



## EXADIGM Retail Reference Guide

### Menu Navigation

#### Selecting a Menu Item

1. Use **up arrow/F2** key and **down arrow/F3** key to highlight a menu item. Press **ENTER** to select the currently highlighted menu item
2. Alternatively, press the **#** key corresponding to the menu item
3. To exit out of a sub-menu, press **CANCEL**
4. All instructions start from **Main Menu**

### Credit Card Transactions

#### Sale

1. Swipe credit card from **Main Menu**
2. Follow prompts

#### Manual Sale (for cards that are unreadable)

1. Select **Credit**, press **ENTER**
2. Select **Sale**, press **ENTER**
3. Follow prompts

#### Void

1. Select **Credit**, press **ENTER**
2. Select **Void**, press **ENTER**
3. Follow prompts

#### Refund

1. Select **Credit**, press **ENTER**
2. Select **Return**, press **ENTER**
3. Follow prompts

#### Offline (for transactions already having a valid Approval Code)

1. Select **Credit**, press **ENTER**
2. Select **Ticket Only**, press **ENTER**
3. Follow prompts

### PIN-Debit Transactions

#### Debit Sale

1. Select **Debit**, press **ENTER**
2. Select **Debit Sale**, press **ENTER**
3. Follow prompts

#### Debit Return

1. Select **Debit**, press **ENTER**
2. Select **Debit Return**, press **ENTER**
3. Follow prompts



## Settlement & Reports

### Manual Settlement

1. Select **End of Day**, press **ENTER**
2. Password: key in password then press **ENTER** (Default password: **4321**)
3. Select **Settlement**
4. Press **ENTER** to confirm
5. **CONFIRM SETTLEMENT ATTEMPT IS SUCCESSFUL**
6. Press **ENTER** to print report

### Reprint last receipt

1. Select **Last Receipt**, press **ENTER**

### Print Current Reports

1. Select **End of Day**, press **ENTER**
2. Password: key in password then press **ENTER** (Default password: **4321**)
3. Select **Reports**, press **ENTER**
4. Select **Print Report**, press **ENTER**
5. Select **Current Batch** (or other report option), press **ENTER**
6. Press **CANCEL** 3 times to return to **Main Menu**



## EXADIGM Administrative Guide

### Setup Menu

#### Update Time and Date

1. Select **Admin**, press **ENTER**
2. Password: key in password then press **ENTER** (Default password: **9876**)
3. Select **Setup**, press **ENTER**
4. Password key in password then press **ENTER** (Default password: **1234**)
5. Select **System**, press **ENTER**
6. Select **Date & Time**, press **ENTER**
7. Key in Date and Time (YYMMDDHHMM - enter time in 24 hour format), press **ENTER**

#### Update Receipt Quantity

1. Select **Admin**, press **ENTER**
2. Password: key in password then press **ENTER** (Default password: **9876**)
3. Select **Setup**, press **ENTER**
4. Password: key in password then press **ENTER** (Default password: **1234**)
5. Select **Receipt**, press **ENTER**
6. Select **Receipt Qty** (1-3), press **ENTER**

#### Update Setting to Ask for Receipt

1. Select **Admin**, press **ENTER**
2. Password: key in password then press **ENTER** (Default password: **9876**)
3. Select **Setup**, press **ENTER**
4. Password: key in password then press **ENTER** (Default password: **1234**)
5. Select **Receipt**, press **ENTER**
6. Select **Ask Receipt**, press **ENTER**
7. Select **Yes** to enable or **No** to Disable, press **ENTER**



## Definition of Prompts

**NOTE:** Press **ENTER** after keying each field

**CARDNUMBER:** Swipe card **OR** key credit card number as shown on the front omitting spaces.

**AVS:** Street address and zip code of *billing address*.

Example:

Joe Cardholder

321 Main St

Anytown, USA 12345

Street Address is **321**, zip code is **12345**

**CVV:** The 3-digit number found on the back of the credit card

**INVOICE #:** Optional prompt, an Invoice # from 1 – 8 digits

**BATCH ID:** Found on each receipt or on report

**TRANS ID:** Found on each receipt or on report

**EXPIRATION:** Month and Year the card expires. Omit day of month, if present. Use MMY format. Ex: DEC/2006 would be keyed as **1206**

**AMOUNT:** Dollar amount of transaction. Key in the dollar and cents without regard for the decimal point. Example: \$12.56 would be keyed as **1256**

**PIN:** Customer's **P**ersonal **I**dentification **N**umber, required for each Debit transaction

**APPROVAL CODE:** Authorization code for a specific amount. Typically, 6 digits, but can contain letters.

To form letters, press the number with the corresponding letter then press the blue **Func/Alpha** key until that number changes to the correct letter.