

Quick Reference Guide

For use with: Optimum T4100 series and Optimum T4200 series



CASH CREDIT / ACTIVATE

Press **Gift / Cash** button
Press **Credit / Activate** button
Enter manager passcode **8448**
Swipe card or enter card number
Enter amount and press **Enter**

CASH SALE

Press **Gift / Cash** button
Press **Sale** button
Swipe card or enter card number
Enter amount and press **Enter**

POINT ACCRUE

Press **Rewards / Points** button
Press **Accrue / Activate** button
Enter manager passcode **8448**
Swipe card or enter card number
Enter amount and press **Enter**

POINT REDEEM

Press **Rewards / Points** button
Press **Redeem** button
Swipe card or enter card number
Enter amount and press **Enter**

VOID

Press **Down Arrow** Button
Press **Void** button
If the card number is available:
Swipe card or enter card number
If the card number is not available:
Input **Transaction ID** and hit **Enter**
Input **Verification** and hit **Enter**
Input **Terminal Sequence** and hit **Enter**

REPRINT

Press **Down Arrow** button
Press **Reprint** button
This will only print the last transaction

POINT BALANCE INQUIRY

Press **Inquiry** button
Swipe card or enter card number

RENEW CARD

Press **Down Arrow** button
Press **Reports** button
Enter renew date (**MMDDYY**) and hit **Enter**
January 14, 2010 would be entered as 011410

REPORT (DATE)

Press **Down Arrow** button twice
Press **Reports** button
Press **Date Report** button
Enter **employee number**
Enter **employee password**
Enter Date (**MMDDYY**) and hit **Enter**
January 14, 2010 would be entered as 011410

REPORT (EMPLOYEE)

Press **Down Arrow** button twice
Press **Reports** button
Press **Employee Report** button
Enter **employee number**
Enter **employee password**
Enter **employee number to report**
Enter date (**MMDDYY**)
January 14, 2010 would be entered as 011410

REPORT (CARD HISTORY)

Press **Down Arrow** button twice
Press **Reports** button
Press **Date Report** button
Enter **employee number**
Enter **employee password**
Swipe card or enter card number

EZCheck Merchant Number: _____

EZCheck Customer Service 800.797.5302

EZCheck Technical Support: techsupport@ezchk.com