



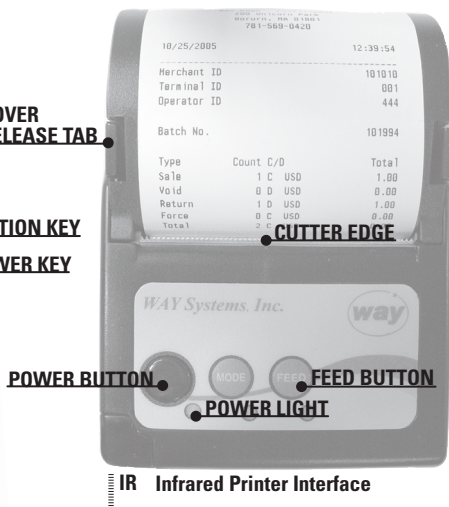
MTT 1581

QUICK REFERENCE GUIDE





Optional Way Printer



GENERAL INFORMATION

In line with new payment industry requirements, WAY Systems has enhanced the security procedures in the MTT1581. These new security precautions, which occur during the Power-Up sequence, help ensure that your data and the data of your customers is protected.

TO POWER THE MTT ON/OFF

Press the **Cancel/Power** until the WAY logo appears, then release. Do not press any other keys until the Terminal Verification Process completes.

Terminal Verification Process: After approximately 40 seconds, the message "Verifying Unit. Please Wait." will appear. After approximately 15-20 seconds, the message will change to "Verify Success". Once "Verify Success" is displayed, press the **Right Function Key** to proceed. You will return to the terminal's idle screen. To enter the **WAY2Pay** application, press the **Left Function key**.

MTT NAVIGATION

Press the **Up** and **Down Control Keys** to highlight the desired menu item. Press the **Left** or **Right Function keys** to select the corresponding function.

CANCEL AN OPERATION OR EXIT TO THE PREVIOUS SCREEN

Select the **Cancel** function or press the **Cancel/Power** key. (The exceptions are exiting from the **Transactions** and **Print menus**).

PRINTER SLEEP MODE

To conserve battery power, the printer powers down when idle for more than several minutes.

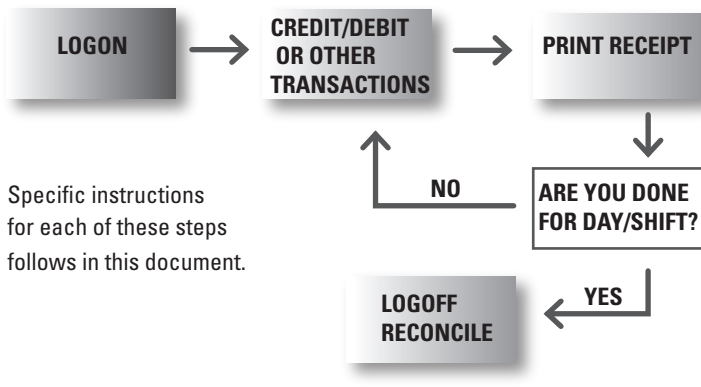
GPRS COVERAGE MAP

GPRS is a packet-switched technology used by the **WAY2Pay** system that enables high-speed wireless data communications. To see the **GPRS coverage map**, go to www.waysystems.com

TRANSACTION FLOW

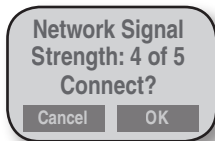
In order to use the MTT effectively, there is a series of steps that must be taken. The flow chart below illustrates these steps. First, the MTT must “logon” to establish communication. The MTT is then ready to run transactions until the end of the day or shift.

At the end of the day or shift, the MTT must “Logoff” in order to reconcile, upload any offline transactions and clear transactions from the MTT to get ready for the next day or shift.



STEP 1: LOGON

1. From the main phone menu, press the **Left Function Key** to select **WAY2Pay**. Press the **Left Function Key** again to select **OK**.
2. From the **WAY2Pay menu**, press the **Right Function Key** to select **Logon** and wait for initialization.
3. To connect to the **GPRS network**, press the **Right Function Key** select **OK**.



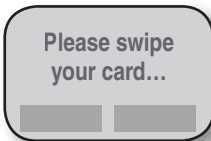
4. The **WAY2Pay menu** redisplay briefly. Do not select **Logon** again but wait a few seconds for verification of Logon. When Logon is completed, **Logged On** displays briefly then the **Transactions menu** appears.

STEP 2: TRANSACTIONS

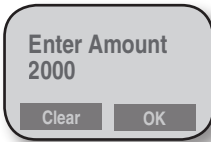
CREDIT SALE TRANSACTION

Note: This procedure assumes that **Tips, Tolls** and **Invoice number functions** are disabled. For more information on these functions, refer to the WAY Systems web site at www.waysystems.com.

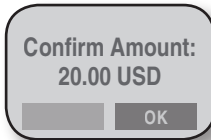
1. From the **Transactions menu**, press the **Right Function Key** to select **Sale**.
2. From the **Select Payment Type menu**, press the **Right Function Key** to select **Credit**. *(this step appears only if debit or cash sale is enabled)*
3. Swipe the customer's card.



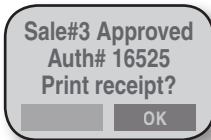
4. Enter amount in dollars and cents with no decimal point (example: for \$ 20.00, enter 2000).



5. To confirm the amount press the **Right Function Key** to select **OK**.



6. If the transaction was completed and approved by the payment processor, press the **Right Function Key** to select **OK** to print the **merchant copy** of the receipt. If printer unavailable or no receipt required, press the **Cancel/Power** key.



7. From the **Print Receipt menu**, select **Customer Copy** to print the customer copy of the receipt. If no customer receipt required, scroll down to **Main Menu** and choose **Select**.



DEBIT SETUP OPTIONS:

There are 2 setup options. From the **POS Setup** menu, scroll down to **App Settings** and choose **Select**. Scroll down to **App Settings(2)** and choose **Select**.

1. To enable/disable **Debit***:

The current setting is displayed. Choose Select to Enable or Disable this option. (This is a toggle option. It alternates between Enable and Disable).

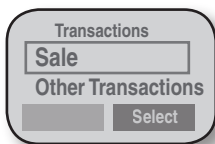
2. To enable/disable **Cash Back**:

The current setting is displayed. Choose Select to Enable or Disable this option. (This is a toggle option. It alternates between Enable and Disable).

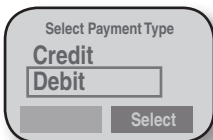
*In order for Debit to work, you must also be set up for debit acceptance with your processor and your MTT must be properly configured.

DEBIT SALE TRANSACTION

1. From the Transactions menu, press the **Right Function Key** to select **Sale**.



2. From the Transactions menu, scroll down to Debit and press the **Right Function Key** to select **Debit**.



3. Swipe the customer's card.
4. Enter the dollar amount in dollars and cents with no decimal point (example: for \$20.00, enter 2000).
5. To confirm the amount, press the **Right Function Key** to select **OK**.
6. Enter a Cash Back Amount in dollars and cents (with no decimal point) and press the **Right Function Key** or just press the **Right Function Key** to select no cash back. Confirm the Cash Back amount by pressing the **Right Function Key**. (This feature may not be enabled. If not, skip this step).
7. To confirm the new amount, press the **Right Function Key** to select **OK**.
8. Turn to the back of the MTT and hand it to the customer for PIN entry. After customer enters PIN, they must press the green ENT key to enter.



9. If the transaction was completed and approved by the transaction processor, press the **Right Function Key** to select OK to print the merchant copy of the receipt. (With PIN Debit, no signature is required so no signature line appears.)
10. From the print menu, select **Customer Copy** to print the customer copy of the receipt. If no customer receipt is required, scroll down to **Main Menu** and choose **Select**.

OTHER TRANSACTIONS:

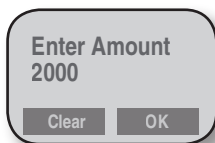
SETUP CASH RECEIPT

First you must **Enable Cash Receipts** through the MTT Setup menu.

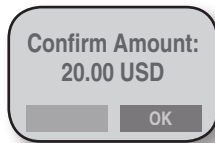
1. From the **WAY2Pay/Logon menu**, press the **Right Function Key** to select **Setup**.
2. From the **Setup menu**, select **POS Setup**.
3. Enter the **Admin password (default password is 1234)** and select **OK**.
4. Scroll down to **App Settings** and select.
5. Press the **Right Function Key** to select **App Settings(1)**.
6. Scroll down to **Enable Cash Receipts only** and select.
7. When **Complete** is displayed, press the **Right Function Key** to select **OK**.

CASH RECEIPT TRANSACTION

1. After **enabling cash receipts** (above): From the **Transactions menu**, select **Sale**. Note: You must be Logged On to access this transaction.
2. From the **Select Payment Type menu**, select **Cash**.
3. Enter amount in dollars and cents with no decimal point (example: for \$ 20.00, enter 2000).



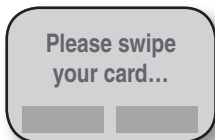
4. Confirm the amount and select **OK**.



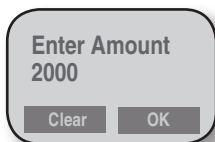
5. Point the MTT at the printer. It will print a **cash receipt**.

RETURN (REFUND) TRANSACTION

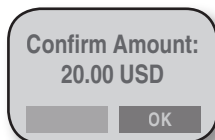
1. From the **Transactions menu**, select **Other Transactions**.
2. From the next **Transactions menu**, select **Return**.
3. Swipe the customer's card.



4. Enter amount of return in dollars and cents with no decimal point (example: for \$20.00, enter 2000).



5. Confirm the amount and select **OK**.



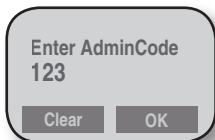
6. Once the transaction is completed, select **OK** to print the **merchant copy** of the return receipt. If printer unavailable or no receipt required, press the **Cancel/Power** key.



VOID TRANSACTION

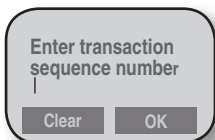
Removes a specific transaction from the current batch of transactions.

1. From the **Transactions menu**, select **Other Transactions**.
2. From the next **Transactions menu**, select **Void**.
3. At the **Enter AdminCode prompt**, enter your 3 digit admin code (or 123 is the default) and select **OK**.



Enter AdminCode
123
Clear OK

4. At the **Enter AdminPwd prompt**, enter your 4 digit admin password (or 1234 is the default) and select **OK**.
5. At the **Enter transaction sequence** number prompt, **enter the Seq No from the receipt** and select **OK**.



Enter transaction
sequence number
|
Clear OK

6. **Confirm the amount** and select **OK**.
7. Once the **transaction is completed**, select **OK** to print the **merchant copy** of the void receipt. If printer unavailable or no receipt required, press the **Cancel/Power key**.

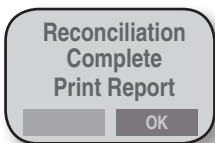
THESE OTHER TRANSACTIONS CAN ALSO BE SELECTED FROM THE TRANSACTIONS MENU

- RETURN** credits a transaction that has already reconciled to a customer's account
- AUTHORIZE ONLY** verifies funds are available and may hold them for 7-10 days depending on your processor
- FORCE** adds a transaction to the current batch after you have received a phone authorization or from an authorize transaction (above)
- RECONCILE** closes out the current batch of transactions
- UPLOAD** uploads offline transactions without reconciling

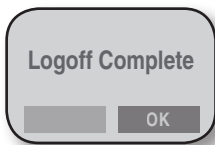
STEP 3: LOGOFF

Because logging off the MTT includes reconciliation, you should only log off at the end of the business day.

1. From the Transactions menu, select **Logoff**.
2. If any offline transactions are stored in the MTT, you are prompted to upload and print receipts for them (select **Done** when finished). The Reconcile function then starts automatically and the batch of all offline and online transactions is closed. Select **OK** to print the Reconciliation Report and select **Done** when finished.



3. To complete **Logoff**, select **OK**.



OFFLINE MODE

If the MTT is temporarily out of the GPRS coverage area and cannot communicate, offline mode allows you to enter new transactions and store them on the MTT. When communication is restored, you can continue processing transactions, upload the offline transactions for authorization or complete the day or shift by performing the "Logoff" function.

NOTE: Offline transactions are run at merchant's risk. Final authorization does not occur until transactions are uploaded or reconciled.

From the Transactions menu, select **Go Offline Mode**. This is useful if you know you are entering a poor coverage area and simply want to start offline mode manually. To reenter online mode, select **Go Online Mode**. If you are in offline mode, you must first Go to Online Mode then **Logoff** & reconcile.

INQUIRY

From the **Inquiry menu**, the following functions are available:

TRANSACTION LIST	a list of all transactions in the current batch
LAST TRANS#	displays information on the last transaction and prompts an option to reprint the receipt
PRINT	searches for a specific transaction in order to reprint the receipt
TOTAL INFO	displays the total # of transactions and how many were approved and declined
CLEAR TRANSACTIONS	this is a password protected function that clears the entire batch of transactions without reconciling (Do this only if instructed by Helpdesk personnel.)

NOTES

To use normal phone functions without logging off, select **Exit** from the **Transactions menu**. To resume MTT operation, select **Logon** from the **WAY2Pay menu**.

For a further description of **Return, Void, Authorize Only**, and **Force transactions**, see the user guide (above).

For **Voids** and **Forces**, default MTT **administrator logon ID** is **123**, **password** is **1234**.

For information on **cash receipts**, see the user guide (above).

Support

Contact your **ISO** or **payment processor** for **reconciliation-related** questions. This includes all questions regarding missing or incorrect deposits or any merchant statement related questions.

For questions regarding the operation of the MTT or transactions, support is available online at <http://www.waysystems.com/support> and via e-mail at support@waysystems.com

Technical support from **WAY Support Center** is available 7 days a week, 24 hours a day at **1-866-WAY-MTT3 (1-866-929-6883)**.

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