

# Nurit 8000

## Quick Reference Guide

### Retail/MOTO

Terminal  
Support  
1-800-228-0210

Function	Actions	Key Entries
<b>SALE (Swiped)</b>		
	Swipe card	
	Choose	Credit
	Key in sale amount	Enter
	For a second copy of receipt, press	Any Key
<b>SALE (Keyed)</b>		
	<b>Note:</b> Keyed transactions will always receive the higher discount rate.	
	Key in card #	Enter
	Key in expiration date (mmyy)	Enter
	Key in sale amount	Enter
	Card Present? Choose	Yes or No
	Key in zip code	Enter
	If card is present, key in P.O. Box or Address	Enter
	Key in CVV2 #	Enter
	For a second copy of receipt, press	Any Key
<b>REFUND (Swiped)</b>		
	Press Up (▲) until Return appears	
	Swipe card	
	Key in sale amount	Enter
	For a second copy of receipt, press	Any Key
<b>REFUND (Keyed)</b>		
	Press Up (▲) until Return appears	
	Key in card #	Enter
	Key in expiration date (mmyy)	Enter
	Key in sale amount	Enter
	For a second copy of receipt, press	Any Key
<b>DEBIT</b>		
	Swipe card	
	Press	Debit
	Key in sale amount	Enter
	Customer keys in PIN on keypad	Enter
	For a second copy of receipt, press	Any Key
<b>DEBIT REFUND</b>		
	Press Up (▲) until Return appears	
	Swipe card	
	Key in refund amount	Enter
	For a second copy of receipt, press	Any Key

CLOSE BATCH	
Press	Function
Press	2
Choose	Batch To Host
Choose	All

VOID	
Press Down (▼) until Void appears	
<b>Note:</b> your options will be void/sale, void/return, and void/forced. Keep pressing the down arrow until you have the correct transaction type.	
Swipe card (or key in card #)	(Enter)
Key in expiration date (if card # was keyed)	(Enter)
Key in transaction amount	Enter
For a second copy of receipt, press	Any Key

AUTHORIZATION ONLY (Swiped)	
Press Up (▲) until Verify appears	
Swipe card	
Key in amount of sale (minimum \$1.00)	Enter

AUTHORIZATION ONLY (Keyed)	
Press Up (▲) until Verify appears	
Key in card #	Enter
Key in expiration date (mmyy)	Enter
Key in amount of sale (minimum \$1.00)	Enter
Key in CVV2 #	Enter
To secure capture, press	Enter

FORCED TRANSACTION (Swiped)	
Press Up (▲) until Forced appears	
Swipe card	
Key in sale amount (MUST be same as authorization amount)	Enter
Key in authorization #	Enter
For a second copy of receipt, press	Any Key

FORCED TRANSACTION (Keyed)	
Press Up (▲) until Forced appears	
Key in card #	Enter
Key in expiration date (mmyy)	Enter
Key in sale amount (MUST be same as authorization amount)	Enter
Key in authorization #	Enter
To secure capture, press	Enter
For a second copy of receipt, press	Any Key

VIEW A TRANSACTION	
Press	Function
Press	4
Key in transaction #	Enter
To view another transaction, press	Menu/Cancel
To return to idle prompt, press	Menu/Cancel

VIEW TOTALS	
Press	On/Off
To return to idle prompt, press	Menu/Cancel
REPRINT A RECEIPT	
Press	Alpha
Choose:	1. Last Receipt
	2. Any Receipt
	3. Last Merch.
Choose EDC Type	Credit/Debit/Cash
To return to idle prompt, press	Menu/Cancel

### GLOSSARY

**Sale:** Function used for payment of goods/services by a Visa/MasterCard, Discover or Travel cards. Function is a combination of both the Authorization and Ticket Only, which completes the transaction.

**Return:** Function used for return of goods/services for credit to cardholder Visa/MasterCard, Discover or American Express account.

**Debit Sale/Debit Return:** Function identical to the above sale and return, but the payment/credit is to a debit card and requires the use of a PIN for completion.

**Authorization Only:** This function is not a complete sale. This is used for obtaining and reserving a credit approval code number for a later deposit. TO COMPLETE THE SALE (after receiving an authorization number) do a Ticket Only.

**Forced Transaction:** Function used for completing a sale for which authorization has been obtained either through the terminal or through CALL CENTER voice authorization. NOTE: Authorization code always has to be obtained before doing Ticket Only.

**Void:** Function used for voiding a transaction in an open batch. This function cannot be performed once the Close Batch procedure has been performed.

**Close Batch:** Function used to send deposits to your bank.

**View Totals/Transaction:** Function used to aid in verifying amount, item #, credit card #, and authorization # for each transaction in an open batch.

**Check Totals:** Function used to verify grand daily total of sales entered into the terminal based on card types.

### TERMINAL RESPONSES

**Call Center** - Call the voice authorization center for additional instructions. Phone # listed on front of Reference Guide.

**Declined** - Issuing bank has declined the authorization. Do not try to run the transaction again.

**Invalid Card #** - Card number entered is invalid or magnetic strip is unreadable.

**Invalid Tran Code** - Incorrect transaction attempted.

**Invalid Merch #** - Invalid merchant number for transaction attempted.

**Invalid Amount** - Authorization must be for at least \$1.00.

**Inv Batch Seq** - Improper procedures have created an invalid terminal condition. Call Customer Service or Help Desk for assistance.

**For \$XXXXX** - The batch was closed with an error condition.

**Invalid \$XXXXX** - An invalid cardholder # was detected in the batch during the close process.

**Close \$XXXXX** - The response for a normal close transaction.