**Server Setup**
- Scroll \( \downarrow \) twice Press \( \downarrow \) for Server setup, \( \uparrow \) for Clerk Setup (Note: \( \uparrow \) for HCS Only)
- Key supervisor password, press [Enter]

**Password**
- Key supervisor password, press [Enter]

**Sup Password**
- Key supervisor password, press [Enter]

**Server ID**
- Key Server ID, press [Enter]

**Password**
- Key Server ID password, press [Enter]

**Confirm**
- Press [F3] Logoff ID Press \( \downarrow \) [Cancel]

**ADD CLERK/SERVER**

1. Press \( \downarrow \) to return to main menu
2. Press \( \downarrow \) to modify
3. Press \( \downarrow \) for Server setup, \( \downarrow \) for HCS Menu Only
4. Press \( \downarrow \) for Manager/Supervisor password, press [Enter]
5. Press \( \downarrow \) for Server ID (to modify)
6. Press \( \downarrow \) for Shift number and reset shift number
7. Press \( \downarrow \) to feed the paper
8. Press \( \downarrow \) to lock or unlock keyboard

**COMMON ERROR CODES**

- **Batch Full**: Terminal has reached batch transaction capacity
- **Card Not Supported**: Card in use is not supported by terminal
- **Close Batch**: Batch is +90% full
- **Expired Card**: Card has expired
- **Invalid Clerk Id**: Clerk number keyed has not been logged
- **Service Processing**: View shift numbers, start and end times of shift
- **Void Not Allowed**: Void attempted on already voided transaction
- **Unadjusted Report**: Prints transaction totals per shift
- **Prints a series of settlement reports by date**

**VOICE AUTHORIZATION PHONE NUMBERS**

- Visa®/MasterCard®
- American Express
- Discover® Network
- Gift Card

**QUICK REFERENCE GUIDE**

Review this Quick Reference Guide to learn how to run a sale, settle your batch, and troubleshoot terminal responses.