











**ORION Terminal  
Check**  
Quick Reference Guide

Personal Check	Business/Payroll Check	Void
<p>Select CHECK</p> <p>Insert Check or Select PERSONAL CHECK</p> <p>Enter Amount of Check and press </p>	<p>Select CHECK</p> <p>Insert Check or</p> <p>Select BUSINESS/PAYROLL CHECK</p> <p>Enter Amount of Check And press </p> <p>Select the Drivers License State or press </p> <p>To enter the State Manually</p> <p>(Use the  key to Make Alpha Characters)</p> <p>Enter the Drivers License Number and press </p>	<p>Select CHECK</p> <p>Select VOID</p> <p>Enter the terminal password if prompted and press </p> <p>Note: Only the last Check Transaction can be Voided</p>
Re-Run	Override	Verify Only
<p>Select CHECK</p> <p>Select RE-RUN (Use if check transaction failed)</p> <p>Enter password if prompted and press </p> <p>Swipe Drivers License or Select the Drivers License State or press </p> <p>To enter the State Manually</p> <p>(Use the  key to Make Alpha Characters)</p> <p>Enter the Drivers License Number and press </p>	<p>Select CHECK</p> <p>Select OVERRIDE (Used to Override a Check Warning message and Accept the Check)</p> <p>Enter password if prompted and press </p>	<p>Select CHECK</p> <p>Select VERIFY ONLY</p> <p>Insert Check</p> <p>Enter Amount of Check and press </p> <p>Note: Check must be deposited to receive payment</p>



**ORION Terminal  
Check**  
Quick Reference Guide

Reprint	Run Batch Process	Upload Images
<p>Select Check</p> <p>Select Reprint</p> <p>Receipt for Last Transaction will Print</p>	<p>Select CHECK</p> <p>Select RUN BATCH PROCESS</p> <p>Press 2 for Current Batch Print/Close</p> <p>Batch Info will Display, Press </p> <p>Press 1 to Print Batch Detail</p> <p>Press 1 to Close Current Batch</p>	<p>Select CHECK</p> <p>Select RUN BATCH PROCESS</p> <p>Press 1 for Upload Images</p>
Display Batch	Print Current Batch	Print Previous Batch
<p>Select CHECK</p> <p>Select RUN BATCH PROCESS</p> <p>Press 4 for Display Batch</p> <p>Select Number for Batch to Display</p> <p>Press  to see next transaction in Batch</p> <p>Press  to see Previous transaction</p> <p>Press  to enter a transaction # to View</p> <p>Press  to Exit</p>	<p>Select Check</p> <p>Select RUN BATCH PROCESS</p> <p>Press 2 for Current Batch Print/Close</p> <p>Batch Info will Display, Press </p> <p>Press 1 to Print Batch Detail</p> <p>Press  to Exit</p>	<p>Select CHECK</p> <p>Select RUN BATCH PROCESS</p> <p>Press 3 for Print Previously Closed Batch</p> <p>Batch Info will Display, Press </p> <p>Press 1 to Print Batch Detail</p>

**The following requirements MUST be met when accepting a check. Failure to meet these guidelines may void EZCheck's guarantee of the check (if signed up for guarantee program)..**

**NO 3<sup>rd</sup> party checks**—All items must be made payable to your business.

**NO Credit Card convenience checks or Traveler's Checks.**

**NO CHECK CASHING**—Checks must be presented for goods or services.

**NO Temporary checks**—Your customer's name must be imprinted by the check manufacturer.

**Telephone # Required**—This must be written on the check if not imprinted.

**Physical Address Required (No P.O. Boxes)**—This must be written on the check if not imprinted.

The check must be ran the same day the check is presented (**no pre/post dated checks**).

**The amount must agree** - The amount of the POS transaction must match the amount specified on the check.

The paper check must be **completely** filled out and signed by the authorized account holder.

Your customer must sign the ECT authorization receipt.

The signature on the authorization receipt must match the signature and name on the check.

Make sure all of the required information is on the FRONT of the check **BEFORE** processing the item through your check imager.

If your customer does not sign the authorization receipt allowing the ECT Transaction, you must **VOID** the item and keep the check for manual deposit.

It is required that you upload images on a DAILY basis.