PAYMENT TERMINAL USER GUIDE

ICT220

Payment terminals department: +370 52556086
(on business days 9:00-20:00, other days 10:00-17:00)

Customer support: +370 52556085
**(24/7 support available in languages: English, Russian, Estonian)**

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CONTENTS

1. PREPARATION OF A NEW PAYMENT TERMINAL FOR OPERATION

- Take the terminal and the pinpad out of the packaging.
- **Your new payment terminal is already prepared for operation. There is no need to change any data in the terminal or upload any new software.**

- Where LAN connection is used, connect the computer network cable to ETHERNET slot.
- Connect the power source connector to the terminal. Connect the power source jack to the electricity network.
- Close the cover for terminal connection slots.

All connection slots of terminal are closed with the cover

Power

Ethernet

Pinpad
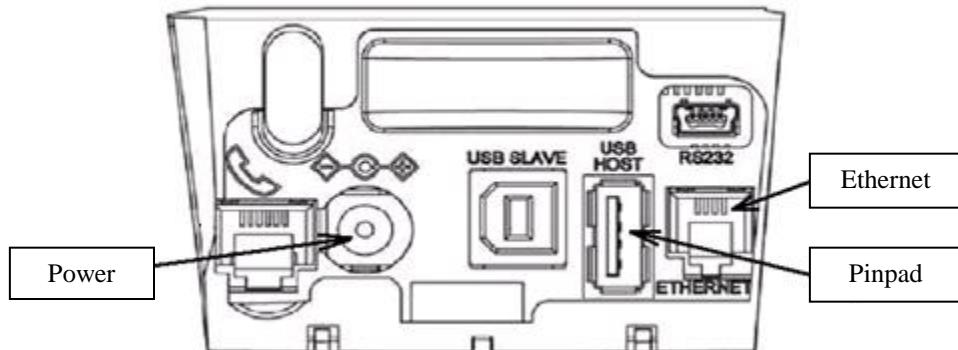
Cover removal
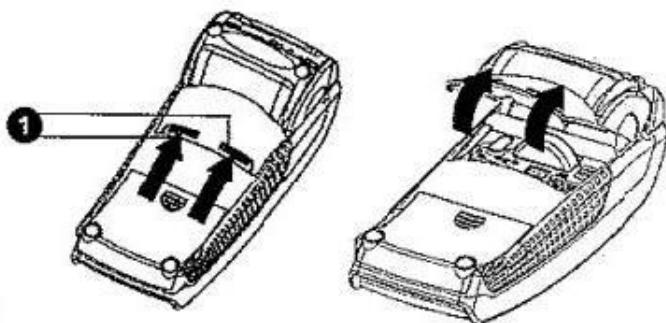
Press on the buttons on the sides of the cover (see, figure 1) and pull the cover upwards.

Restart

To perform restart simultaneously press on the YELLOW and POINT buttons.

2. SALES TRANSACTION WITH A CHIP CARD
2.1 SALES TRANSACTION

ACTION	PINPAD	TERMINAL
The terminal is in the standby mode.	Sveiki	Sveiki
Enter the sum of the transaction as a final sum. For instance, 319 (3.19 EUR) Then press the **green** key (ENTER).	Prašome palaukti	Suma (EUR) 3,19
Ask the customer to insert the chip card in the reader of PIN PAD	Pateikite kortelę 3,19 EUR 	**Kortelės operac** 3,19 Pateikite kortelę
Where the pinpad prompts to select the language, the card owner shall use **F2** and **F3** keys to select the suitable language and then press the **green** key (ENTER) to confirm.	Pasirinkite kalbą English Estonian Russian Latvian	Prašome palaukti
Where the card has several functions, they will be shown on the pinpad's screen. The card owner shall use **F2** and **F3** keys to select the suitable function and then press the **green** key (ENTER) to confirm. **Where the card has only one function, no choice is presented on the screen.**	Pasirinkite AID VISA CREDIT VISA DEBIT	Prašome palaukti
Where the terminal asks for the PIN code the customer shall enter the PIN code using the PINPAD keys. • Where the code was entered incorrectly, the yellow button may be used to delete the numbers and the PIN code then may be entered once again. • Where the terminal does not ask for the PIN code, no respective message appears on the screen.	Įveskite PIN 3,19 EUR -	Prašome palaukti PIN-i įvedama…

The terminal shall perform automatic control and the following information will appear on the screen:

Where the PIN code was entered correctly, the terminal connects to the control center and performs automatic control.	PIN teisingas Prisijungimas... Prašome palaukti	PIN teisingas Prisijungimas... Prašome palaukti
The terminal receives response from the control center.		Lauk. astak… Prašome palaukti
Remove the card from the reader.	Operacija atlikta Išimkite kortelę	Operacija atlikta Išimkite kortelę
At the end of the transaction the terminal asks confirmation for printing of the receipt. When the red button is pressed the buyer's receipt is not printed.		Paimkite kvitą is nusp. klavišą

Seller's receipt   Buyer's receipt

```
          Terminalas

PREKINIS PAVADINIMAS
ADRESAS
Reg 12345673 Biuras 101
Terminalo ID HPC11111
         Mok. Kortelė
VISA
AID: A0000000012345
PAN: ************0017
CID: 40 TC:95D248A23412E422
TVR: 0000000000 TSI:0000 CVMR:000000
         OPERACIJA
Kvitas:123456
Laikas:12.09.2013 13:28:04
Autoriz. nr.:  123223  T1


SUMA:              3.19 EUR


         APMOKĖTA
    PIN ĮVESTAS TEISINGAI
...................................................
Asm.tap.kort.( ) Vair.teisės ( ) Pasas(
 ) kt. Nr:
```

```
          Sveiki!

         Terminalas

PREKINIS PAVADINIMAS
ADRESAS
Reg 12345673 Biuras 101
Terminalo ID HPC11111

        Mok. Kortelė
VISA
AID: A0000000012345
PAN: ************0017
CID: 40 TC:95D248A23412E422
TVR: 0000000000 TSI:0000 CVMR:000000
         OPERACIJA
Kvitas:123456
Laikas:12.09.2013 13:28:04
Autoriz. nr.:  123223  T1


SUMA:              3.19 EUR


         APMOKĖTA
    PIN ĮVESTAS TEISINGAI
  Išsaugokite kvito kopiją saskaitos
         išrašo patikrinimui
         Viso gero!
```

Notes:

THE FIRST RECEIPT IS FOR THE SELLER AND THE SECOND ONE IS FOR THE BUYER
- The transaction can be interrupted by pressing the RED button.
- In case of an error in entering the sum, corrections can be made using the YELLOW button.
- After the terminal controls the PIN code the text "PIN ĮVESTAS TEISINGAI" is printed on the receipt.
- Where the receipt has no place for signature and the document number, the seller shall not ask for a signature and the document number of the card owner.

Where for some reason authorization of the payment terminal fails, the error message is printed out along with the error code and explanation.

2.2 VERBAL AUTHORIZATION

Where for any reason authorization of the transaction fails (the terminal is unable to establish connection with the bank or receive the respective answer from the bank) the terminal may ask the seller "**Skamb. į banką**?"

If the seller selects "Taip" (presses the **green** button) the terminal prints out the necessary transaction details that should be provided to the customer service by calling Nets Estonia AS at +370 52556085	**Referral** Skamb. į banką? Ne Taip
The customer service employee registers the transaction manually and responds with the authorization code that is to be entered into the terminal.	**Autor. kodas** 1234123412341234 - Galioja:1114 (mmMM)

At the end of the transaction the terminal asks for confirmation for printing of the second receipt. When the red button is pressed the buyer's receipt is not printed.	Paimkite kvitą is nusp. klavišą

The transaction is complete.

Notes:
- The transaction can be interrupted by pressing the RED button.
- In case of an error in entering the sum and the card number, corrections can be made using the YELLOW button.
- In order to enter letters, press and hold the respective key until the required letter appears.

Example: Where it is necessary to type 00001N, simply type 00001 and then hold number 6 until the letter N appears on the screen.

2.3 REVERSAL

In order to reverse the transaction, do the following:

ACTION	PINPAD	TERMINAL
The terminal is in the standby mode. Press **F1** key	Sveiki	Sveiki
From the menu select "Reversal" (to navigate through the menu use ▼ ▲ keys or **F2** and **F3** keys) and then press the **green** key (ENTER) to confirm.	Prašome palaukti	**Operacijos** 1-Siųsti 2-Anuliuoti 3-Kortelės operac 4-Rankin įvedimas ⇩
Enter the number of the receipt that you wish to reverse and then press the **green** key (ENTER). Where the receipt number is not entered, the terminal shall reverse the last transaction.	Prašome palaukti	**Anuliavimas** Kvito Nr. Nr: -
The terminal shall request confirmation for the reversal. To continue press <Taip> or the **green** key (ENTER). To cancel press <Ne> or the **red** key (CANCEL)	Prašome palaukti	**Anuliuoti?** PAN:***********0001 Suma: 3.19 EUR Oper. Nr. 00001N Ne Taip
The chip card must be inserted in the PINPAD reader.	Pateikite kortelę -3,19 EUR)))	Anuliavimas -3,19 EUR Pateikite kortelę
Remove the card from the reader.	Kortelė tinka Išimkite kortelę	Kortelė tinka Išimkite kortelę

The terminal shall commence automatic control and the following information will be displayed:

The terminal dials the control center's number and performs the automatic control.	Prisijungimas... Prašome palaukti
The terminal receives an answer from the control center.	Lauk. astak... Prašome palaukti
At the end of the transaction the terminal asks for confirmation for printing of the second receipt. When the red button is pressed the buyer's receipt is not printed	Paimkite kvitą is nusp. klavišą

The transaction is complete.

Seller's receipt

```
         Terminalas

PREKINIS PAVADINIMAS
ADRESAS
Reg 12345673 Biuras 101
Terminalo ID HPC11111
          Mok. Kortelė
VISA
AID: A0000000012345
PAN: ************0017
CID: 40 TC:95D248A23412E422
TVR: 0000000000 TSI:0000 CVMR:000000

          PATAISYMAS
Kvitas:123456
Laikas:12.09.2013 13:28:04
Autoriz. nr.:  123223  T1

SUMA:             -3.19 EUR
```

Buyer's receipt

```
          Sveiki!
         Terminalas

PREKINIS PAVADINIMAS
ADRESAS
Reg 12345673 Biuras 101
Terminalo ID HPC11111
          Mok. Kortelė
VISA
AID: A0000000012345
PAN: ************0017
CID: 40 TC:95D248A23412E422
TVR: 0000000000 TSI:0000 CVMR:000000
          PATAISYMAS
Kvitas:123456
Laikas:12.09.2013 13:28:04
Autoriz. nr.:  123223  T1

SUMA:             -3.19 EUR

 Išsaugokite kvito kopiją saskaitos
         išrašo patikrinimui
          Viso gero!
```

Notes:
- Only transactions in the terminal's memory can be reversed.
- Where the transaction has already been reversed or is not in the terminal's memory (e.g. already sent to the bank along with the transactions for the previous day), the terminal shall display the notification: **Nerasta, operacija … Nusp. Klavišą**

3. SALES TRANSACTION WITH A CONTACTLESS CARD
3.1 SALES TRANSACTION

ACTION	PINPAD	TERMINAL
The terminal is in the standby mode.	Sveiki	Sveiki
Enter the sum of the transaction as a final sum. For instance, 319 (3.19 EUR) Then press the **green** key (ENTER).	Prašome palaukti	**Suma (EUR)** Įveskite sumą... 3,19
• **In case of a contactless card transaction the card shall be touched against the pinpad's screen**	Pateikite kortelę 3,19 EUR	**Kortelės operac** 3,19 EUR Pateikite kortelę

The terminal shall perform automatic control and the following information will appear on the screen

The terminal connects to the control center and performs automatic control.	Prisijungimas... Prašome palaukti	Prisijungimas... Prašome palaukti
The terminal receives response from the control center.		Lauk. astak… Prašome palaukti
The terminal receives the transaction confirmation from the control center.	Operacija atlikta Prašome palaukti	Operacija atlikta
At the end of the transaction the terminal asks for confirmation for printing of the second receipt. When the red button is pressed the buyer's receipt is not printed.		Paimkite kvitą is nusp. klavišą

The transaction is complete.

Notes:

Terminal can ask to use the card's chip. (For instance, where the sum exceeds the contactless transaction's limit).	<u>Informacija</u> Įstatykitę kortelę į kortelių skaitytuvą	<u>Informacija</u> Įstatykitę kortelę į kortelių skaitytuvą
Insert the chip card in the reader and perform the payment just as you would in case of an ordinary chip card transaction.	<u>Kortelės operac</u> 11.00 EUR Pateikite kortelę	<u>Kortelės operac</u> 11.00 EUR Pateikite kortelę

Seller's receipt   Buyer's receipt

```
          Terminalas                              Sveiki!

                                                 Terminalas
PREKINIS PAVADINIMAS
ADRESAS
Reg 12345673 Biuras 101               PREKINIS PAVADINIMAS
Terminalo ID HPC11111                 ADRESAS
         Mok. Kortelė                 Reg 12345673 Biuras 101
     'Mastercard' Contactless         Terminalo ID HPC11111
MasterCard
AID: A0000000012345                            Mok. Kortelė
PAN: ************0017                      'Mastercard' Contactless
CID: 40 TC:95D248A23412E422           MasterCard
TVR: 0000000000 TSI:0000 CVMR:000000  AID: A0000000012345
                                      PAN: ************0017
        OPERACIJA                     CID: 40 TC:95D248A23412E422
Kvitas:123456                         TVR: 0000000000 TSI:0000 CVMR:000000
Laikas:12.09.2013 13:28:04
Autoriz. nr.:  123223  T1                     OPERACIJA
                                      Kvitas:123456
SUMA:              3.19 EUR           Laikas:12.09.2013 13:28:04
                                      Autoriz. nr.:  123223  T1
        APMOKĖTA
                                      SUMA:              3.19 EUR

                                              APMOKĖTA
                                      Išsaugokite kvito kopiją saskaitos išrašo
                                                   patikrinimui
                                                   Viso gero!
```

Notes:

<u>THE FIRST RECEIPT IS FOR THE SELLER AND THE SECOND ONE IS FOR THE BUYER</u>

- The transaction can be interrupted by pressing the RED button.
- In case of an error in entering the sum, corrections can be made using the YELLOW button.
- Where the receipt has no place for signature and the document number, the seller shall not ask for a signature and the document number of the card owner.

ACTION	PINPAD	TERMINAL
Where the terminal prints a place for signature on the receipt, the seller shall ask for a signature and the document number of the card owner. After that the terminal asks to **control correctness of the signature** (its correspondence to the signature on the document).	Prašome pasirašyti kvitą	Reikal. parašas Paimkite kvitą ir nusp. klavišą
If the signature is correct, press **TAIP**. It completes the transaction. If the signature is incorrect, press **NE**. Terminal cancels the transaction and prints out an error notification.	Prašome pasirašyti kvitą	Parašas teisingas? **Ne** **Taip**

Where for some reason authorization of the payment terminal fails, the error message is printed out along with the error code and explanation.

```
          KLAIDOS PRANEŠ.
              Terminalas
 PREKINIS PAVADINIMAS
 ADRESAS
 Reg: 12345673 Biuras: 101
 Terminalo ID IWL11111
            Mok. Kortelė
      'Mastercard' Contactless
 MasterCard
 AL: MASTERCARD
 AID: A0000000012345
 PAN: ************0017
 CID: 40 TC:95D248A23412E422
             Operacija
 Kvitas:123456
 Laikas:12.09.2013 13:28:04
 Bankas: 110 – Neteisinga suma
 Grąžinti kort.!
         OPERACIJA NEPAVYKO
```
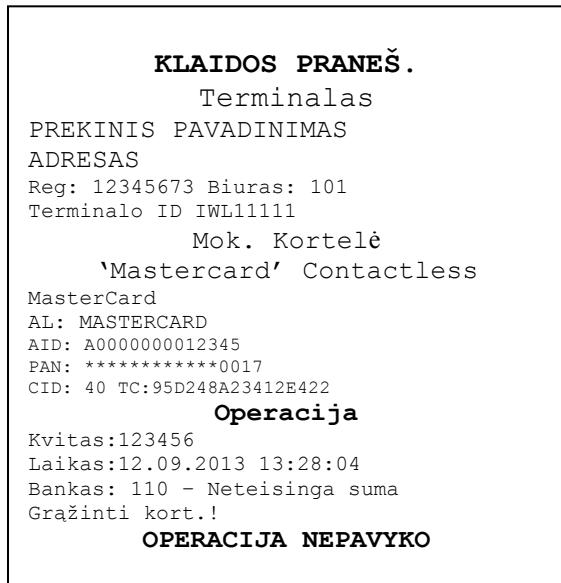
3.2 VERBAL AUTHORIZATION

Verbal authorization is performed exactly as described for chip cards, see section 2.2.

3.3 REVERSAL

In order to reverse the transaction, do the following:

ACTION	PINPAD	TERMINAL
The terminal is in the standby mode. Press **F1** key	Sveiki	Sveiki
From the menu select „ Anuliuoti" (to navigate through the menu use ▼ ▲ keys or **F2** and **F3** keys) and then press the **green** key (ENTER) to confirm.	Prašome palaukti	**Operacijos** 1-Siųsti 2-Anuliuoti 3-Kortelės operac 4-Rankin įvedimas ⇩
Enter the number of the receipt that you wish to reverse and then press the **green** key (ENTER). Where the receipt number is not entered, the terminal shall reverse the last transaction.	Prašome palaukti	**Anuliavimas** Kvito Nr. Nr: -
The terminal shall request confirmation for the reversal. To continue press <Taip>or the **green** key (ENTER). To cancel press <Ne> or the **red** key (CANCEL).	Prašome palaukti	**Anuliuoti?** PAN:************0001 Suma: 3.19 EUR Oper. Nr. 00001N Ne Taip

In case of contactless transaction, the terminal does not require the card for reversal!

The terminal shall commence automatic control and the following information will be displayed:

The terminal dials the control center's number and performs the automatic control.		Prisijungimas... Prašome palaukti
The terminal receives an answer from the control center.		Lauk. astak… Prašome palaukti
At the end of the transaction the terminal asks for confirmation for printing of the second receipt. When the red button is pressed the buyer's receipt is not printed.	Lauk. astak… Prašome palaukti	Paimkite kvitą is nusp. klavišą

The transaction is complete.

Notes:
- Only transactions in the terminal's memory can be reversed.
- Where the transaction has already been reversed or is not in the terminal's memory (e.g. already sent to the bank along with the transactions for the previous day), the terminal shall display the notification: **Nerasta, operacija … Nusp. klavišą**

Seller's receipt

```
          Terminalas

PREKINIS PAVADINIMAS
ADRESAS
Reg 12345673 Biuras 101
Terminalo ID HPC11111
          Mok. Kortelė
     'Mastercard' Contactless
MasterCard
AL: MASTERCARD
AID: A0000000012345
PAN: ************0017
CID: 40 TC:95D248A23412E422
TVR: 0000000000 TSI:0000 CVMR:000000
          PATAISYMAS
Kvitas:123456
Laikas:12.09.2013 13:28:04
Autoriz. nr.:  123223  T1

SUMA:              -3.19 EUR
```

Buyer's receipt

```
          Sveiki!
          Terminalas

PREKINIS PAVADINIMAS
ADRESAS
Reg 12345673 Biuras 101
Terminalo ID HPC11111
          Mok. Kortelė
     'Mastercard' Contactless
MasterCard
AL: MASTERCARD
AID: A0000000012345
PAN: ************0017
CID: 40 TC:95D248A23412E422
TVR: 0000000000 TSI:0000 CVMR:000000
          PATAISYMAS
Kvitas:123456
Laikas:12.09.2013 13:28:04
Autoriz. nr.:  123223  T1

SUMA:              -3.19 EUR

 Išsaugokite kvito kopiją saskaitos išrašo
              patikrinimui
          Viso gero!
```

4. SALES TRANSACTION WITH A MAGSTRIPE CARD
4.1 SALES TRANSACTION

ACTION	SCREEN
The terminal is in the standby mode. Enter the sum of the transaction as a final sum, for instance 319 (3.19 EUR) and then press the **green** key (ENTER) to confirm. In order to correct the sum, press the **yellow** key. To cancel the transaction, press the red key.	Sveiki
Swipe the customer's card through the reader.	**Pateikite kortelę** 3,19 EUR
	Prašome palaukti
Enter the last four digits of the card's number. Press the **green** key (ENTER) to confirm. The terminal controls, whether the entered numbers correspond to the information on the magstripe.	Keturi paskut. skaitm **-**

The terminal shall perform automatic control and the following information will appear on the screen:

The terminal dials the control center's number	Prisijungimas… Prašome palaukti
The terminal has established connection with the control center and performs the automatic control.	Lauk. astak... Prašome palaukti
The terminal receives an answer from the control center. The answer's code is shown on the screen.	Operacija atlikta
At the end of the transaction the terminal asks for confirmation for printing of the second receipt. When the red button is pressed the buyer's receipt is not printed.	Paimkite kvitą is nusp. klavišą

The transaction is complete.

Seller's receipt   Buyer's receipt

```
          Terminalas                                    Sveiki!

PREKINIS PAVADINIMAS                                   Terminalas
ADRESAS
Reg 12345673 Biuras 101                      PREKINIS PAVADINIMAS
Terminalo ID HPC11111                        ADRESAS
        Mok. Kortelė          Card name      Reg 12345673 Biuras 101
VISA                          Card number    Terminalo ID HPC11111
PAN: ************0017                                 Mok. Kortelė
        OPERACIJA                            VISA
Kvitas 123456                                PAN: ************0017
Laikas 12.09.2013 13:28:04                           OPERACIJA
Autoriz. nr.:  123223  T1                    Kvitas 123456
                                             Laikas 12.09.2013 13:28:04
SUMA:            3.19 EUR                     Autoriz. nr.:  123223  T1

                                             SUMA:            3.19 EUR
         APMOKĖTA
          Parašas                                     APMOKĖTA
                              Number of the  Išsaugokite kvito kopiją saskaitos
                              personal ID           išrašo patikrinimui
                              document, where      Viso gero!
                              the sum
...................................  exceeds the control limit set
Asm.tap.kort.( ) Vair.teisės ( )  for payment cards (filled in
Pasas( ) kt. Nr:              manually).
```

Where for some reason authorization of the payment terminal fails, the error message is printed out along with the error code and explanation.

```
      KLAIDOS PRANEŠ.
         Terminalas
PREKINIS PAVADINIMAS
ADRESAS
Reg 12345673 Biuras 101
Terminalo ID HPC11111
        Mok. Kortelė
VISA
AID: A0000000012345
PAN: ************0017
CID: 40 TC:95D248A23412E422
TVR: 0000000000 TSI:0000 CVMR:000000
        OPERACIJA
Kvitas 123456
Laikas 12.09.2013 13:28:04
Bankas: 110 - Neteisinga suma
Grąžinti kort.!

     OPERACIJA NEPAVYKO
```

4.2 VERBAL AUTHORIZATION

Verbal authorization is performed exactly as described for chip cards, see section 2.2.

4.3 REVERSAL IN CASE OF MAGSTRIPE CARDS

In order to reverse the transaction, do the following:

ACTION	SCREEN
The terminal is in the standby mode. Press **F1** key	Sveiki
From the menu select "Anuliuoti" (to navigate through the menu use ▼ ▲ keys or **F2** and **F3** keys) and then press the **green** key (ENTER) to confirm.	**Operacijos** 1-Siųsti 2-Anuliuoti 3-Kortelės operac 4-Rankin įvedimas
Enter the number of the receipt that you wish to reverse and then press the **green** key (ENTER). Where the receipt number is not entered, the terminal shall reverse the last transaction.	**Anuliavimas** Kvito Nr. Nr: -
The terminal shall request confirmation for the reversal. To continue press <Taip> or the **green** key (ENTER). To cancel press <Ne> or the **red** key (CANCEL).	**Anuliuoti?** PAN:************0001 Suma: 3,19 EUR Oper. nr. - Ne Taip
Swipe the customer's card through the reader.	**Pateikite kortelę** -3.19 EUR
The terminal shall request confirmation of the card's authenticity. To continue press < Taip > or the **green** key (ENTER). To cancel press < Ne > or the **red** key (CANCEL).	Keturi paskut. skaitm Yra 0001 keturi Paskutinis skaitmuo Ne Taip
The terminal confirms authenticity of the card.	Kortelė tinka

The terminal shall commence automatic control and the following information will be displayed:

The terminal dials the control center's number and performs the automatic control.	Prisijungimas... Prašome palaukti
The terminal receives an answer from the control center.	Lauk. astak...
At the end of the transaction the terminal asks for confirmation for printing of the second receipt. When the red button is pressed the buyer's receipt is not printed.	Paimkite kvitą is nusp. klavišą

The reversal is complete.

Seller's receipt   Buyer's receipt

```
        Terminalas


PREKINIS PAVADINIMAS
ADRESAS
Reg 12345673 Biuras 101
Terminalo ID HPC11111
        Mok. Kortelė
VISA
AID: A0000000012345
PAN: ************0017
CID: 40 TC:95D248A23412E422
TVR: 0000000000 TSI:0000
CVMR:000000
        PATAISYMAS
Kvitas 123456
Laikas 12.09.2013 13:28:04
Autoriz. nr.:  123223  T1


SUMA:            -3.19 EUR
```

```
        Sveiki!

        Terminalas


PREKINIS PAVADINIMAS
ADRESAS
Reg 12345673 Biuras 101
Terminalo ID HPC11111
        Mok. Kortelė
VISA
AID: A0000000012345
PAN: ************0017
CID: 40 TC:95D248A23412E422
TVR: 0000000000 TSI:0000 CVMR:000000

        PATAISYMAS
Kvitas 123456
Laikas 12.09.2013 13:28:04
Autoriz. nr.:  123223  T1

SUMA:            -3.19
EUR

Išsaugokite kvito kopiją saskaitos
       išrašo patikrinimui
       Viso gero!
```

Notes:
- Only transactions in the terminal's memory can be reversed.
- Where the transaction has already been reversed or is not in the terminal's memory (e.g. already sent to the bank along with the transactions for the previous day), the terminal shall display the notification: **Nerasta, operacija … Nusp. klavišą**

5. REPEATED PRINTOUT

Where necessary the terminal can print a copy of the receipt.

ACTION	SCREEN
The terminal is in the standby mode. Press **F1** key	Sveiki
From the menu select "Kvito kopija" (to navigate through the menu use ▼ ▲ keys or **F2** and **F3** keys) and then press the **green** key (ENTER) to confirm.	**Operacijos** 1-Siųsti 2-Anuliuoti 3-Kortelės operac 4-Rankin įvedimas 5-Kvito kopija ⇩
Enter the number of receipt that you wish to reverse and then press the **green** key (ENTER). Where the receipt number is not entered, the terminal shall print out the last receipt. Where no receipt is found "**Nerasta, operacija … Nusp. klavišą**" message is displayed.	Kvito kopija Kvito Nr. Nr: -
Tear off the receipt and press any key.	Paimkite kvitą is nusp. klavišą

Note:
- Repeated printout is only possible with regard to transactions performed on the same day.

6. REPORTS

ACTION	SCREEN
The terminal is in the standby mode. Press **F1** key	Sveiki
From the menu select "Info" (to navigate through the menu use ▼ ▲ keys or **F2** and **F3** keys) and then press the **green** key (ENTER) to confirm.	**Operacijos** 1-Siųsti 2-Anuliuoti 3-Kortelės operac 4-Rankin įvedimas ⇩ 5-Kvito kopija 6-Info
Select **Dienos uždarymas** if you wish to receive a copy of the previous sending report Select **Esamos operac** if you wish to receive today's report, <u>without sending transactions</u>. Select **Peržiūrėti oper** if you wish to receive more information on a specific receipt.	**Info** 1-Dienos uždarymas 2-Esamos operac 3-Peržiūrėti oper

7. CLOSING THE DAY
7.1 AUTOMATIC SENDING OF TRANSACTIONS

Daily transactions can be sent to the bank either automatically or manually. Automatic sending is performed at the time programmed in the terminal. While automatic sending is in process no transaction can be performed!

At the end of the communication session the terminal shall issue the report that demonstrates the number of transactions and the total sum.

```
           OPERAC. FAILAS
              Nr 1

Siuntimo laikas: 01.01.2011 1:00:00
PREKINIS PAVADINIMAS
ADRESAS
Term.: HPC11111 Reg.: 12345673 Biuras: 101
Valiuta: LTL (440)

Set            "VISA"
 Operacijos     1            3.19
 Atšaukta       1    ................-3.19
 Viso           2            0.00
 _____
 Operacijos     1            3.19
 Atšaukta       1           -3.19
 Viso           2            0.00

Received 1 pcs, 0.00 units
Operacijų išsiuntimas pavyko
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NB! IF THIS REPORT IS NOT PRINTED OUT, APPARENTLY THE TRANSACTIONS HAVE NOT REACHED THE BANK!

Automatic sending is not performed where
- No transactions were made after the last report has been sent
- Sending was not successful, since the terminal was not plugged into the power network or the communication line used by the terminal was not available.

Where automatic sending fails:
- <u>SEND TRANSACTIONS MANUALLY</u>

**NB! Where automatic sending fails, contact customer service of Nets Estonia.**

7.2 SENDING TRANSACTIONS MANUALLY

ACTION	SCREEN
The terminal is in the standby mode. Press **F1** key	Sveiki
From the menu select "Siųsti" and then press the **green** key (ENTER) to confirm.	**Operacijos** 1-Siųsti 2-Anuliuoti 3-Kortelės operac 4-Rankin įvedimas ⇩
If you wish to send transactions, press TAIP or press the **green** key (ENTER).	**Operacijos** Siųsti operac.? Ar esate tikri? Ne Taip
The terminal shall dial the control center's number.	Prisijungimas... Prašome palaukti
The terminal sends transactions	**Operacijos** Siųsti

At the end of the communication session the terminal shall issue the report that demonstrates the number of transactions and the total sum.

8. REPLACEMENT OF THE PAPER ROLL

If a red line appears on receipts, the paper roll shall be replaced. Use only special thermal paper for the terminal.
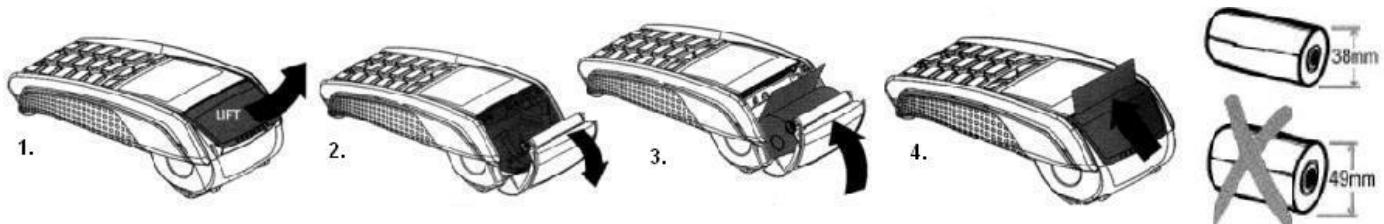
1.-2. Open the paper roll cover
3. Place a new roll in place
4. Close the cover, tear off any excess paper