







## Screen Elements

Icon	Description
	Unit is plugged into an external power source such as a wall socket or a vehicle power source.
	Battery life indicator. Lowest line indicates that you should immediately change to an external power source.
	Tower indicates that you are connected to the cellular network. Question mark indicates that you are not.
	Active data session over the cellular network.
	Returns to the previous screen.
	Aborts the session and returns to the main menu.

## Overview

These guidelines are intended to be a general overview. Depending on the check processing service you purchased, your Moblescape terminal will provide one or more of the following capabilities. Your screen prompts may be slightly different than those described below.

- **Conversion:** When a check for the purchase of products or services is converted into an electronic format for processing.
- **Verification:** A service that provides merchants with some security against bad checks. The person writing the check is matched against a national negative file database to flag outstanding or bad checks on record from other members of this service.
- **Guarantee:** A service that guarantees check payment to a merchant up to a specified amount.

## Check Conversion

1.	To convert checks to payment immediately, you can either swipe the check using the terminal or enter the information manually. To swipe the check, do the following:
2.	With the main screen displayed, touch the <b>Check</b> icon.
3.	Using the stylus, touch <b>conversion</b> .
4.	Hold the check with the bank transit and account number down and facing you and swipe the check from right to left. If the check does not register, try swiping it again.
5.	Once swiped, enter the phone number, then touch <b>enter</b> .
6.	Enter the amount (in dollars and cents), then touch <b>enter</b> . The terminal contacts the server to perform the authorization. Upon acceptance, the terminal prompts for an authorization signature.
7.	Using the stylus, have the card holder sign in the signature box, then touch <b>Done</b> .

## Check Conversion with Verification

1.	To convert checks with verification, you can either swipe the check using the terminal or enter the information manually. To swipe the check, do the following:
2.	With the main screen displayed, touch the <b>Check</b> icon.
3.	Using the stylus, select <b>verification</b> .
4.	Hold the check with the bank transit and account number down and facing you and swipe the check from right to left. If the check does not register, try swiping it again.

## Check Conversion with Verification (continued)

5.	Once swiped, enter the phone number, then touch <b>enter</b> .
6.	Enter the amount (in dollars and cents), then touch <b>enter</b> . The terminal contacts the server to perform the authorization. Upon acceptance, the terminal prompts for an authorization signature.
7.	Using the stylus, have the customer sign in the signature box, then touch <b>Done</b> .
8.	The "Transaction Approved" message displays. Verify the information and touch <b>OK</b> .

## Check Conversion with Guarantee

1.	To guarantee checks you must purchase a check guarantee service. If you have the service, do the following to guarantee a check:
2.	With the main screen displayed, touch the <b>Check</b> icon.
3.	Using the stylus, touch <b>guarantee</b> .
4.	Hold the check with the bank transit and account number down and facing you and swipe the check from right to left. If the check does not register, try swiping it again.
5.	Once swiped, enter the phone number, then touch <b>enter</b> .
6.	Enter the amount (in dollars and cents), then touch <b>enter</b> . The terminal contacts the server to perform the guarantee. Upon acceptance, the terminal prompts for an authorization signature.
7.	Using the stylus, have the card holder sign in the signature box, then touch <b>Done</b> .
8.	The "Transaction Approved" message displays. Verify the information and touch <b>OK</b> .

## Manually Entering Check Information

1.	If the check will not swipe successfully, you can manually enter the information by doing the following. (Manual entry of check information only applies to verifying a check, not conversion or guarantee.)
2.	After selecting the verification or guarantee option, use your stylus and touch <b>enter micr</b> .
3.	Enter the transit number, then touch <b>enter</b> .
4.	Enter the account number, then touch <b>enter</b> .
5.	Enter the check number, then touch <b>enter</b> .
6.	Enter the customer's phone number, then touch <b>enter</b> .
7.	Enter the amount (in dollars in cents), then touch <b>enter</b> . The terminal contacts the server to perform the authorization. Upon acceptance, the terminal prompts for an authorization signature.
8.	Using the stylus, have the card holder sign in the signature box, then touch <b>Done</b> .
9.	The "Transaction Approved" message displays. Verify the information and touch <b>OK</b> .