



CREDIT / DEBIT / EBT Quick Reference Guide



RETAIL | **NX1200**

Call UMPA tech support at the number below if you have questions.

UMPA Tech. / Supplies:	(717) 832-0730
Visa / MC Voice Auth:	(800) 291-4840
Eve / Weekend Help Desk:	(717) 832-0730 #5
Merchant Number:	



United Merchant Processing Association
300 West Cherry Street, Palmyra, Pa 17078
(717) 832-0730 | www.umpa-us.com

CREDIT SALE	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press [ENTER] to select Credit Menu .
Credit Menu 1. Sale/Purchase 2. Add Tip 3. Return	Press [1] to select Sale/Purchase .
Credit Sale Enter Amount \$00.00 [ENTER] or [CANCEL]	Key the sale amount and press [ENTER].
Credit Sale Swipe/Insert Card [ENTER] or [CANCEL]	Slide card, wave card, insert card or key in card number and press [ENTER].
Select Application 1. XXXXXX 2. XXXXXX	Select the appropriate option.
Processing... Do Not Remove Card!	Wait for further direction.
Enter PIN [ENTER] or [CANCEL]	Key the PIN on the keypad and press [ENTER].
Connecting...	Wait for an approval and for the merchant copy of the receipt to print.
Customer Copy? 1. Yes 2. No	Select the appropriate option.
Completed Remove Card Press [CANCEL]	Ensure customer removes card.
<p>Password: 867287A Must press #2 key until it changes to uppercase "A", and then press [ENTER] For security purposes, all passwords expire after 90 days; Call (717) 832-0730 to update.</p>	

DEBIT SALE	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press [2] to select Debit Menu .
Debit Menu 1. Sale/Purchase 2. Return 3. Balance Inquiry	Press [ENTER] to select Sale/Purchase .
Debit Sale Enter Amount \$00.00 [ENTER] or [CANCEL]	Key the sale amount and press [ENTER].
Debit Sale Enter Cashback Amt \$00.00 [ENTER] or [CANCEL]	Key the cashback amount and press [ENTER].
Debit Sale Swipe/Insert Card [ENTER] or [CANCEL]	Swipe or insert the card.
PLS Input PIN	Key the PIN on the keypad and press [ENTER].
Connecting...	Wait for an approval and for the receipt to print.
Customer Copy? 1. Yes 2. No	Select the appropriate response.

MISCELLANEOUS

KEY FUNCTIONS

Use up arrow [*] key and down arrow [#] key to highlight a menu item.

Press [ENTER] to select the currently highlighted menu item.







Press the number key corresponding to the menu item.

To exit out of a sub-menu, press [CANCEL].

CREDIT RETURN	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press [ENTER] to select Credit Menu .
Credit Menu 1. Sale/Purchase 2. Add Tip 3. Return	Press [3] to select Return .
Credit Return Enter Amount \$00.00 [ENTER] or [CANCEL]	Key the sale amount and press [ENTER].
Credit Return Swipe/Insert Card [ENTER] or [CANCEL]	Slide card, wave card, insert card or key in card number and press [ENTER].
Select Application 1. XXXXXX 2. XXXXXX	Select the appropriate option.
Processing... Do Not Remove Card!	Wait for further direction.
Connecting...	Wait for an approval and for the merchant copy of the receipt to print.
Customer Copy? 1. Yes 2. No	Select the appropriate option.
Completed Remove Card Press [CANCEL]	Ensure customer removes card.

KEYED CREDIT SALE	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press [ENTER] to select Credit Menu .
Credit Menu 1. Sale/Purchase 2. Add Tip 3. Return	Press [1] to select Sale/Purchase .
Credit Sale Enter Amount \$00.00 [ENTER] or [CANCEL]	Key the sale amount and press [ENTER].
Credit Sale Swipe/Insert Card [ENTER] or [CANCEL]	Key the card number and press [ENTER].
Credit Sale Expiration Date [ENTER] or [CANCEL]	Key the expiration date and press [ENTER].
Card Present? 1. Yes 2. No	Select the desired response.
Credit Sale Enter V-Code [ENTER] or [CANCEL]	Key the CVV code and then press [ENTER].
Credit Sale Enter Zip Code [ENTER] or [CANCEL]	Key cardholder's billing zip code and press [ENTER].
Credit Sale Enter Street Address [ENTER] or [CANCEL]	Key cardholder's billing address and press [ENTER].
Connecting...	Wait for approval and for merchant copy of receipt to print.
Customer Copy? 1. Yes 2. No	Select the appropriate response.

END OF DAY SETTLEMENT	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press down arrow to select End Of Day .
User ID Supervisor & Up [ENTER] or [CANCEL]	Key the manager ID and then press [ENTER].
Password [ENTER] or [CANCEL]	Type the password and then press [ENTER].
End Of Day 1. Settlement 2. Report Menu 3. View Trans	Press [ENTER] to select Settlement .
Settlement 1. Close Batch 2. Last Batch Inq 3. EMV Keys Update	Press [ENTER] to select Close Batch .
Close Batch Print Report? [ENTER] or [CANCEL]	Press [ENTER] to print report.
Close Batch Confirm Settlement? [ENTER] or [CANCEL]	Press [ENTER].
Close Batch Open Tips Enter To Continue [ENTER] or [CANCEL]	Press [CANCEL] to edit tips or press [ENTER] to continue.
Connecting...	No action needed.
Batch is Released	Wait for the report to print.

PHYSICAL KEYPAD	
BUTTON	ACTION
	Press the red key to cancel the current operation or return to the previous menu.
	Press the yellow key to clear an action or backspace clearing each character.
	Press the green key to signify to the terminal that the task is complete, or press to enable a function or perform an action based on inputted data.
	Press the feed key to advance the receipt.
	Press the up arrow to move up in the sub menu. Press the up arrow in a text box to go to the beginning.
	Press the down arrow to move down in the sub menu. Press the down arrow in a text box to go to the end.
	Press the F1 to scroll to the left in a text box.
	Press the F2 to scroll to the right in a text box.

MISCELLANEOUS
FORMATTING LETTERS
Press the number with the corresponding letter until the number changes to the correct letter.
Letters must be changed within a ½ second.
Example: To form J , press [5] 2 times To form K , press [5] 3 times To form j , press [5] 5 times