

## Nurit 8320 Quick Reference Card

### Initial Event Procedures

#### Initialize Terminal

Initialize Smart Card with ExpressPay Advantage Interface Software prior to performing **Initialize Terminal**.

1. Insert **Smart Card**.
2. Key TID and press **Enter**.
3. Remove **Smart Card**.

Repeat steps 1-3 for each terminal.

#### ExpressPay Registration

Attendees register with credit card.

1. Key Bidder # and press **Enter**.
2. Press **Enter** to confirm.
3. Select **ExpressPay**.
4. Swipe Credit Card or key Credit Card # and press **Enter**.

If manually entered:

- a. Key Expiration Date and press **Enter**.
- b. Key CVV # and press **Enter**.
- c. Key ZIP Code and press **Enter**.

Receipt prints.

5. Give receipt to Bidder to sign.
6. Press any key to print Bidder's receipt.

Repeat steps 1-6 for each Bidder.

#### Lock Terminal

Terminal reads and writes all Bidder information.

1. Press **Function**.
2. Select **Batch**.
3. Press **Enter**.
4. Select **Lock Terminal**.
5. Insert **Smart Card** and press **Enter**.

TDF Audit Report prints.

6. Remove **Smart Card**.

Repeat steps 1-6 for each terminal. Perform **Sync #1** with Auction-Tracker software.

Select means press the corresponding number key or use the ▼/▲ keys to highlight your choice and then press Enter.

### Check Out Procedures

#### Unlock Terminal

Terminal reads and writes all Bidder information. Perform **Unlock Terminal** prior to performing Check Out procedures.

1. Press **Function**.
2. Select **Batch**.
3. Press **Enter**.
4. Select **Unlock Term**.
5. Insert **Smart Card** and press **Enter**.

TDF Audit Report prints.

#### Complete Sale

Credit Card payment for attendee that did not complete ExpressPay Registration.

1. Key Bidder # and press **Enter**.
2. Press **Enter** to confirm.
3. Select **Complete Sale**.
4. Swipe Credit Card or key Credit Card # and press **Enter**.
5. Key \$ amount and press **Enter**.
6. Press **Enter** to confirm.

Receipt prints.

7. Give receipt to Bidder to sign.
8. Press any key to print Bidder's receipt.

#### Adjust Sale

Adjust the value of a sale. Perform on original terminal used for Complete Sale.

1. Key Bidder # and press **Enter**.
2. Press **Enter** to confirm.
3. Select **Adjust Sale**.
4. Key \$ amount and press **Enter**.
5. Press **Enter** to confirm.

Receipt prints.

6. Give receipt to Bidder to sign.
7. Press any key to print Bidder's receipt.

#### Split Payment

Payment with multiple Credit Cards.

1. Key Bidder # and press **Enter**.
2. Press **Enter** to confirm.
3. Select **Split Payment**.

#### Split Payment cont'd.

4. Swipe Credit Card or key Credit Card # and press **Enter**.
5. Key \$ amount and press **Enter**.
6. Press **Enter** to confirm.
7. Press **Enter** to add another card or press **Menu** to finish.

Repeat steps 4-7 for each card. Receipt prints.

8. Give receipt to Bidder to sign.
9. Press any key to print Bidder's receipt.

**Remove Express Pay designator for bid # from Auction-Tracker.**

#### New Payment Credit Card

Payment with new Credit Card. Perform on original terminal used for ExpressPay Registration.

1. Key Bidder # and press **Enter**.
2. Press **Enter** to confirm.
3. Select **New Payment CR**.
4. Key \$ amount and press **Enter**.
5. Press **Enter** to confirm.

Receipt prints.

6. Give receipt to Bidder to sign.
7. Press any key to print Bidder's receipt.

#### Delete Bidder

Removes Bidder # and \$ amount. Perform on original terminal used for ExpressPay Registration.

1. Key Bidder # and press **Enter**.
2. Press **Enter** to confirm.
3. Select **Delete Bidder**.
4. Press **Enter** to confirm.

Receipt prints.

5. Press any key to print Bidder's receipt.

#### Lock Terminal

Perform **Lock Terminal** after performing Check Out procedures.

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### Post-Event Procedures

#### Batch

Check paper supply in terminal.

**Terminal:**

1. Press **Function**.
2. Select **Batch**.
3. Press **Enter**.
4. Select **Authorization**.
5. Press **1** to confirm.
6. Insert **Smart Card**.
7. Press **1**.
8. Press **Enter**.
9. Select **Authorize New Transaction**.

Terminal communications.

10. Press **Function**.
11. Select **Batch**.
12. Press **Enter**.
13. Select **Batch Report**.

Batch Report prints.

14. Press **Function**.
15. Select **Batch**.
16. Press **Enter**.
17. Select **Close Batch**.

Terminal communications.

Close Batch Report prints.

If report does not print GB0000#, perform **Rejected Batch** immediately.

18. Press **Function**.
19. Select **Batch**.
20. Press **Enter**.
21. Select **Sync Card**.

Terminal communications.

22. Remove **Smart Card**.

Repeat steps 1-22 for each terminal.

#### Batch cont'd.

**Computer:**

23. Insert **Smart Card** into smart card reader.
24. Perform **Sync #3** with Auction-Tracker software.
25. Verify payment entries with Post Auction event reports.
26. Remove **Smart Card**.

**Terminal:**

27. Press **Function**.
28. Select **Batch**.
29. Press **Enter**.
30. Select **Decline List**.

Decline List prints. Perform **Process Declined Transactions**.  
Repeat steps 27-30 for each terminal.

#### Process Declined Transactions

After **Sync #3** Complete:

31. Reset **POS** function.
32. Reformat **Smart Card**.
33. Perform **Initialize Terminal** on one terminal.
34. Contact Bidder for new form of payment.
35. Perform **Complete Sale**.

Repeat steps 34-35 for each declined transaction.

36. Insert **Smart Card** into smart card reader.
37. Perform **Lock Terminal**.
38. Perform **Batch** on terminal used.
39. Perform **Sync #3** with Auction-Tracker software.

#### Rejected Batch

1. Find original **Sale** receipt.
2. Press **Function**.
3. Select **Batch**.
4. Press **Enter**.
5. Select **Delete Bidder**.
6. Key Bidder # and press **Enter**.
7. Press **Function**.
8. Select **Force Transaction**.
9. Key Bidder # and press **Enter**.
10. Key Credit Card # and press **Enter**.
11. Key \$ amount and press **Enter**.
12. Key Expiration Date and press **Enter**.
13. Key **Auth Code** and press **Enter**.
14. Press **Function**.
15. Select **Batch**.
16. Press **Enter**.
17. Select **Close Batch**.

GB Batch Report prints.

#### Credit Return

To perform a credit return, fax the following information to Event Payment Services:

- a. Copy of sales receipt
- b. Dollar amount with signature
- c. Return fax #

Event Payment Services will fax a copy of the credit return receipt and batch report.

Select means press the corresponding number key or use the ▼/▲ keys to highlight your choice and then press Enter.