



Clerk's PIN Select Terminal Transactions Quick Reference

For assistance, call the Help Desk

1.800.831.5235

**Enter your location ID _____
on the telephone keypad.**

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VeriFone V[®]510/570
OMNI 3730/3750

Clerk Transactions

This Quick Reference outlines the steps to perform clerk transactions using eFunds software and VeriFone® Omni™ V^x570, V^x510/3730(LE), or 3750 equipment. It assumes you are already familiar with the procedures. Refer to the **PIN Select Terminal Manual** for more detailed instructions on these clerk transactions.

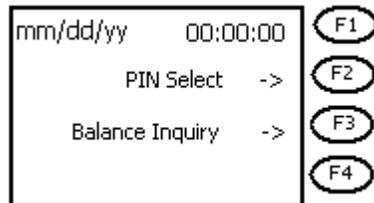
Important: You must sign on to the terminal to perform a transaction.

Sign On

If the terminal displays **CLOSED**, you must sign on to the terminal as follows:

1. To start the sign on procedure, press **[SIGN on/off]**.
2. Key in your 3-digit ID number; press **[FUNC/ENTER]**.
3. Key in your 4-digit password; press **[FUNC/ENTER]**.

You are signed on when the terminal displays the PIN Select and Balance Inquiry options.



Sign Off

You must sign off the terminal if you leave the terminal for any reason. The sign off procedure closes the terminal and prevents any unauthorized person from performing transactions.

1. To start the sign off procedure, press **[SIGN on/off]**.
2. To complete the process, press **[F2]**
OR
To cancel, press **[CLEAR]**.

Note: You are signed off the terminal when **CLOSED** displays on the screen.

PIN Select

To allow a client to select a PIN:

1. To activate the PIN Select option in the main menu, press **[F2]**.
2. Slide the card through the card reader slot.
3. Ask the client enter the PIN he or she chose for his or her card using the PINpad; press **[ENTER]** on the PINpad.
4. Have the client re-enter his or her PIN for verification; press **[ENTER]** on the PINpad.

Note: A receipt prints to indicate whether the selected PIN is approved or denied. If a PIN Select is not successfully completed, the transaction is denied with a printed message on the receipt to indicate the reason.

Balance Inquiry

Perform this transaction after a PIN is selected to verify the card and PIN are working properly:

1. To activate the Balance Inquiry option in the main menu, press **[F3]**.
2. Slide the card through the card reader slot.
3. Ask the client to enter his or her PIN using the PINpad; press **[ENTER]** on the PINpad.

Note: The terminal does not display the client's balance.

4. Give the receipt to the client.

If the transaction is approved, a message displays on the screen, and a receipt prints indicating approval.

If the transaction is declined, a message displays on the screen, and a receipt prints with the reason for the denial.

Note: If funds are not available at the time of the Balance Inquiry, the code **S-NO FUNDS AVAILABLE** prints on the receipt.

Reprint Receipt

This transaction is performed when a receipt is damaged or does not print at the terminal. To reprint a receipt for the last transaction performed at the same terminal:

1. To start the reprint receipt process, press **[REPRINT]**.
2. To confirm the process, press **[F2]**
OR
To cancel, press **[CLEAR]**.

Note: **DUPLICATE RECEIPT** prints at the top of the receipt.