

Touch Tone Capture

1. Imprint customer's credit card on sales slips.
2. Call Authorization Number 1-800-307-9888
3. Listen for greeting. Press <2>
4. Listen for prompt. Enter **Bank Number** and press <#>.
5. Listen for prompt. Enter **Merchant Number** and press <#>.
6. Listen for prompt. Enter code for type of transaction and press <#>.

1-Sale	6-Void Return
2-Return	7-Void Ticket Only
3-Ticket Only	9-Deposit from previous business day
4-Authorization Only	0-Close batch
5-Void Sale	
7. Listen for prompt. Enter **Cardholder Number** and press <#>.
8. Listen for prompt. Enter **Expiration Date** using four digits and press <#>.
9. Listen for prompt. Enter **Sale Amount** (with decimal) and press <#>.
10. Listen for prompt. Press <#> to confirm Amount entered.
11. Listen for Authorization Response Code. Press <*> to repeat.
12. Write response code on sales receipt.
13. If entering multiple transactions, press <#> and return to Step 6. Otherwise continue with Step 14.
14. Ask customer to sign receipt. Compare signature on card to sales slip.
15. Remove customer's copy of receipt and present to customer.
16. File bank and merchant copies of receipts by date. (*Receipt copies may be request by your bank.*)

* Press <***> to correct data entered incorrectly.