DECLINED / ID IS FLAGGED - *Do not accept check. The ID is associated with a checking account that has a problem. Refer check writer to the phone number at the bottom of the receipt.*

ERROR IN MICR - *Check reader can't read check. Ask for another form of payment or keep check for deposit.*

ERROR IN ID - *There was a format error in the ID. Re-enter the DL number.*

NO ACH - *The bank is not signed up for ACH (usually small banks or credit unions), or the check writer has a block against ACH debits. The terminal will also give this response if the check reader did not pick up the full ABA number or the transaction was manually entered.*

BANK STOP - *The bank has stopped or closed the account.*

STLN/FRGD - *Someone has reported that checks drawn on this account have been stolen or forged.*

MANAGER NEEDED RESPONSES

You have the option to override any of these responses and process the check, however it will not be guaranteed. (A Re-presented check is the only exception)

RE-PRESENTED CHECK - *The check number has been processed once already. It can be overridden if it was not a successful transaction the first time.*

CHECK TOO LARGE - *The face amount of the check exceeds the merchant's guaranteed limit.*

YOUNG ACCOUNT - *Unrecognized check writer.*

WIN/LOC DAY/LOC - *Exceeds guarantee limit*

MERCHANT INFORMATION

_____

MERCHANT NAME

_____

MERCHANT ID#

_____

SALES REPRESENTATIVE

_____

SALES REPRESENTATIVE'S PHONE #

_____

CREDIT CARD PROCESSOR

_____

CREDIT CARD PROCESSOR'S PHONE #

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CHECK CONVERSION

USER ACTION	TERMINAL RESPONSE
Press **1**	INSERT CHECK
Insert **CHECK** into reader	READING... AMOUNT OF CHECK?
Key in check **AMOUNT**, press **ENTER**	SELECT DL STATE
Press **1** *If the DL is out of state, press **BACKSPACE** key and key in DL State Code from the State Code Table.*	KEY OR SWIPE DL
Key in **DL NUMBER**, press **ENTER** *If the DL Number contains a letter, key in the corresponding number. Press the ALPHA key until the desired letter appears.*	DIALING... CONNECTED... RECEIVING... **AUTH #: XXX-XXX** (Receipt will print)

If you get a *Manager Needed* response, refer to the section that explains the response. If you wish to override the transaction, follow the instructions under *Overriding a Check Conversion*.

OVERRIDING A CHECK CONVERSION

USER ACTION	TERMINAL RESPONSE
Transaction entered...	MANAGER NEEDED (Response will display)
Press **2**	Terminal returns to Scrolling Options Menu
Press **2**	DIALING... CONNECTED... RECEIVING... **AUTH#: XXX-XXX** (Receipt will print)

VOIDING A TRANSACTION

USER ACTION	TERMINAL RESPONSE
Press **5**	ENTER PASSWORD
74837 (RIVER)	INSERT CHECK
Insert **CHECK** into reader	AMOUNT OF CHECK?
Key in check **AMOUNT**, press **ENTER**	**VOID ACCEPTED** (Receipt will print)

Voids will not be accepted if the information entered does not match a transaction. It will display: **TRANS NOT FOUND.**

CHECK VERIFICATION

USER ACTION	TERMINAL RESPONSE
Press **4**	INSERT CHECK
Insert **CHECK** into reader	READING... AMOUNT OF CHECK?
Key in check **AMOUNT**, press **ENTER**	SELECT DL STATE
Press **1** *If the DL is out of state, press **BACKSPACE** key and key in DL State Code from the State Code Table.*	KEY OR SWIPE DL
Key in **DL NUMBER**, press **ENTER** *If the DL Number contains a letter, key in the corresponding number. Press the ALPHA key until the desired letter appears.*	DIALING... CONNECTED... RECEIVING... **AUTH #: XXX-XXX** (Receipt will not print, keep check for deposit)

MANUAL VERIFICATION FOR MOTO

USER ACTION	TERMINAL RESPONSE
Press **4**	INSERT CHECK
Press **BACKSPACE** key	KEY IN MICR
Key in the **Routing #** & **Account #**, press **ENTER**	KEY IN CHECK NUMBER
Key in the **Check #**, press **ENTER**	AMOUNT OF CHECK?
Key in check **AMOUNT**, press **ENTER**	SELECT DL STATE
Press **1** *If the DL is out of state, press **BACKSPACE** key and key in DL State Code from the State Code Table.*	KEY OR SWIPE DL
Key in **DL NUMBER**, press **ENTER** *If the DL Number contains a letter, key in the corresponding number. Press the ALPHA key until the desired letter appears.*	DIALING... CONNECTED... RECEIVING... **AUTH #: XXX-XXX** (Receipt will not print)

MOTO conversions cannot be voided or overridden. Contact E-Chex for assistance.

SET TIME & DATE

1. Disconnect power from the back of the terminal.	2. Insert a check as far forward and to the right as it will go.
3. Reapply power to the terminal. Terminal lights up and displays **REMOVE CHECK.**	4. **DO NOT REMOVE** the check. Press the **CLEAR** key. Check will feed through the terminal & display **UNIT CONFIG MODE**
5. Press the **FUNC** key	6. Press **2** key
7. Follow prompts to set date & time (military).	8. Disconnect and reconnect power. Terminal will re-start with the updated date & time.

BATCHING OUT

USER ACTION	TERMINAL RESPONSE
Press **7** key	WANT DETAIL? 1=YES 2=NO
Press **1** key	PRINTING BATCH
Keep Batch Report for your records.	SEND DEPOSIT? 1=YES 2=NO
Press **1** key	Terminal returns to Scrolling Options Menu

PRINTING RECEIPT COPIES

USER ACTION	TERMINAL RESPONSE
Press **6** key	Reprints a copy of the last receipt

STATE CODE TABLE

01 - Alabama	22 - Louisiana	40 - Oklahoma
02 - Alaska	23 - Maine	41 - Oregan
04 - Arizona	24 - Maryland	42 - Pennsylvania
05 - Arkansas	25 - Massachusetts	44 - Rhode Island
06 - California	26 - Michigan	14 - Puerto Rico
08 - Colorado	27 - Minnesota	45 - S. Carolina
09 - Connecticut	28 - Mississippi	46 - S. Dakota
10 - Delaware	29 - Missouri	47 - Tennessee
11 - D.C.	30 - Montana	48 - Texas
12 - Florida	31 - Nebraska	49 - Utah
13 - Georgia	32 - Nevada	50 - Vermont
15 - Hawaii	33 - N. Hampshire	51 - Virginia
16 - Idaho	34 - New Jersey	53 - Washington
17 - Illinois	35 - New Mexico	54 - West Virginia
18 - Indiana	36 - New York	55 - Wisconsin
19 - Iowa	37 - N. Carolina	56 - Wyoming
20 - Kansas	38 - N. Dakota	
21 - Kentucky	39 - Ohio	