

START OF SHIFT

Screen display:

DRIVER ID:
KEY NUMBER & ENTER

Key in the driver ID you use and press “enter”

Screen display:

CONNECTING/ PROCESSING
PLEASE WAIT
ONLINE LOGON ACCEPTED

Screen display: (terminal is now ready for use)

15:15 24 May 2011
Terminal ID
SWIPE OR INSERT CARD
MENU FEED SHIFT



MENU OPTIONS

Press left hand side blue button “Menu”.

1) Press “1” for cash receipt

- Key in fare amount and press “enter”
- Enter other charges and press “enter”
- Enter pick up/drop off code if prompted
- Press “enter” if all charges are correct
- Press “enter” to print customer receipt

2) Press “2” for duplicate receipt

- Select “1” for “driver receipt” or “2” “customer receipt”, receipt will print

3) Press “3” to void transaction (only last Credit card trans will be voided (not CHQ or SAV)

- Swipe customer card
- Press “enter” to confirm you want to void
- Receipt will print
- Customer signs receipt
- Press “enter” to confirm signature ok
- Press “enter” to print receipt for customer or “clear” to go back

4) Select “4” for running total - will show total number of transactions and value

5) Select “5” to show signal strength

6) Select “6” to reprint last shift report

END OF SHIFT

1) Select the right hand button “shift” & press “enter”, your shift report will print

Please check report reads “**uploaded**” rather than “closed”. Uploaded means we have received your transactions for payment.

PROCESSING A TRANSACTION

Screen display:

15:15 24 May 2011
Terminal ID
SWIPE OR INSERT CARD
MENU FEED SHIFT

1) **Swipe card**

2) **Enter pick-up /drop-off zones if prompted**

0 - Hospital 5 - City
1 - Home 6 - Suburbs
2 - Office 7 - Airport
3 - Restaurant 8 - Train/Bus
4 - Hotel 9 - Tourist

Screen display:

FARE \$0.00
KEY FARE AMT & ENTER

3) **Enter the fare amount & press “enter”**

Screen display:

FARE \$10.00
OTHER CHARGES \$0.00
OTHER CHARGES & ENTER

4) **Enter other charges & press “enter”**
(if it's a chip card the terminal will ask you to insert instead)

Screen display:

FARE \$10.00
OTHER CHARGES \$0.00
SERVICE \$1.10
TOTAL \$11.10
Press ENTER/CLEAR

Note: terminal automatically adds service fee and GST. If receipt shows declined code “CR”, this means the chip card was prematurely removed.

5) **Press “enter” if charges are correct or “clear”**

Screen display:

SALE \$11.10
SELECT ACCOUNT
CHQ SAV CRD

6) **Select card type by pressing one of the blue buttons**

Screen display:

[CARD TYPE] SALE \$11.10
ENTER PIN

Note: for CHQ & SAV customer enters pin for CRD (Credit) go to step 7 below.

7) **No pin required for CRD (credit), press “enter”**

- Screen reads PROCESSING NOW
- If transaction is approved, receipt will print
- Customer signs receipt

Screen display:

SIGNATURE OK?
PRESS YES/NO

Note: transaction automatically accepts after 4 seconds.

8) **Press the right button “Yes” (if you press “no” the transaction will decline)**

Screen display:

PRINT RECEIPT
FOR CUSTOMER?
PRESS ENTER/CLEAR

9) **Press “enter” to print customer copy or “clear” to return to swipe card screen**