen. If the credit card is approved, your receipts print after about 15 seconds.
5. Have customer sign the merchant receipt copy. Retain the merchant copy and present the other receipt to the customer.
   Merchant copies have the complete credit card number and expiration date. The customer copies do not.

```
              PANASONIC
          1707 N. Randall Rd.
         Elgin IL. 60123-7847
             (847)123-4567



          CYNTHIA SMITH

TR TYPE      AUTHSALE
MERCHNT#    999999999911
ORDER#      0351
REF#        03000008
PAYMENT     AMER EXP
CARD#       XXXXXXXX12345
EXP.DATE    XX/XX
AUTH#       123456

TOTAL                    5.26

Sign:_____
I agree to pay the total amount
according to the card issue
agreement.

1stcopy=Merchnt 2ndcopy=Customer
DEBBIE S
0041  09:35  #01 JUN 11'01 REG0001
```

If the credit card is denied, a "DENIED" message prints
If the reader cannot read the card information, follow the Manual Entry Procedures

Split Tender
1. Ring Items
2. Press SUB TOTAL key
3. Enter amount to be applied to first credit card
4. Swipe credit card through the reader and wait for approval
5. A "CAT Processing" message briefly displays on the register screen.
6. Enter amount being applied to second card
7. Swipe second card through the reader and wait for approval
8. If the credit cards are approved, your receipts print after about 15 seconds.
9. Have both customers sign the merchant copies of receipts. Retain the merchant copies and present the other receipts to the customers.
   Merchant copies have the complete credit card number and expiration date. The customer copies do not.

Integrated Credit Card
MWS/5500 & SMP5500

Manual Entry

If you have a worn or demagnetized card, the system may not be able to read the card number or its expiration date. Use the following procedure to manually enter the card information.

1. Ring Items
2. Press SUB TOTAL key
3. Press CREDIT key
4. From menu choose which type of card i.e. MC, Visa, AMEX, Discover
5. Press CREDIT key
6. At "swipe card" message use the number keys to enter the credit card number
7. Press ACCT# key
8. Use the number keys to enter the expiration date (two digits for the month and two digits for the year)
9. Press DATE key
10. A "CAT Processing" message briefly displays on the register screen. If the credit card is approved, your receipts print after about 15 seconds.
11. Have customer sign the merchant receipt copy. Retain the merchant copy and present the other receipt to the customer.
    Merchant copies have the complete credit card number and expiration date. The customer copies do not.

Manual Authorization

You may have to call the processing company directly for credit card approval. Use the following procedure after you call to receive authorization for the customer's charge.

1. Ring Items
2. Press SUBTOTAL key
3. Press CAT LOOKUP key
4. Enter 1 (for manual authorization)
5. Press CAT LOOKUP key
6. Press 1
7. Press CREDIT key
8. Swipe the credit card or manually enter the card number and expiration date
9. Enter the authorization number received over the telephone
10. Press CASH
11. A "CAT Processing" message briefly displays on the register screen. If the credit card is approved, your receipts print after about 15 seconds.
12. Have customer sign the merchant receipt copy. Retain the merchant copy and present the other receipt to the customer.
    Merchant copies have the complete credit card number and expiration date. The customer copies do not.

Return Credit Transaction

1. Press RFUND
2. Ring all items in original order
3. Press SUB TOTAL key
4. Press CAT LOOKUP key
5. Press 3
6. Press CAT LOOKUP key
7. Press CREDIT
8. Swipe credit card through the reader and wait for approval
   or
   Enter account #, Press ACCT # key, Enter expiration date, Press DATE key
9. Enter the 8 digit reference number from the original receipt
10. Press CASH key
11. When transaction is accepted, a Return Credit CAT receipt prints. Have customer sign this receipt.

Error Messages

Denied Authorization

If a card is denied, a "Denied" receipt prints without a signature line.

```
           PANASONIC
        1707 N. Randall Rd.
        Elgin IL. 60123-7847
          (847)123-4567


         CYNTHIA SMITH

TR TYPE        AUTHSALE
MERCHNT#       999999999911
ORDER#         0351
REF#           03000008
PAYMENT        AMER EXP
CARD#          XXXXXXXXXXX12345
EXP.DATE       XX/XX
AUTH#          ****

D E N I E D

1stcopy=Merchnt   2ndcopy=Customer
DEBBIE S
0041  09:35  #01 JUN 11'01 REG0001
```

Communication Error

If communication error occurs, the message "CAT OFFLINE" prints at the bottom of the receipt. The AUTH# field is left blank.

```
           PANASONIC
        1707 N. Randall Rd.
        Elgin IL. 60123-7847
          (847)123-4567


         MARIA JOHNSON

TR TYPE        AUTHSALE
MERCHNT#       999999999911
ORDER#         0351
REF#           03000008
PAYMENT        AMEX
CARD#          XXXXXXXX 12345
EXP.DATE       XX/XX
AUTH#

SUBTOTAL              25.18


Sign:_____
I agree to pay the total amount
According to the card issuer
agreement


1STCOPY=MERCHNT
2NDCOPY=CUSTOMER
CAT OFFLINE
DEBBIE S
0041  09:35  #01 JUN 11'01 REG0001
```