

Way5000 User Manual



WAY Systems
200 Unicorn Park Drive
Woburn, MA 01801
www.waysystems.com

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Customer/Product Support

For WAY Support and Documentation, visit <http://www.waysystems.com>. Technical phone support is also available from WAY Support Center 7 days a week, 24 hours a day at 1-866-WAY-MTT1 (1-866-929-6881).

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I. Introduction; This Document

This User Manual explains how to set up and use your way5000 POS terminal to process credit card, debit card, and cash receipt transactions in both online and offline mode. It also describes more advanced way5000 administrative and troubleshooting topics.

Depending on the terminal configuration selected by your payment service provider:

- Some transaction types may not be available.
- The system may or may not include a receipt printer
- Some transaction types may require optional data entry for:
 - Security code
 - Cardholder Zip Code
 - Cardholders billing address #
 - Invoice/Job #
 - Convenience Fee
 - Toll Amount
 - Tip Amount

II. Introduction; The way5000 POS Terminal

WAY Systems, Inc.'s mobile point-of-service terminal, the way5000, is a new generation of WAY's small, portable, wireless transaction processing terminals. The model 5000 integrates technologies that open an endless number of possibilities. The way5000 lets merchant's accept payment anywhere at any time.

The way5000 is programmable, can run multiple applications, and can download new software applications, settings and updates over-the-air (OTA). In addition to WAY's standard Way2Pay credit/debit card application, the way5000 enable 3rd party development of a variety of other payment and non-payment services such as; Check, Loyalty and inventory look up.

way5000 Basics
way5000 Keypad



USB Data/Charger port and Charge Indicator Location



To power your way5000 and/or the battery, plug a charger into the USB/Charge Port or connect to a PC USB port (cable not included). A wall charger is provided as a standard accessory with the way5000. A car charger is also available at www.waysystems.com.

Turning the way5000 On/Off

To turn way5000 on, press the Power On/Off key until the WAY logo appears, then release. To turn way5000 off, press the Power On/Off key until "Powering Off Please Wait" appears.

Checking for Software Updates ("Check For Updates")

Upon power up, the way5000 may display "Check for updates?". Press F2 (No) to proceed directly to the idle screen. Press F1 (Yes) to check for updates. If there are updates scheduled, they will be downloaded. After the download, press the F2 key to continue to the way5000 idle screen. If no updates are scheduled, the way5000 will display "No scheduled download" and proceed to the idle screen.

Selecting Menu Items and Functions

Press the number corresponding to the function that you want from the menu; or use the navigation button and then press the F2 key to proceed.

Cancelling and Navigating Through Previous Windows

To exit Way2Pay and return to the idle screen, press the red Cancel key. To return to the previous screen, select the Back function [F1] or press the yellow Clear/Backspace key.

Entering Alpha and Numeric Values

Some fields allow numeric entry only. In fields that allow alpha entry and numeric entry, press the number key with the desired letter /number one or more times depending on the letter/number's location. To enter a number, press the key a fourth time.

Recharging the way5000 battery

To charge your way5000, plug a charger into the USB/Charge Port or connect to a PC's USB port (cable not included), as shown in the illustration above.

Entering a PIN Number

Debit card transactions require cardholder entry of a personal identification number (PIN). The front keypad is used for secure PIN entry. PINs range from 4 to 6 digits.

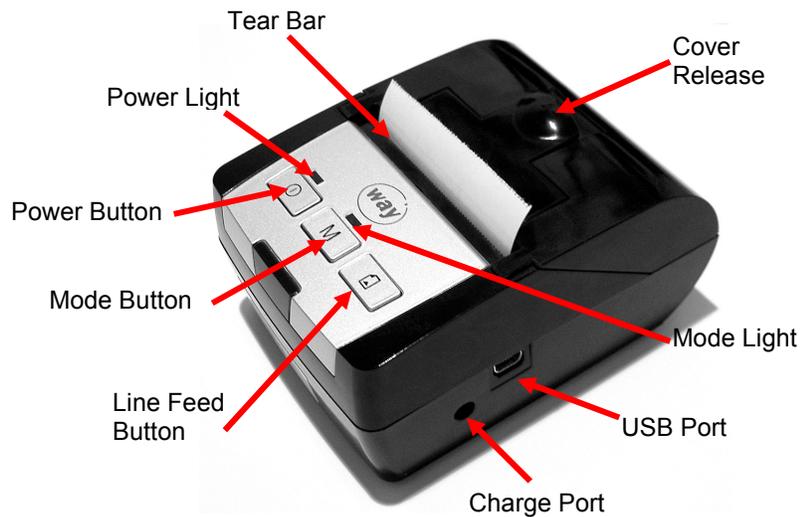
When the way5000 prompts for PIN entry, hand the way5000 to the cardholder. Ask the cardholder to enter their PIN and then press the green F2 or ENT key when finished.

For privacy, PIN digits display as dashes.

If the customer needs to retype their PIN, they should press the CLR key to backspace and delete each digit of the PIN, re-type the PIN from the keypad and press F2 or ENT.

III. Using the way5000 Receipt Printer

The MP100 receipt printer is a small portable thermal printer that uses a wireless infrared (ir) interface to communicate with the way5000 terminal. Receipts are printed without the need of a cable to connect the terminal and printer. To print, simply point the terminal at the printer and press the appropriate key on the terminal.



Loading Paper

Note: Be sure to use paper rolls that meet specifications. Do not use paper rolls that have the paper glued to the core because the printer cannot detect the paper end correctly. The correct paper size is 2 ¼" by 50 feet long.

To install a new paper roll, follow these steps:

1. Make sure that the printer is not receiving data.
2. Open the paper roll cover by gently pulling up on the cover release.
3. Remove the used paper roll core (if there is one).
4. Insert the paper roll with the paper coming from underneath the roll.
5. Pull out a small amount of paper and then close the cover paper roll with the paper coming from underneath the roll.
6. Tear off the paper. Be sure to pull the paper forwards. If pulled backwards, the paper will not tear.

Note: Go to www.way5000.com to order paper and other accessories

Printing Receipts or Reports

Check periodically to ensure there is sufficient paper in the printer and install a new roll when needed.

To print receipts or reports:

1. If the printer is not already on, press the Power button. The Power light will turn on.

Power Light: Steady Green – battery fully charged
Blinking Green – printer sleep mode (see below)
Blinking Red – Low battery. Please plug into charger.

Mode Light: Steady Red- Battery charging
Blinking Green – No Paper/Paper Cover Open (printer will not print)

Note: If the printer is already ON but idle for more than a few minutes, the printer enters power save mode (the Power light slowly blinks green) to reduce battery consumption. When the printer is in power save mode and you need to print a receipt, simply print from the way5000 as you normally would. The printer will exit power save mode and start printing.

2. When the printing prompt or menu displays on the way5000, select OK/Yes and point the way5000 directly at and no more than 20 inches away from the front of the printer. Do not move the way5000 until the receipt or report begins to print. You must select either OK/Yes (F2) or Done/No (F1) to exit the printing prompt; there is no automatic time-out for this function

Feed Button

Press the Feed button once to advance the paper one line above the cutter. Press and hold the Feed button to advance the paper continuously

Testing the Printer

To perform a quick test of the printer from the way5000:

1. Make sure that there is sufficient paper in the printer.
2. Press the printer's Power button. The green Power light is now lit.
3. From the idle menu, press 1 to select WAY2Pay.
4. From the Transactions menu, press 4 to select Setup.
5. From the Setup menu, select 4 to run the printer test.
6. Press F2 (OK) and point the way5000 directly at the printer. This will print the current mode and communication settings.

Recharging printer battery

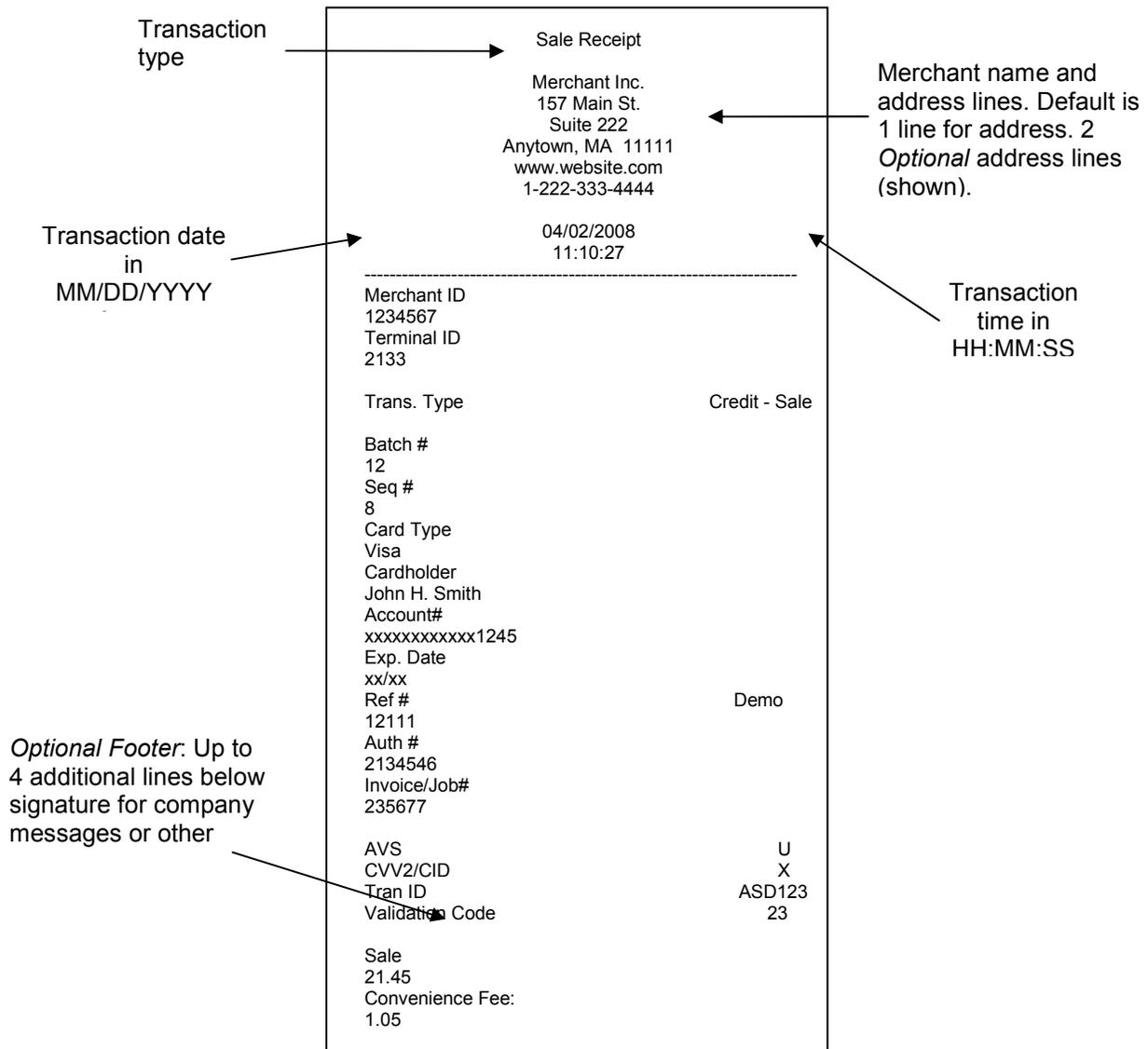
When the Power light begins to alternately blink red and green, this indicates that the battery is depleted and you must recharge it. You should also recharge the printer battery whenever it is not in use. To recharge the battery:

1. Plug one end of the battery charging cable into the mating power connector on the left side of the printer and the other end into an AC power receptacle.
2. The indicator on the inline cable box glows red while the battery is charging. When it turns green, the battery is fully charged and you can disconnect the cable. To conserve battery life, you can use the same power cable to run the printer on AC power.

IV. Printed Receipts

Receipt Information

The example below describes information that is printed on the merchant copy of the Credit Sale transaction receipt, including a toll, tip, and convenience fee amount, and an invoice number. Depending on your configuration, some of these fields may or may not appear. For questions, please contact your Payment Service Provider.

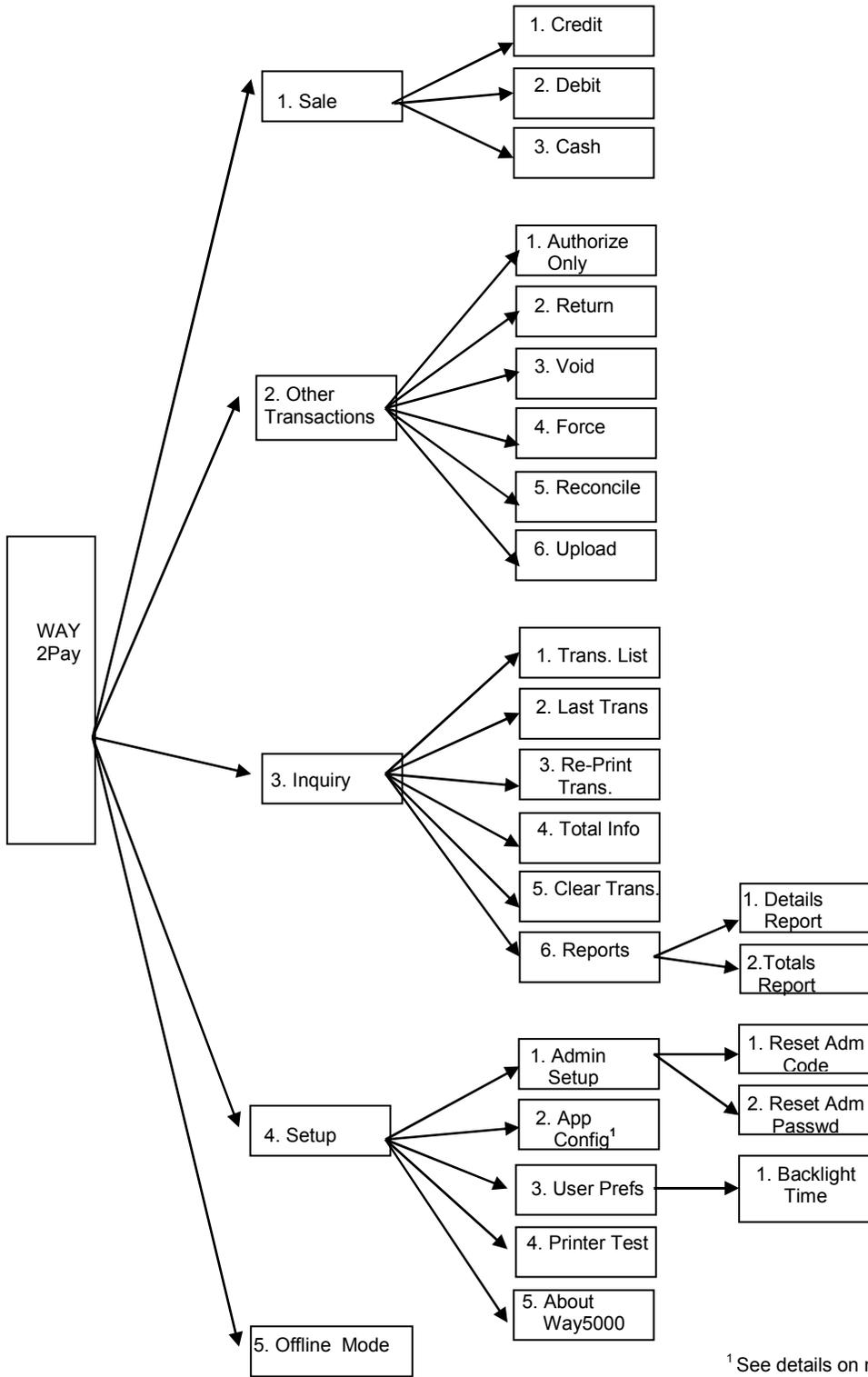


The various items on the sample receipt above, are explained in the following table.

Field	Description
Merchant ID	The merchant's account number assigned by the payment processor.
Terminal ID	An identification number assigned by the payment processor (often used when multiple terminals are assigned to one merchant).
Trans Type	This is the type of transaction such as Sale, Return, Void, etc.
Batch No.	This is a batch number assigned by WAY Systems for tracking purposes. This number is incremented by 1 after each reconciliation. NOTE: This batch number has no relation to the batch number that is assigned by your payment processor.
Seq. No.	The sequence number for this transaction within the WAY batch. The sequence number is incremented by one after each transaction and resets to 001 after each reconciliation.
Card Type	Type of payment, such as Visa (, MasterCard, American Express. If this is a Debit transaction, the card type is DB. For Cash (if enabled), the card type is CA.
Cardholder	This is the name of the cardholder if it is available from the magnetic stripe.
Acct No.	Account number on payment card. Due to recent security regulations, only the last 4 digits of the account number may be printed on the receipt.
Exp. Date	Expiration date of the card, printed as **/**. For security, the actual date is not printed.
Ref#	An optional reference code that the payment processor may send to the way5000 after processing certain transactions. The Ref# corresponds to a specific transaction on the payment processor's system.
Auth#	The code that the payment processor returns to the way5000, approving an amount.
Invoice/Job #	If Invoice/Job# is enabled, this is the value that was entered during a transaction.
AVS	Response code returned by the card issuer if you entered an address number. Call your payment systems provider or see attached appendix for more information on what these responses mean.
CVV2/CID	Response code returned by the card issuer if you entered a 3 or 4 digit code from the card. Contact your payment service provider or see attached appendix for more information on what these response codes mean.
Tran ID	This is a number assigned by some payment processors for authorizations. Contact your payment systems provider for more information.
Validation Code	This is a number assigned by some payment processors for authorizations. Contact your payment systems provider for more information.
Sale	Amount of Sale, excluding tip, toll, and convenience fee amounts.
Convenience Fee	Amount of the convenience fee (if any) calculated by the terminal.
Toll	Amount of any toll entered.
Tip	Amount of any tip entered.
Cash Back	The amount of cash back given (if enabled) for a Debit transaction. In some cases, there may be a maximum cash back amount set by the payment service provider.
Total	The currency and total amount of the transaction, including any tip, toll, cash back, and convenience fee amounts.
Signature	Line where the customer signs the merchant copy of the receipt for a Credit transaction.

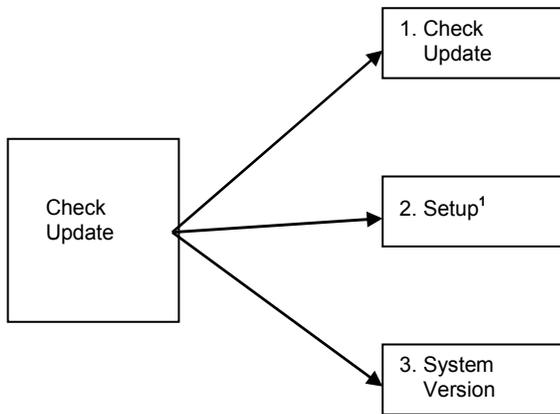
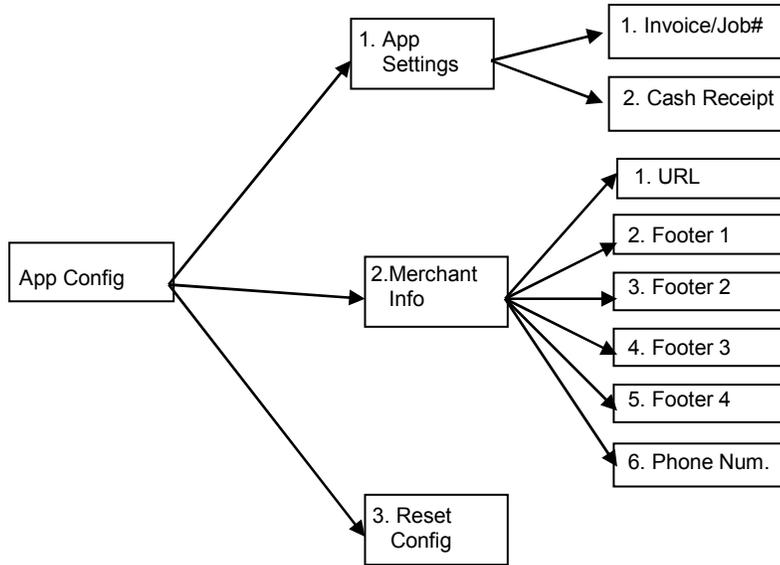
V. way5000 Menu Structure

Top-Level Menu; Online Transactions, Reports & Setup



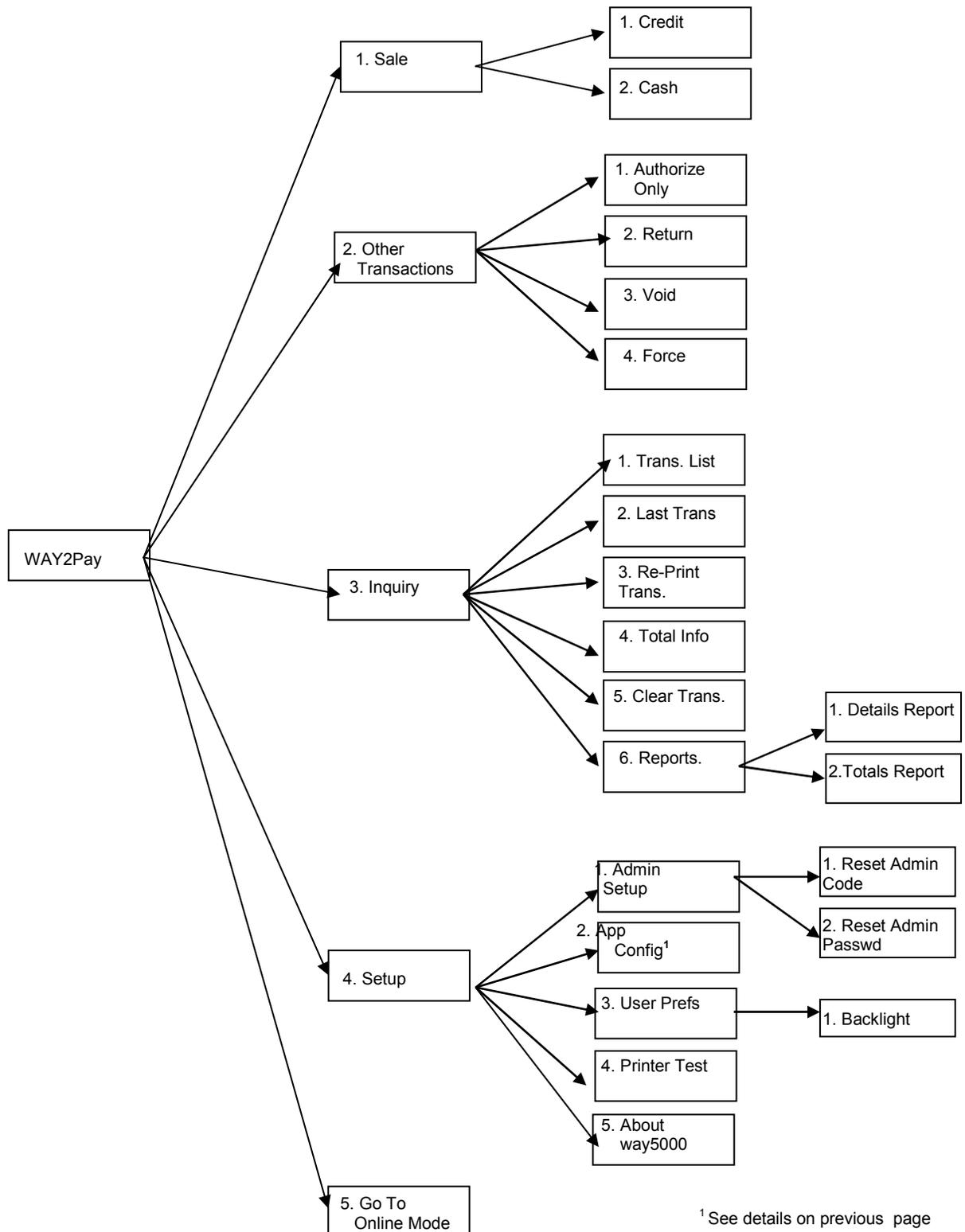
¹ See details on next page

Sub-Menus
Setup Menu



¹ For WAY Helpdesk Use Only

Offline Transaction Menu



¹ See details on previous page

VI. Transaction Definitions

Transaction Types

Sale (Credit/Debit):

This transaction charges the customer for a sale of goods or services. This transaction will require the user to input at least one amount corresponding to the charge to be applied. After this transaction is completed, there is no way to adjust the amount. A credit sale can be performed online or offline, but some restrictions may apply depending on the processor rules. A debit sale can only be done online and can not be voided.

Authorize-Only (Credit):

This transaction pre-authorizes an amount for a sale of goods or services. This transaction will require the user to input at least one amount corresponding to the authorization requested. The objective of this transaction is only to verify available funds. This transaction is not billed to the cardholder account, can not be voided, and can not be performed offline.

Return (Credit/Debit):

This transaction refunds a specific amount to the cardholder account.

Void (Credit/Debit):

This transaction voids (cancels) a previous transaction. Different payment processors impose different deadlines for entering Void transactions. In general, a Void must be entered the same day as the transaction being voided.

Force (Credit/Debit):

This transaction enters a transaction that was previously authorized with a voice authorization or other method. This transaction can not be voided.

Reconcile:

This transaction uploads any offline transactions stored in the terminal, and clears all transactions from memory. Reconciliation can only be done online mode.

Upload:

The objective of this transaction is to send all the offline transactions that are sitting in the terminal to the host to be processed for possible authorization.

Reports:

The reports are printed and used to check the transactions and the totals in the batch

Offline Transactions:

When no wireless signal is available to complete transactions, you can choose to store transactions to be uploaded later. These are called offline transactions. It is important to understand that Offline Transactions are NOT authorized until they are uploaded; therefore you accept these transactions at your own risk. You should perform transactions online whenever possible, and upload offline transactions as soon as possible (as soon as you return to a location where there is wireless coverage). If your terminal is lost, stolen, or damaged before you upload offline transactions, there may be no way for you to process (obtain payment for) these transactions.

Reconciliation

When To Use Reconcile

Reconcile once a day (usually at the end of the day) to print a reconciliation report and clear the day's transactions from the way5000.

What is in the Reconciliation Report

A list by WAY's transaction sequence number of each transaction that was processed, including type, amount, whether a credit or debit, and authorization code or other transaction status. The transaction list also includes cash, if enabled.

A summary by type of the number of Credit Sale, Void, Cash (if enabled), Credit Return, Debit Sale, Debit Return, and Force transactions; the monetary amount of each; whether a credit or debit; and the total number and net amount of all transactions.

This section of the report provides totals by transaction type

The "Count" column shows the number of transactions for each transaction type

The "Total" column shows the dollar total monetary amount for each transaction type

Reconciliation Report				
Merchant Inc. 157 Main St. Suite 222 Anytown, MA 11111 www.website.com 1-222-333-4444				
04/02/2008 11:10:27				

Merchant ID				0001234567
Terminal ID				0001234562
Batch#				11
Transaction List				
=====				
Seq#	Card Type	Trans Type	Trans Amount (USD)	Auth#
001	VI	SI	80.00	123456
002	MC	SI	125.00	133444
003	DB	SI	60.00	55444
004	VI	Vd	70.00	13344
005	AX	Rt	10.00	125679
006	CA	SI	65.00	
007	DB	Rt	5.00	21333
Totals by Trans Type (w/o cash)				
=====				
=				
Type	Count		Total	
SI	004		330.00	
Fr	000		0.00	
Rt	002		15.00	
Vd	001		70.00	
Au	000		0.00	
Cn	000		0.00	
Dc	000		0.00	
Cash Totals				
=====				
=				
SI			65.00	
Vd			0.00	
VI=VISA MC=MASTERCARD DS=Discover AX=American Express OT=Other DB=PIN Debit CA=Cash SI=Sale Fr=Force Rt=Return Vd= Void Au= Authorization Only Cn= Cancelled DC=Declined				

This section of the report lists all transactions in the terminal's memory; in order by WAY sequence number:

In the "Type" column, S=Sale, V=Void, R=Return, F=Force, Au=Auth Only, C=Cash, Cn=Cancelled, Dc=Declined

Optional Data Entry Fields in Transactions

You may be prompted to enter or verify data in various fields during transactions. Depending on the setup of your device, some of the common fields are:

Card Number: This is the customer's card account number which may be read from the magnetic stripe or may be entered manually (for Credit) if the magnetic stripe is damaged.

Expiration date: This is the expiration date of the customer's card account which may be read from the magnetic stripe or may be entered manually (for Credit) if the magnetic stripe is damaged.

AMEX CID: This is the 4 digit security code that is located on the front of American Express cards.

VISA CVV2: This is the 3 digit security code that is located on the back of Visa cards in the signature panel.

Master Card CVC: This is the 3 digit security code that is located on the back of MasterCard cards in the signature panel.

Discover CID: This is the 3 digit security code that is located on the back of Discover cards in the signature panel.

AVS ZIP: This is the cardholder's billing zip code (5 or 9 digits)

AVS Address: This is the cardholder's street number portion of their address.

Invoice/Job Number: This is a 1 to 17 digit long entry that can be used for Invoice or Job Number.

Transaction Amount: This is the total amount of the sale in dollars and cents.

Convenience Fee: A fee charged by some retailers for card acceptance.

Toll Amount: This is an amount entry for tolls.

Tip Amount: This is an amount for Tips for taxis, limos, etc.

VII. Transaction Flow Details; Online Transactions

Sale Transactions

Sale - Credit

T-Mobile way5000 Connected	
1. Way2Pay	
2. Check Updates	
Please swipe Your card	
W2P	OK

Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

Transactions	
1. Sale	
2. Other Trans.	
3. Inquiry	
4. Setup	
5. Offline Mode	
Back	OK

Step 2

To choose Sale, press the '1' key or press F2 to continue.

Sale	
1. Credit	
2. Debit	
3. Cash	
Back	OK

Step 3

To Choose Credit, press the '1' key or press F2 to continue.

Debit and Cash Sale may or may or may not appear based on your setup. If you are only setup for Credit, this step will not appear.

Sale - Credit	
Swipe Card Or Enter Card Number	
Back	OK

Step 4

Swipe the Credit Card through the reader. If this is successful, skip to step 6.

If the swipe does not work or the card is not present, you may manually enter the card number. Continue with Step 5.

Sale - Credit	
Enter Exp. Date MMYY Format 00/00	
Back	OK

Step 5

When the card number is entered manually, the way5000 will prompt for the card expiration date. Enter the expiration date (MM/YY) and press F2 (OK) to continue.

Sale - Credit	
Enter 4 Digits Number From The Front Of The Card 1234	
Back	OK

Step 6-1 (Optional Screen – AMERICAN EXPRESS)

If the card is an American Express card, the way5000 may prompt for the American Express Security Code which is a 4 digit number located on the front of the card. Press F2 (OK) to continue.

Sale - Credit	
Enter 3 Digits Number From The Back Of The Card 123	
Back	OK

Step 6-2 (Optional Screen – VISA, MC, DISCOVER)

If the card is a Visa, MC or Discover card, the way5000 may prompt for the Security Code which is a 3 digit number located on the back of the card in the signature panel. Enter the code and press F2 (OK) to continue.

Sale - Credit	
Select reason	
1. Not Legible	
2. Not Present	
3. Skip Entry	
Back	OK

Step 7-1 (Optional Screen for Visa/MasterCard)

If the Security Code is not present or is not legible, the way5000 will prompt for a reason when the Security Code entry is left blank. Select the appropriate reason by pressing 1, 2, or 3 and hit F2 (OK) to continue.

Sale - Credit	
Select reason	
1. Not Legible	
2. Not Present	
Back	OK

Step 7-2 (Optional Screen for Discover)

The terminal will prompt for a reason when the CID is skipped (left in blank) in the previous steps (Step 6-1 or 6-4). If the CID information is entered, the terminal will not prompt this screen. Select the appropriate reason and hit F2 (OK) to continue.

Sale - Credit	
Enter Zip Code For Cardholder Billing Address 01801	
Back	OK

Step 8 (Optional Screen – AVS - ZIP CODE)

The way5000 may prompt for the cardholder's billing zip code; the number may be 5 or 9 digits. Enter the digits and press F2 (OK) to continue.

Sale - Credit	
Enter Cardholder Billing Address # 200	
Back	OK

Step 9 (Optional Screen – AVS – STREET ADDRESS)

The way5000 may prompt cardholder's billing address street number. Enter the digits and press F2 (OK) to continue.

Sale - Credit	
Enter Invoice/Job# or Press OK to Continue 123456	
Back	OK

Step 10 (Optional Screen – INVOICE/JOB Number)

If this field is enabled in the terminal configuration, the way5000 will prompt for and Invoice or Job Number. Enter the digits and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Sale - Credit	
Enter Amount 1.00	
Back	OK

Step 11

Enter the transaction amount; and press F2 (OK) to continue.

Sale - Credit	
Please Confirm The Conv Fee	
Amount	1.00
C.Fee	1.00
Back	OK

Step 12 (Optional Screen – Convenience Fee)

If this field is enabled in the terminal configuration, the way5000 will ask you to confirm the convenience fee amount. Check the amount and press F2 (OK) to continue.

Sale - Credit	
Enter Toll Amount 1.00	
Back	OK

Step 13 (Optional Screen – Toll Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the toll amount. Enter the toll amount and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Sale - Credit	
1. Enter Tip Amt	
2. Print Tip Rcpt	
Back	OK

Step 14 (Optional Screen – Tip Receipt)

If this field is enabled in the terminal configuration, the way5000 will prompt for the tip amount. Press F2 (OK) to continue.

Sale - Credit	
Enter Tip Amount 1.00	
Back	OK

Step 15 (Optional Screen – Tip Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the tip amount. To skip this entry, press F2 (OK) to continue.

Sale - Credit	
Confirm Details	
Amount	1.00
C-Fee	1.00
Tip	0.00
Tolls	0.00
Total	2.00
Back	OK

Step 16

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

Communication	
Processing	
Please Wait	

Step 17

Processing

This screen will be displayed when the terminal is trying to process (send/receive) the transaction.

Sale - Credit	
Approved	
Auth Code	123456
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 18-1 (Optional Screen - Approved Transaction 1)

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.

Sale - Credit	
Declined	
OK	

Step 18-2 (Optional Screen - Declined Transaction)

If the transaction is declined, the terminal will only show the transaction status on the screen. Press F2(OK) to finish the transaction and return to the Transactions Menu of the Payment Application

Sale - Debit

The screenshot shows the top status bar with signal strength, T-Mobile way5000 Connected, and battery level. Below is a menu with '1. Way2Pay' highlighted. The text 'Please swipe Your card' is displayed. At the bottom are 'W2P' and 'OK' buttons.

Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

The screenshot shows a menu titled 'Transactions' with options: '1. Sale' (highlighted), '2. Other Trans.', '3. Inquiry', '4. Setup', and '5. Offline Mode'. At the bottom are 'Back' and 'OK' buttons.

Step 2

To choose Sale, press the '1' key.

The screenshot shows a menu titled 'Sale' with options: '1. Credit', '2. Debit' (highlighted), and '3. Cash'. At the bottom are 'Back' and 'OK' buttons.

Step 3

To Choose Debit, press the '2' key.

Cash Sale may or may or may not appear based on your setup.

The screenshot shows a screen titled 'Sale - Debit' with the instruction 'Swipe Card'. At the bottom are 'Back' and 'OK' buttons.

Step 4

Swipe the Credit Card through the reader.

(Manual Entry of Card Data is not allowed for Debit transactions.)

The screenshot shows a screen titled 'Sale - Debit' with the prompt 'Enter Invoice/Job # Number or Press OK to Continue' and the number '123456'. At the bottom are 'Back' and 'OK' buttons.

Step 5 (Optional Screen – INVOICE/JOB Number)

If this field is enabled in the terminal configuration, the way5000 will prompt for and Invoice or Job Number. Enter the digits and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Sale – Debit	
Enter Amount 1.00	
Back	OK

Step 6

Enter the transaction amount; and press F2 (OK) to continue.

Sale - Debit	
Please Confirm The Conv. Fee Amount 1.00 C.Fee 1.00	
Back	OK

Step 7 (Optional Screen – Convenience Fee)

If this field is enabled in the terminal configuration, the way5000 will ask you to confirm the convenience fee amount. Check the amount and press F2 (OK) to continue.

Sale - Debit	
Enter Toll Amount 1.00	
Back	OK

Step 8 (Optional Screen – Toll Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the toll amount. Enter the toll amount and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Sale - Debit	
Enter Cash Back amount 1.00	
Back	OK

Step 9 (Optional Screen – Cash Back Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the cash back amount. Enter the cash back amount and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Sale - Debit	
1. Enter Tip Amt	
2. Print Tip Rcpt	
Back	OK

Step 10 (Optional Screen – Tip Receipt)

If this field is enabled in the terminal configuration, the way5000 will prompt for the tip amount. Press F2 (OK) to continue.

Sale – Debit	
Enter Tip Amount 1.00	
Back	OK

Step 11 (Optional Screen – Tip Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the tip amount. To skip this entry, press F2 (OK) to continue.

Sale – Debit	
Confirm Details	
Amount	1.00
C-Fee	1.00
Tip	0.00
Tolls	0.00
Cash Back	1.00
Total	3.00
Back	OK

Step 12

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

Sale – Debit	
Total USD3.00 Enter PIN ****	
Back	OK

Step 13

Hand the way5000 to the customer. Have them enter their Personal Identification Number (PIN) and press F2 (OK) to continue.

Communication	
Processing Please Wait	

Step 14

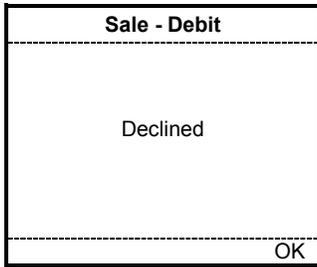
This screen will be displayed when the terminal is trying to process (send/receive) the transaction.

Sale – Debit	
Approved	
Auth Code	123456
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 15-1 (Optional Screen - Approved Transaction 1)

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.



Step 15-2 (Optional Screen - Declined Transaction)

If the transaction is declined, the terminal will only show the transaction status on the screen. Press F2(OK) to finish the transaction and return to the Transactions Menu of the Payment Application

Sale - Cash

T-Mobile Way5000 Connected	
1. Way2Pay	
2. Check Updates	
Please swipe Your card	
W2P	OK

Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

Transactions	
1. Sale	
2. Other Trans.	
3. Inquiry	
4. Setup	
5. Offline Mode	
Back	OK

Step 2

To choose Sale, press the '1' key.

Sale	
1. Credit	
2. Debit	
3. Cash	
Back	OK

Step 3

To Choose Cash, press the '3' key.

Credit and Debit Sale may or may or may not appear based on your setup.

Sale - Cash	
Enter Invoice/Job# or Press OK to Continue 123456	
Back	OK

Step 4 (Optional Screen – INVOICE/JOB Number)

If this field is enabled in the terminal configuration, the way5000 will prompt for and Invoice or Job Number. Enter the digits and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Sale - Cash	
Enter Amount 1.00	
Back	OK

Step 5

Enter the transaction amount; and press F2 (OK) to continue.

Sale - Cash	
Enter Toll Amount 1.00	
Back	OK

Step 6 (Optional Screen – Toll Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the toll amount. Enter the toll amount and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Sale - Credit	
1. Enter Tip Amt	
2. Print Tip Rcpt	
Back	OK

Step 7 (Optional Screen – Tip Receipt)

If this field is enabled in the terminal configuration, the way5000 will prompt for the tip amount. Press F2 (OK) to continue.

Sale - Cash	
Enter Tip Amount 1.00	
Back	OK

Step 8 (Optional Screen – Tip Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the tip amount. To skip this entry, press F2 (OK) to continue.

Sale - Cash	
Confirm Details	
Amount	1.00
Tip	0.00
Tolls	0.00
Total	2.00
Back	OK

Step 9

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

Sale - Cash	
Approved	
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 10

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.

Other Transactions

Authorize Only

The screenshot shows a terminal screen with a signal strength indicator and a battery icon at the top. Below them, it says "T-Mobile way5000 Connected". A menu is displayed with "1. Way2Pay" highlighted. Below the menu, it says "Please swipe Your card". At the bottom, there are "W2P" and "OK" options.

Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

The screenshot shows a terminal screen with a title "Transactions". A menu is displayed with "2. Other Trans." highlighted. Below the menu, there are "Back" and "OK" options.

Step 2

To choose Other Transactions, press the '2' key.

The screenshot shows a terminal screen with a title "Other Trans.". A menu is displayed with "1. Authorize Only" highlighted. Below the menu, there are "Back" and "OK" options.

Step 3

Press the '1' key to select Authorize Only.

The screenshot shows a terminal screen with a title "Auth. Only". Below the title, it says "Enter Authorize Password" followed by "*****". At the bottom, there are "Back" and "OK" options.

Step 4 (Optional Screen – Authorize Only Password)

If the authorize password prompt is enabled in the terminal configuration, the Terminal will prompt for the authorize password, in order to continue with the next step, the right password must be entered.

The screenshot shows a terminal screen with a title "Auth. Only". Below the title, it says "Swipe Card Or Enter Card Number". At the bottom, there are "Back" and "OK" options.

Step 5

Swipe the Credit Card through the reader. If this is successful, skip to step 6.

If the swipe does not work or the card is not present, you may manually enter the card number. Continue with Step 5.

Auth. Only	
Enter Exp. Date MMYY Format 00/00	
Back	OK

Step 6

When the card number is entered manually, the way5000 will prompt for the card expiration date. Enter the expiration date (MM/YY) and press F2 (OK) to continue.

Auth. Only	
Enter 4 Digits Number From The Front Of The Card 1234	
Back	OK

Step 7-1 (Optional Screen – AMERICAN EXPRESS)

If the card is an American Express card, the way5000 may prompt for the American Express Security Code which is a 4 digit number located on the front of the card. Press F2 (OK) to continue.

Auth. Only	
Enter 3 Digits Number From The Back Of The Card 123	
Back	OK

Step 6-2 (Optional Screen – VISA, MC, DISCOVER)

If the card is a Visa, MC or Discover card, the way5000 may prompt for the Security Code which is a 3 digit number located on the back of the card in the signature panel. Enter the code and press F2 (OK) to continue.

Auth. Only	
Select reason	
1. Not Legible	
2. Not Present	
3. Skip Entry	
Back	OK

Step 8-1 (Optional Screen for Visa/MasterCard)

If the Security Code is not present or is not legible, the way5000 will prompt for a reason when the Security Code entry is left blank. Select the appropriate reason by pressing 1, 2, or 3 and hit F2 (OK) to continue.

Auth. Only	
Select reason	
1. Not Legible	
2. Not Present	
Back	OK

Step 8-2 (Optional Screen for Discover)

The terminal will prompt for a reason when the CID is skipped (left in blank) in the previous steps (Step 6-1 or 6-4). If the CID information is entered, the terminal will not prompt this screen. Select the appropriate reason and hit F2 (OK) to continue.

Auth. Only	
Enter Zip Code For Cardholder Billing Address 01801	
Back	OK

Step 9 (Optional Screen – AVS - ZIP CODE)

The way5000 may prompt cardholder 's billing zip code; the number may be 5 or 9 digits. Enter the digits and press F2 (OK) to continue.

Auth. Only	
Enter Cardholder Billing Address # 200	
Back	OK

Step 10 (Optional Screen – AVS – STREET ADDRESS)

The way5000 may prompt cardholder's billing address street number. Enter the digits and press F2 (OK) to continue.

Auth. Only	
Enter Invoice/Job# or Press OK to Continue 123456	
Back	OK

Step 11 (Optional Screen – INVOICE/JOB Number)

If this field is enabled in the terminal configuration, the way5000 will prompt for and Invoice or Job Number. Enter the digits and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Auth. Only	
Enter Amount 1.00	
Back	OK

Step 12

Enter the transaction amount; and press F2 (OK) to continue.

Auth. Only	
Confirm Details	
Amount	1.00
Total	1.00
Back	OK

Step 13

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

Auth. Only	
Approved	
Auth Code	123456
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 15-1 (Optional Screen - Approved Transaction 1)

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

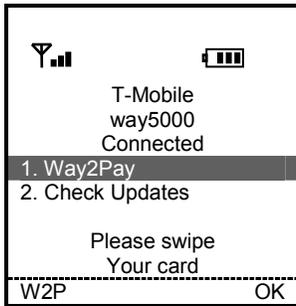
Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.

Auth. Only	
Declined	
OK	

Step 15-2 (Optional Screen - Declined Transaction)

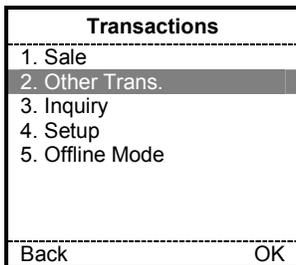
If the transaction is declined, the terminal will only show the transaction status on the screen. Press F2(OK) to finish the transaction and return to the Transactions Menu of the Payment Application

Return Return - Credit



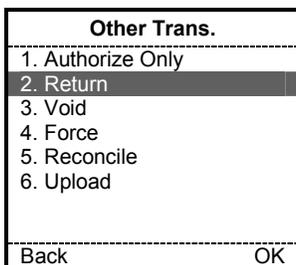
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



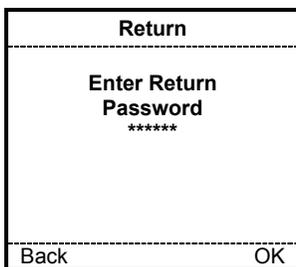
Step 2

To choose Other Transactions, press the '2' key.



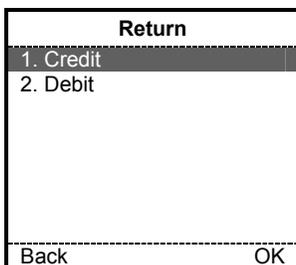
Step 3

Press the '2' key to select Return.



Step 4 (Optional Screen – Return Password)

If the authorize password prompt is enabled in the terminal configuration, the Terminal will prompt for the authorize password, in order to continue with the next step, the right password must be entered.



Step 5 (Payment Menu)

Press the '1' key to select Credit Return.

If the offline mode is enabled in the terminal or Debit is not enabled, the Debit option will not be present in the menu.

Return - Credit	
Swipe Card Or Enter Card Number	
Back	OK

Step 6

Swipe the Credit Card through the reader. If this is successful, skip to step 6.

If the swipe does not work or the card is not present, you may manually enter the card number. Continue with Step 5.

Return - Credit	
Enter Exp. Date MMYY Format 00/00	
Back	OK

Step 7

When the card number is entered manually, the way5000 will prompt for the card expiration date. Enter the expiration date (MM/YY) and press F2 (OK) to continue.

Return - Credit	
Enter Amount 1.00	
Back	OK

Step 8

Enter the transaction amount; and press F2 (OK) to continue.

Return - Credit	
Confirm Details	
Amount	1.00
Total	1.00
Back	OK

Step 9

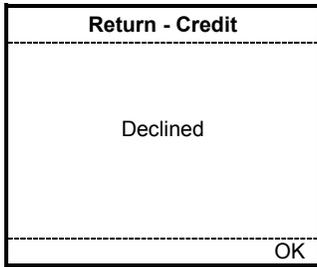
Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

Return - Credit	
Approved	
Auth Code	123456
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 10-1 (Optional Screen - Approved Transaction 1)

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

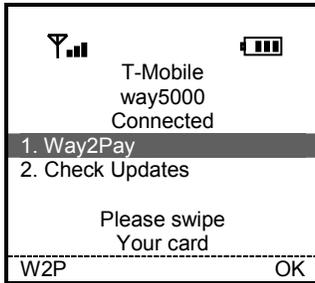
Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.



Step 10-2 (Optional Screen - Declined Transaction)

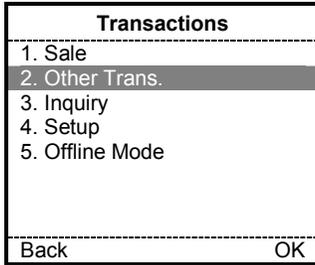
If the transaction is declined, the terminal will only show the transaction status on the screen. Press F2(OK) to finish the transaction and return to the Transactions Menu of the Payment Application

Return - Debit



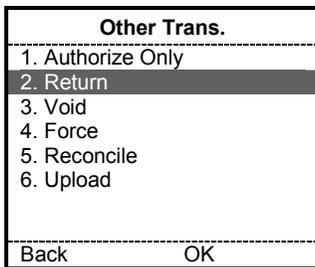
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



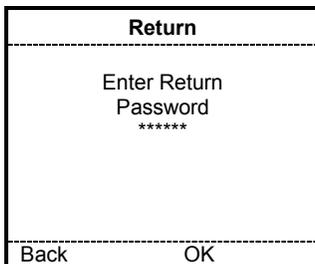
Step 2

To choose Other Transactions, press the '2' key.



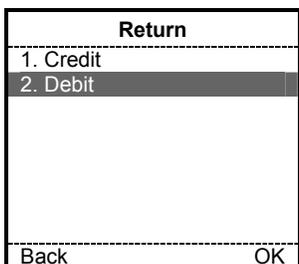
Step 3

Press the '2' key to select Return.



Step 4 (Optional Screen – Return Password)

If the authorize password prompt is enabled in the terminal configuration, the Terminal will prompt for the authorize password, in order to continue with the next step, the right password must be entered.



Step 5 (Payment Menu)

Press the '2' key to select Debit Return.

If the offline mode is enabled in the terminal or Debit is not enabled, the Debit option will not be present in the menu.

Return - Debit	
Swipe Card	
Back	

Step 6

Swipe the Credit Card through the reader.

(Manual Entry of Card Data is not allowed for Debit transactions.)

Return - Debit	
Enter Amount 1.00	
Back	OK

Step 7

Enter the transaction amount; and press F2 (OK) to continue.

Return - Debit	
Confirm Details	
Amount	1.00
Total	1.00
Back	OK

Step 8

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

Sale - Debit	
Total USD3.00 Enter PIN ****	
Back	OK

Step 9

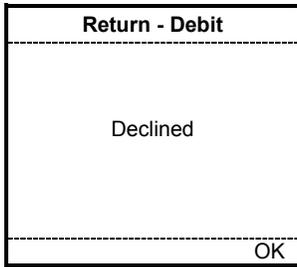
Hand the way5000 to the customer. Have them enter their Personal Identification Number (PIN) and press F2 (OK) to continue.

Return - Debit	
Approved	
Auth Code	123456
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 10-1 (Optional Screen - Approved Transaction 1)

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.



Step 10-2 (Optional Screen - Declined Transaction)

If the transaction is declined, the terminal will only show the transaction status on the screen. Press F2(OK) to finish the transaction and return to the Transactions Menu of the Payment Application

Void

T-Mobile way5000 Connected	
1. Way2Pay	
2. Check Updates	
Please swipe Your card	
W2P	OK

Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

Transactions	
1. Sale	
2. Other Trans.	
3. Inquiry	
4. Setup	
5. Offline Mode	
Back	OK

Step 2

To choose Other Transactions, press the '2' key.

Other Trans.	
1. Authorize Only	
2. Return	
3. Void	
4. Force	
5. Reconcile	
6. Upload	
Back	OK

Step 3

Press the '3' key to select Void.

Void	
Enter Void Password *****	
Back	OK

Step 4 (Optional Screen – Void Password)

If the authorize password prompt is enabled in the terminal configuration, the Terminal will prompt for the authorize password, in order to continue with the next step, the right password must be entered. Press F2 (OK) to continue

Void	
Enter Trans. Seq. # 123	
Back	OK

Step 5

Enter the transaction sequence number and press F2 (OK) to continue.

The sequence number can be found on the receipt or using the Inquiry function.

Void	
Seq #	001
Auth No.	123456
Amount	\$1.00
Confirm Void?	
Back	OK

Step 6

Transaction Information matching the sequence number will be displayed. If this matches transaction details, press F2 (OK) to continue.

Void	
Approved	
Auth Code	123456
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 7-1 (Optional Screen - Approved Transaction 1)

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

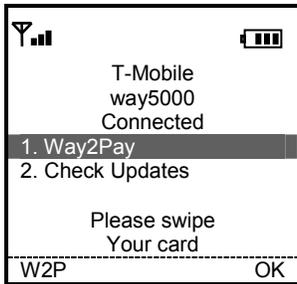
Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application..

Void	
Declined	
OK	

Step 7-2 (Optional Screen - Declined Transaction)

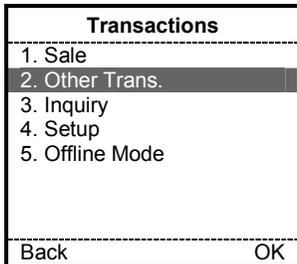
If the transaction is declined, the terminal will only show the transaction status on the screen. Press F2(OK) to finish the transaction and return to the Transactions Menu of the Payment Application

Force



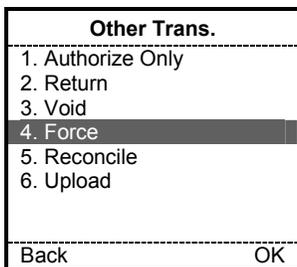
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



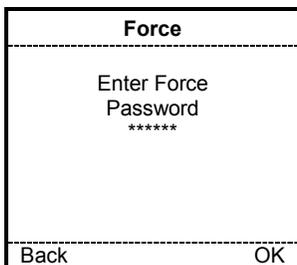
Step 2

To choose Other Transactions, press the '2' key.



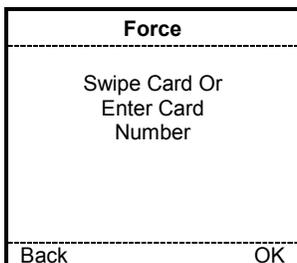
Step 3

Press the '4' key to select Force.



Step 4 (Optional Screen – Force Password)

If the authorize password prompt is enabled in the terminal configuration, the Terminal will prompt for the authorize password, in order to continue with the next step, the correct password must be entered. Press F2 (OK) to continue



Step 5

Swipe the Credit Card through the reader. If this is successful, skip to step 7.

If the swipe does not work or the card is not present, you may manually enter the card number. Continue with Step 7.

Force	
Enter Exp. Date MMYY Format 00/00	
Back	OK

Step 6

When the card number is entered manually, the way5000 will prompt for the card expiration date. Enter the expiration date (MM/YY) and press F2 (OK) to continue.

Force	
Enter Invoice/Job# or Press OK to Continue 123456	
Back	OK

Step 7 (Optional Screen – INVOICE/JOB Number)

If this field is enabled in the terminal configuration, the way5000 will prompt for and Invoice or Job Number. Enter the digits and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Force	
Enter Amount 1.00	
Back	OK

Step 8

Enter the transaction amount; and press F2 (OK) to continue.

Force	
Confirm Details	
Amount	1.00
Total	1.00
Back	OK

Step 9

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

Force	
Enter Auth Code 123456	
Back	OK

Step 10

Enter the Authorization Code received for this transaction and press F2 (OK) to continue.

Force	
Approved	
Auth Code	123456
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 11-1 (Optional Screen - Approved Transaction 1)

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application..

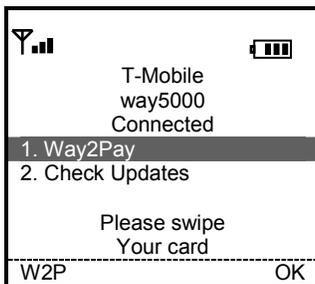
Force	
Declined	
OK	

Step 11-2 (Optional Screen - Declined Transaction)

If the transaction is declined, the terminal will only show the transaction status on the screen. Press F2(OK) to finish the transaction and return to the Transactions Menu of the Payment Application

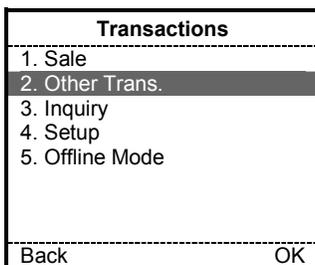
VIII. Reconcile and Upload

Reconcile



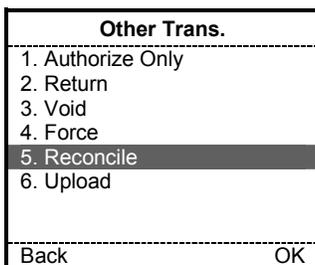
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



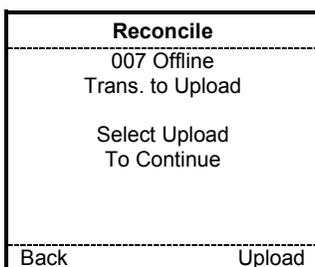
Step 2

To choose Other Transactions, press the '2' key.



Step 3

Press the '5' key to select Reconcile.



Step 4

If there are Offline Transactions in the terminal, a message will be displayed showing the number of Offline Transactions to be Uploaded.

Press F2 (OK) to start the Upload.

Communication	
Processing	
Uploading 002 of 008	

Step 5 (Print Offline Receipts Option)

Please wait while the transactions are uploaded.

Reconcile	
Upload Complete	
Approved: 11 Declined: 1	
Print Uploaded Transactions?	
Done	Yes

Step 6 (Print Offline Receipts Option)

This is an optional step. To print receipts for all Offline transactions, Press F2 (Yes) to print the receipts or press F1 (No) to continue to reconciliation (step 10).

Reconcile	
Printing	
002 of 008 transactions	
Please Wait	

Step 7 (Printing Offline Receipts)

This message displays while uploaded transactions are printing.

Reconcile	
Printing Uploaded Transactions	
Continue?	
No	Yes

Step 8 (Continue Printing Offline Receipts Optional Screen)

If there are more than 5 Offline transactions to print, you will be prompted (after every 5 transactions) to Continue printing Offline transactions. Press F1 (Yes) to continue printing the receipts or press F2 (No) to continue with the reconciliation.

Reconcile	
Re-Print Uploaded Transactions?	
Done	Yes

Step 9 (Re-Print Uploaded Transactions)

After the printing of uploaded transactions is complete, you will be given the option of re-printing the uploaded transactions.

Reconcile	
Processing	
Please Wait	

Step 10 (Continue Printing Offline Receipts Optional Screen)

After Uploading and Printing any Offline transactions, the terminal will automatically start the reconciliation process.

Reconcile	
Reconciliation Complete	
Print Reconciliation Report?	
Done	Yes

Step 11

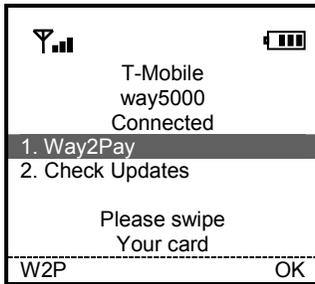
Once the reconciliation is complete, the terminal will prompt for printing. Press F1 (Yes) to print the reconciliation report or press F2 (No) to finish the transaction and return to the Transactions Menu of the Payment Application.

Reconcile	
Re-Print Reconciliation Report?	
Done	Yes

Step 12

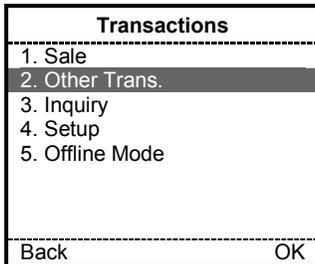
To re-print the reconciliation report, press F2 (Yes).

Upload



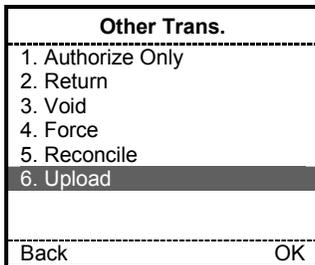
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



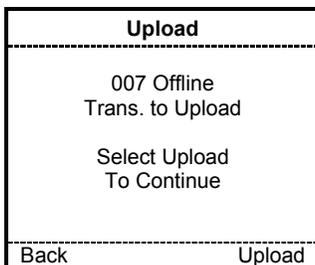
Step 2

To choose Other Transactions, press the '2' key.



Step 3

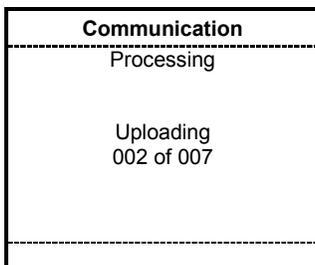
Press the '6' key to select Upload.



Step 4

If there are Offline Transactions in the terminal, a message will be displayed showing the number of Offline Transactions to be Uploaded.

Press F2 (OK) to start the Upload.



Step 5

Please wait while the transactions are uploaded.

Upload	
Upload Complete	
Approved: 4	
Declined: 1	
Pending 2	
Print Uploaded Transactions?	
Done	Yes

Step 6 (Print Offline Receipts Option)

To print receipts for all Offline transactions, Press F1 (Yes) to print the receipts or press F2 (No) to continue with Step 7.

NOTE: If the upload was interrupted or communications were lost, the pending transactions were not successfully uploaded. Attempt to Upload pending transactions again later.

Upload	
Printing	
002 of 007 transactions	
Please Wait	

Step 7

Please wait while the transactions are uploaded.

Upload	
Printing Uploaded Transactions	
Continue?	
No	Yes

Step 8 (Continue Printing Offline Receipts)

If there are more than 5 Offline transactions to print, you will be prompted (after every 5 transactions) to Continue printing Offline transactions. Press F1 (Yes) to continue printing the receipts or press F2 (No) to continue with the next step.

Upload	
Re-Print Uploaded Transactions?	
Continue?	
Done	Yes

Step 9 (Re-Print Uploaded Transactions)

After the printing of uploaded transactions is complete, you will be given the option of re-printing the uploaded transactions

Inquiry

Transaction List

T-Mobile way5000 Connected	
1. Way2Pay	
2. Check Updates	
Please swipe Your card	
W2P	OK

Step 1 (Idle Screen)

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

Transactions	
1. Sale	
2. Other Trans.	
3. Inquiry	
4. Setup	
5. Offline Mode	
Back	OK

Step 2 (Transaction Menu)

Press '3' to continue.

Inquiry Menu	
1. Trans. List	
2. Last Trans.	
3. Re-Print Trans.	
4. Total Info.	
5. Clear Trans.	
6. Reports	
Back	OK

Step 3 (Inquiry Menu)

Press '1' to continue to the Transactions List.

Trans. List	
1. 011 01/13:45:31	
2. 012 01/14:00:31	
3. 013 01/14:15:31	
4. 014 01/14:35:31	
5. 015 01/15:18:31	
6. 016 02/07:10:31	
7. Next →	
Back	OK

Step 4

A list of transactions will be displayed by Sequence Number (3 digits), the date and the time. To get more information or to reprint a receipt, press the number of the desired transaction.

Trans. List	
Sale -Credit	
06/01	13:45:31
Seq #:	123
Card:	****4797
Total:	\$11.00
Status:	Offline
Re-Print Receipt?	
Done	Yes

Step 5

The terminal will display the information related to the transaction like Transaction Type, Date, Time, Sequence Number, Card Number (Only the last 4 digits), Transaction amount and the transaction status.

Press F2 (OK) to re-print this receipt. If the F1 (Done) key is pressed, the terminal will return to *Step 4*.

Re-Print	
Approved	
Auth Code	123456
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 6 (Optional Screen – Re-Print)

If desired, press 1 or 2 to re-print the merchant copy or the customer copy of the receipt.

Press F1 (Done) to return to Step 4.

Display Last Trans

T-Mobile way5000 Connected	
1. Way2Pay	
2. Check Updates	
Please swipe Your card	
W2P	OK

Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

Transactions	
1. Sale	
2. Other Trans.	
3. Inquiry	
4. Setup	
5. Offline Mode	
Back	OK

Step 2

Press '3' to continue.

Inquiry Menu	
1. Trans. List	
2. Last Trans.	
3. Re-Print Trans.	
4. Total Info.	
5. Clear Trans.	
6. Reports	
Back	OK

Step 3

Press '2' to display the Last Transaction..

Last Trans.	
Sale –Credit	
06/01	13:45:31
Seq #:	123
Card:	****4797
Total:	\$11.00
Status:	Offline
Re-Print Receipt?	
Done	Yes

Step 4

The terminal will display the information related to the transaction like Transaction Type, Date, Time , Sequence Number, Card Number (Only the last 4 digits), Transaction amount and the transaction status.

Press F2 (OK) to re-print this receipt. If the F1 (Done) key is pressed, the terminal will return to the Inquiry Menu of the Payment Application.

Re-Print	
Approved	
Auth Code	123456
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 5 (Optional Screen – Re-Print)

If desired, press 1 or 2 to re-print the merchant copy or the customer copy of the receipt.

Press F1 (Done) to finish the transaction and go to the Inquiry Menu of the Payment Application.

Re-Print Transaction

  	
T-Mobile way5000 Connected	
1. Way2Pay 2. Check Updates	
Please swipe Your card	
W2P	OK

Step 1 (Idle Screen)

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

Transactions	
1. Sale 2. Other Trans. 3. Inquiry 4. Setup 5. Offline Mode	
Back	OK

Step 2 (Transaction Menu)

Press '3' to continue.

Inquiry Menu	
1. Trans. List 2. Last Trans. 3. Re-Print Trans. 4. Total Info. 5. Clear Trans. 6. Reports	
Back	OK

Step 3 (Inquiry Menu)

Press 3 to re-print the last transaction.

Re-Print	
Enter Transaction Seq. # 001	
Back	OK

Step 4

Enter the sequence number of the transaction to reprint and press F2 (OK) to continue.

Re-Print	
Sale -Credit	
06/01	13:45:31
Seq #:	123
Card:	****4797
Total:	\$11.00
Status:	Offline
Re-Print Receipt?	
Back	OK

Step 5

The terminal will display the information related to the transaction like Transaction Type, Date, Time, Sequence Number, Card Number (Only the last 4 digits), Transaction amount and the transaction status.

Press F2 (OK) to re-print this receipt. If the F1 (Back) key is pressed, the terminal will return to Step 4..

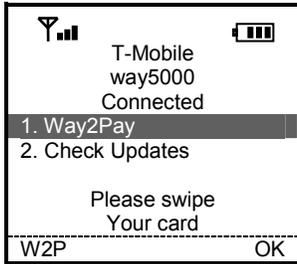
Re-Print	
Approved	
Auth Code	123456
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 6 (Optional Screen – Re-Print)

If desired, press 1 or 2 to re-print the merchant copy or the customer copy of the receipt.

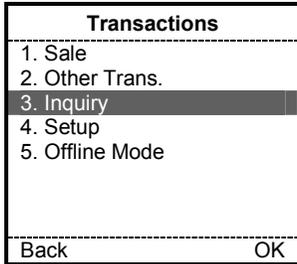
Press F1 (Done) to finish the transaction and go to Step 4.

Total Info



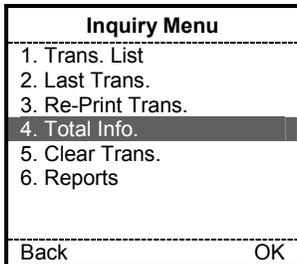
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



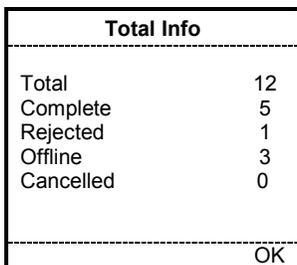
Step 2

Press '3' to continue.



Step 3

Press 4 to display totals information.

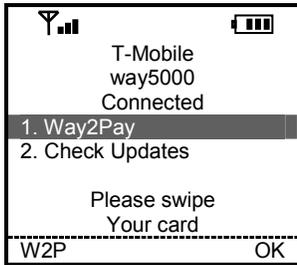


Step 4 (Inquiry Menu)

The terminal will display statistic information like the total count of transactions, the number of completed transactions, the number of rejected transactions and the number of offline transactions. Press F2 (OK) to return to the Inquiry Menu of the Payment Application

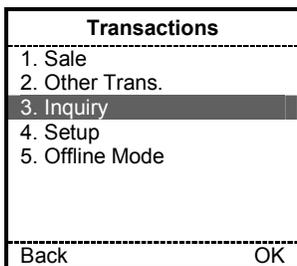
Clear Transactions

CAUTION: Do not use this function unless instructed to by an authorized Helpdesk. If there are offline transactions in the terminal that have not been uploaded, these transactions will be lost and cannot be recovered.



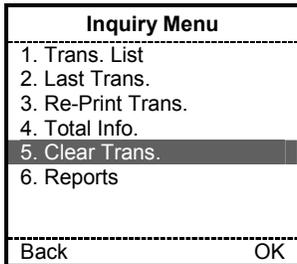
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



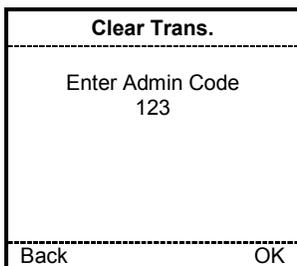
Step 2

Press '3' to continue.



Step 3

Press '5' to display clear transactions from the terminal memory.



Step 4

Enter the administrator code (default is 123) and press F2 (OK) to continue.

Clear Trans.	
Enter Admin Password *****	
Back	OK

Step 5

Enter the administrator password (default is 123123) and press F2 (OK) to continue.

Clear Trans.	
Clear All The Transactions?	
Back	OK

Step 6

The terminal will confirm if the user really wants to clear the transactions from the batch.

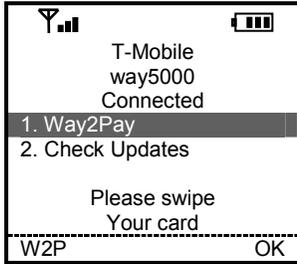
Press F2 (OK) to continue and clear all the transactions or press F1 (Back) to return to the Transactions Menu of the Payment Application

Clear Trans.	
Transactions Cleared	

Step 7

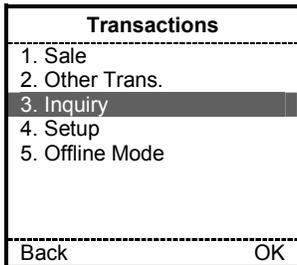
Once the transactions were cleared, the terminal displays this screen and then returns to the Transactions Menu.

Reports Details Report & Totals Report



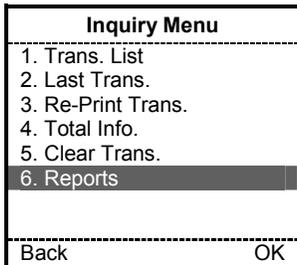
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



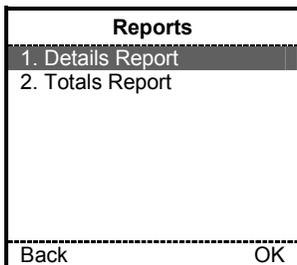
Step 2

Press '3' to continue.



Step 3

Press '6' to access the Reports menu.



Step 4

Press '1' for a Details Report. or '2' for a Totals Report . Point the terminal toward the printer.

When finished printing, the terminal will return to this screen.

See the following pages for examples of these reports.

DETAILS REPORT

Transaction Detail Report

Way Systems Inc.
 200 Unicorn Park Drive
 Woburn, Massachusetts
 01801, USA
 Phone: 555-555-5555
 www.waysystems.com

06/21/2007 13:15:27

```

=====
Merchant ID      1234567890123456
Terminal ID     12345678
Batch #        123456
    
```

Transaction List

```

=====
Seq   Card   Trans   Trans   Auth
#     Type  Type    Amount  #
001   VI     SI     $xx,xxx.xx 123456
002   MC     Rt     $xx,xxx.xx 123456
003   AX     Vd     $xx,xxx.xx 123456
004   DS     SL     $xx,xxx.xx 123456
005   VI     Fr     $xx,xxx.xx 123456
006   CA     SI     $xx,xxx.xx 123456
007   VI     Cn     $xx,xxx.xx Canceled
008   MC     Dc     $xx,xxx.xx Declined
    
```

Totals by Trans Type (w/o Cash)

```

=====
Trans
Type   Count      Total
SI      003     $xxx,xxx.xx
Fr      001     $xxx,xxx.xx
Rt      001     $xxx,xxx.xx
Vd      001     $xxx,xxx.xx
Au      001     $xxx,xxx.xx
Cn      001     $xxx,xxx.xx
Dc      001     $xxx,xxx.xx
    
```

Cash Totals

```

=====
SI      032     $xxx,xxx.xx
Vo      001     $xxx,xxx.xx
=====
    
```

VI=Visa MC=MasterCard DS=Discover
 AX=American Express OT=Other
 DB=PIN Debit CA=Cash

SI=Sale Fr=Force Rt=Return
 Vd= Void Au=Auth Only

TOTALS REPORT

Transaction Totals Report			
Way Systems Inc. 200 Unicorn Park Drive Woburn, Massachusetts 01801, USA www.waysystems.com			
06/21/2007		13:15:27	
=====			
Merchant ID	1234567890123456		
Terminal ID	12345678		
Batch #	123456		
Card Totals			
=====			
		VI	MC
SI	023	xxx,xxx.xx	016 xxx,xxx.xx
Fr	000	xxx,xxx.xx	001 xxx,xxx.xx
Rt	002	xxx,xxx.xx	003 xxx,xxx.xx
Vd	000	xxx,xxx.xx	000 xxx,xxx.xx
		=====	=====
Net		xxx,xxx.xx	xxx,xxx.xx
		AX	DS
SI	009	xxx,xxx.xx	010 xxx,xxx.xx
Fr	000	xxx,xxx.xx	000 xxx,xxx.xx
Rt	002	xxx,xxx.xx	003 xxx,xxx.xx
Vd	000	xxx,xxx.xx	000 xxx,xxx.xx
		=====	=====
Net		xxx,xxx.xx	xxx,xxx.xx
		DB	OT
SI	023	xxx,xxx.xx	000 xxx,xxx.xx
Fr	----	-----	000 xxx,xxx.xx
Rt	002	xxx,xxx.xx	000 xxx,xxx.xx
Vd	----	-----	000 xxx,xxx.xx
		=====	=====
Net		xxx,xxx.xx	xxx,xxx.xx
			Card
Total			
SI	071	xxx,xxx.xx	xxx,xxx.xx
Fr	001	xxx,xxx.xx	xxx,xxx.xx
Rt	011	xxx,xxx.xx	xxx,xxx.xx
Vd	000	xxx,xxx.xx	xxx,xxx.xx
		=====	=====
Net		xxx,xxx.xx	xxx,xxx,xxx
Au	001	xxx,xxx.xx	
Cash Totals			
=====			
SI	032	xxx,xxx.xx	
Vo	001	xxx,xxx.xx	
=====			
VI=Visa MC=MasterCard DS=Discover AX=American Express OT=Other DB=PIN Debit CA=Cash			
SI=Sale Fr=Force Rt=Return Vd= Void			

SetUp

Admin SetUp Reset Admin Code

T-Mobile
way5000
Connected

1. Way2Pay
2. Check Updates

Please swipe
Your card

W2P OK

Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

Transactions

1. Sale
2. Other Trans.
3. Inquiry
4. Setup
5. Offline Mode

Back OK

Step 2

Press '4' to continue.

Setup

1. Admin Setup
2. App Config
3. User Prefs.
4. Printer Test
5. About Way5000

Back OK

Step 3

Press '1' to access the Admin Setup.

Admin. Pwd

Enter Admin Code
123

Back OK

Step 4

Enter the administrator code (default is 123) and press F2 (OK) to continue.

Admin. Pwd

Enter Admin
Password

Back OK

Step 5

Enter the administrator password (default is 123123) and press F2 (OK) to continue.

Admin Setup	
1. Reset Adm Code	
2. Reset Adm Passwd	
Back	OK

Step 6

Press '1' to Reset Admin Code(s).

Admin. Code	
Reset Admin Code?	
Back	OK

Step 7

Press F2 (OK) to Reset the Admin Code or press F1 (Back) to return to the POS Setup Menu.

Admin. Code	
Enter a New 3 Digits Admin. Code 123	
Back	OK

Step 8

Enter the new 3 digits administrator code and press F2 (OK) to continue.

Admin. Code	
Confirm the New 3 Digits Admin. Code 123	
Back	OK

Step 9

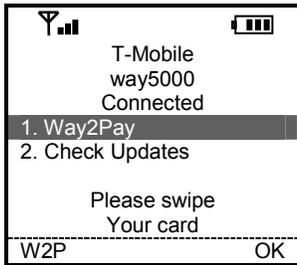
Enter the same new 3 digits administrator code again to confirm the previous entry and press F2 (OK) to continue.

The Admin Code Has Been Successfully Changed	
---	--

Step 10

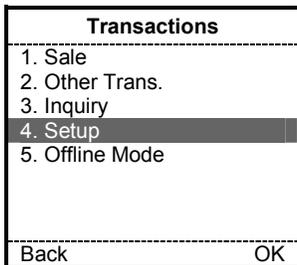
This message displays briefly and then the terminal returns to the Admin Setup menu.

Reset Admin Password



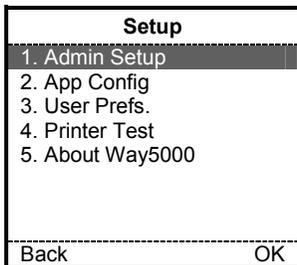
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



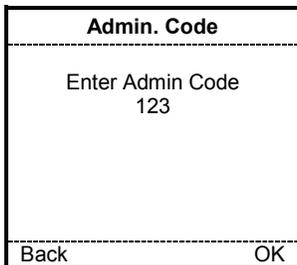
Step 2

Press '4' to continue.



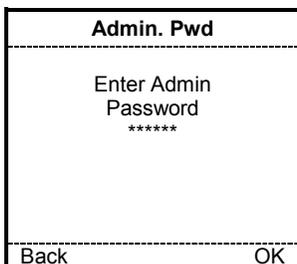
Step 3

Press '1' to access the Admin Setup.



Step 4

Enter the administrator code (default is 123) and press F2 (OK) to continue.



Step 5

Enter the administrator password (default is 123123) and press F2 (OK) to continue.

Admin Setup	
1. Reset Adm Code	
2. Reset Adm Passwd	
Back	OK

Step 6 (Administrator Setup)

Press '2' to Reset Admin Password.

Admin. Password	
Reset Admin Password?	
Back	OK

Step 7

Press F2 (OK) to Reset the Admin Password or press F1 (Back) to return to the POS Setup Menu.

Admin. Password	
Enter a New 6 Digits Admin. Password 123123	
Back	OK

Step 8

Enter the new 3 digits administrator Password and press F2 (OK) to continue.

Admin. Password	
Confirm the New 6 Digits Admin. Password 123123	
Back	OK

Step 9

Enter the same new 3 digits administrator Password again to confirm the previous entry and press F2 (OK) to continue.

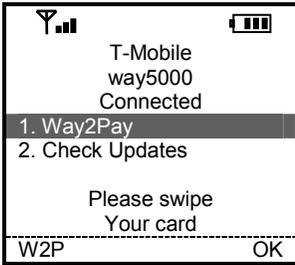
The Admin Password Has Been Successfully Changed	

Step 10

This message displays briefly and then the terminal returns to the Admin Setup menu.

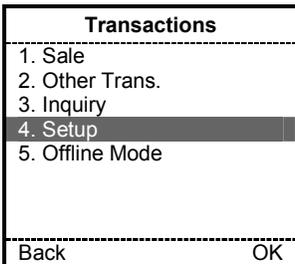
Application Configuration
Application Settings

Invoice/Job Number



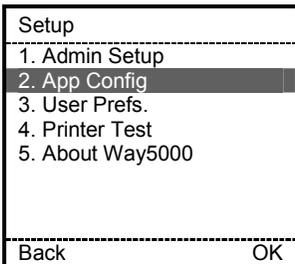
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



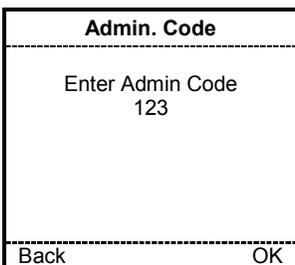
Step 2

Press '4' to continue to Setup.



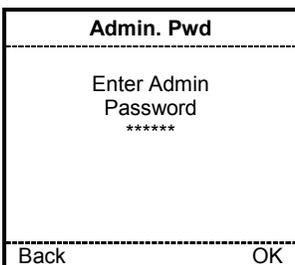
Step 3

Press 2 to select App Config.



Step 4

Enter the administrator code (default is 123) and press F2 (OK) to continue.



Step 5

Enter the administrator password (default is 123123) and press F2 (OK) to continue.

App Config	
1. App Settings	
2. Merchant Info	
3. Reset Config.	
Back	OK

Step 6

Press 1 (App Settings).

App Settings	
1. Invoice/Job#	
2. Cash Receipt	
Back	OK

Step 7

The terminal will display the Application Settings Menu, press 1 (Invoice/Job#).

Invoice/Job#	
Enable Invoice Prompt?	
Back	OK

Step 8-1

If Invoice/Job# is currently not enabled, press F2 (OK) to enable the prompt.

Invoice/Job#	
Disable Invoice/Job# Prompt?	
Back	OK

Step 8-2

If Invoice/Job# is currently enabled, press F2 (OK) to disable the prompt.

App. Settings	
This Config Will Not Be Synchronized Again With The Server	
Save Parameters?	
Yes	No

Step 9

This parameter change will not be overridden by a parameter update downloaded from the server.

Cash Receipt

T-Mobile way5000 Connected	
1. Way2Pay	
2. Check Updates	
Please swipe Your card	
W2P	OK

Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

Transactions	
1. Sale	
2. Other Trans.	
3. Inquiry	
4. Setup	
5. Offline Mode	
Back	OK

Step 2

Press '4' to continue to Setup.

Setup	
1. Admin Setup	
2. App Config	
3. User Prefs.	
4. Printer Test	
5. About Way5000	
Back	OK

Step 3

Press 2 to select App Config.

Admin. Code	
Enter Admin Code 123	
Back	OK

Step 4

Enter the administrator code (default is 123) and press F2 (OK) to continue.

Admin. Pwd	
Enter Admin Password *****	
Back	OK

Step 5

Enter the administrator password (default is 123123) and press F2 (OK) to continue.

App Config	
1. App Settings	
2. Merchant Info	
3. Reset Config.	
Back	OK

Step 6

Press 1 to select App Settings.

App Settings	
1. Invoice/Job#	
2. Cash Receipt	
Back	OK

Step 7

The terminal will display the Application Settings Menu, press 2 (Cash Receipt).

Cash Receipt	
Enable Cash Receipt Prompts?	
Yes	No

Step 8-1

If Cash Receipt is currently not enabled, press F2 (OK) to enable the prompt.

Cash Receipt	
Disable Cash Receipt Prompts?	
Yes	No

Step 8-2

If Cash Receipt is currently enabled, press F2 (OK) to disable the prompt.

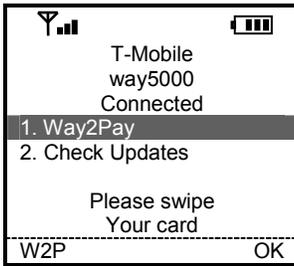
App. Settings	
This Config Will Not Be Synchronized Again With The Server	
Save Parameters?	
Yes	No

Step 9

This parameter change will not be overridden by a parameter update downloaded from the server.

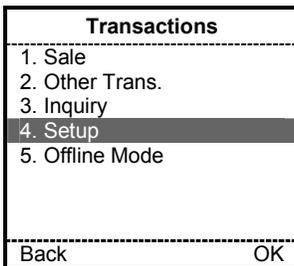
Merchant Information

Change: URL, Footer 1, Footer 2, Footer 3, Footer 4, Phone Number



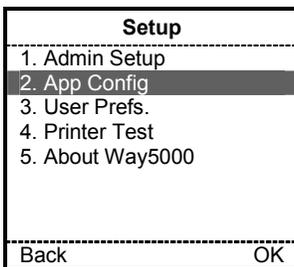
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



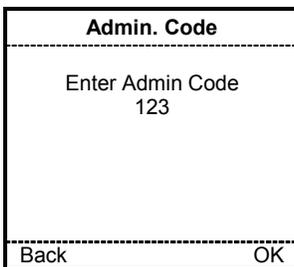
Step 2

Press '4' to continue to Setup.



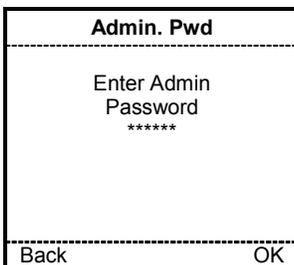
Step 3

Press 2 to select App Config.



Step 4

Enter the administrator code (default is 123) and press F2 (OK) to continue.



Step 5

Enter the administrator password (default is 123123) and press F2 (OK) to continue.

App Config	
1. App Settings	
2. Merchant Info	
3. Reset Config.	
Back	OK

Step 6

Press 2 to select Merchant Info.

Merchant Info	
1. Merchant URL	
2. Footer 1	
3. Footer 2	
4. Footer 3...	
5. Footer 4	
6. Phone Number	
Back	OK

Step 7

The terminal will display the Merchant Information Menu; press the number corresponding to the option that you want to change.(see example below.

Merchant Info	
Enter Merchant Footer 1 XXXFooter_InfoXX	
Back	OK

Step 8

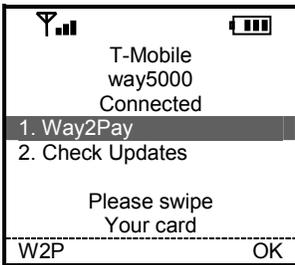
Enter the new information as desired and press F2 (OK).

Merchant Info	
This Config Will Not Be Synchronized Again With The Server	
Save Parameters?	
Yes	No

Step 9

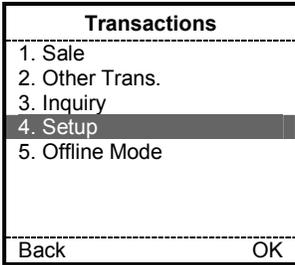
This parameter change will not be overridden by a parameter update downloaded from the server.

Reset Configuration



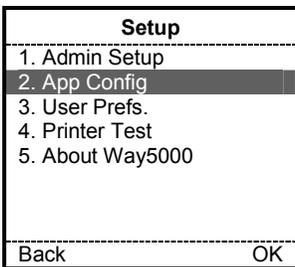
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



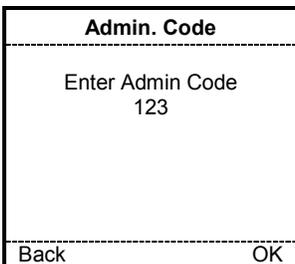
Step 2

Press '4' to continue to Setup.



Step 3

Press 2 to select App Config.



Step 4

Enter the administrator code (default is 123) and press F2 (OK) to continue.



Step 5

Enter the administrator password (default is 123123) and press F2 (OK) to continue.

App Config	
1. App Settings	
2. Merchant Info	
3. Reset Config.	
Back	OK

Step 6

Press 3 to reset the configuration settings to their original state.

App Settings	
The Terminal Will Reset all Local Config	
Continue?	
Yes	No

Step 7

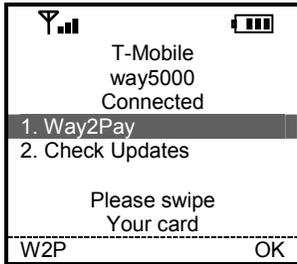
Press F1 (Yes) to reset all the App. Settings and Merchant Information and synchronize the information with the server or press F2 (No) to return to the Application Settings Menu.

App Settings	
All Local Config. Has Been Reset And Will Be Synchronized With The Server	

Step 8

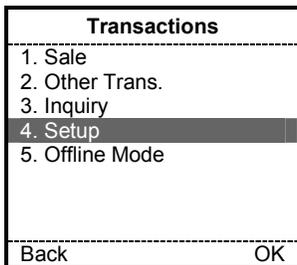
This screen displays briefly and then the terminal returns to the application configuration menu.

User Preferences Backlight Time



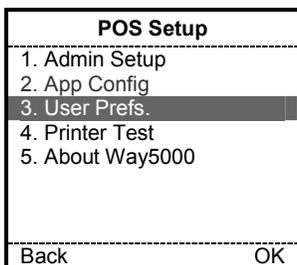
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



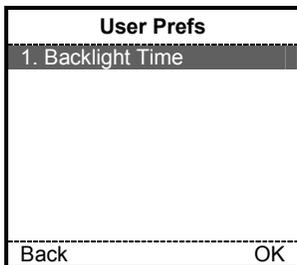
Step 2

Press '4' to continue to Setup.



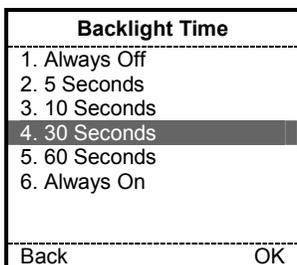
Step 3

Press 3 to select User Prefs.



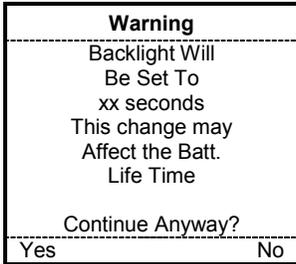
Step 4

Press 1 to set the backlight time.



Step 5

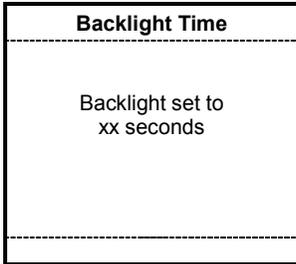
Select the desired backlight time by selecting the number that corresponds to the option you want.



Step 6

The terminal will display a warning that will reflect the selection of the previous screen and will indicate the user that the changes on this item may affect the battery life.

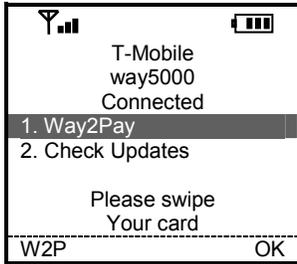
Select F1 (Yes) to set the new value and continue or select F2 (No) to ignore the changes and return to the setup menu.



Step 7

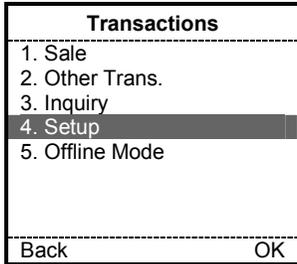
If F1 (Yes) is selected, a new screen reflecting the new configuration will be displayed. This screen will be displayed for 3 seconds and then the terminal will return to the user preferences menu.

Printer Test



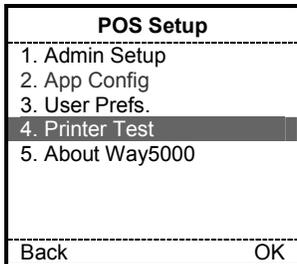
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



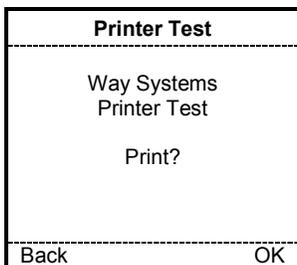
Step 2

Press '4' to continue to Setup.



Step 3

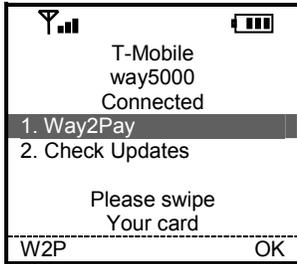
Press 4 to select Printer Test.



Step 4

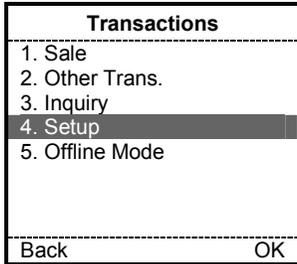
The terminal will display a Printer Test confirmation, press F2 (OK) to continue and print the test or press F1 (Back) to return to the POS Setup Menu.

About Way5000 (Display Way5000 Information)



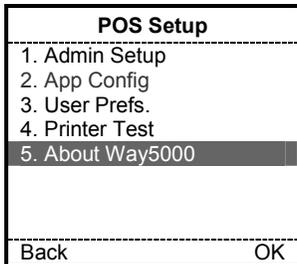
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



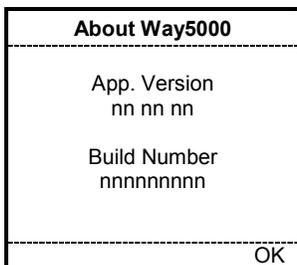
Step 2

Press '4' to continue to Setup.



Step 3

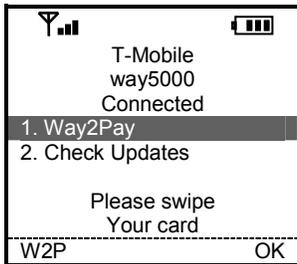
Press 5 to display information about the way5000.



Step 4

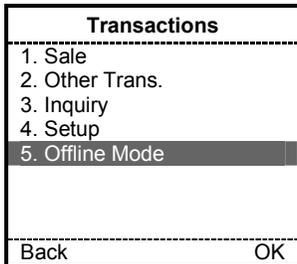
The terminal will display the Way5000 information; press F2 (OK) to return to the POS Setup Menu. Press F2 (OK) to return to the POS Setup menu/

Go To Offline Mode



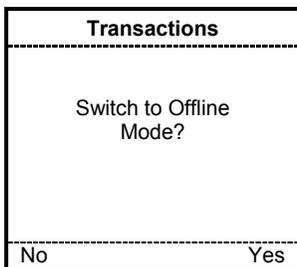
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



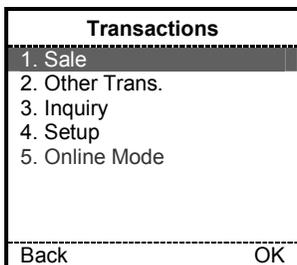
Step 2

Press '5' to continue to go to offline mode.



Step 3

Press '5' to continue to go to offline mode.



Step 4

The terminal returns to the transactions menu.

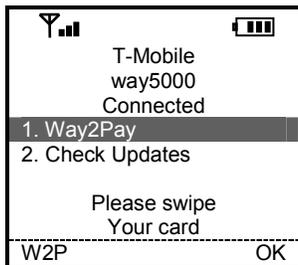
IX. Offline Mode

NOTE: Offline transactions are run at your risk. Final authorization does not occur until transactions are uploaded for approval.

Offline Mode can be used as a temporary solution for situations where adequate signal is not being received. Transactions will be stored in the terminal until you Upload or Reconcile. You should return to Online Mode as soon as possible and upload offline transactions for authorization

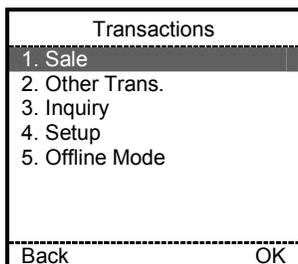
Due to regulations, debit transactions cannot be performed in Offline Mode.

Sale
Credit



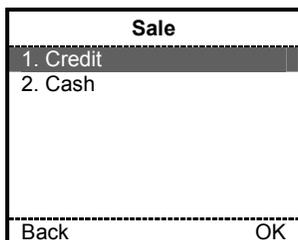
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



Step 2

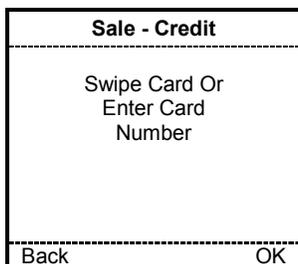
To choose Sale, press the '1' key.



Step 3

To Choose Credit, press the '1' key.

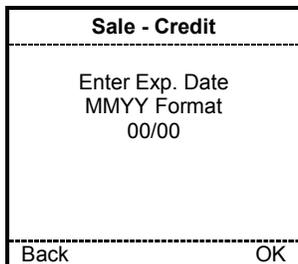
Cash Sale may or may or may not appear based on your setup.



Step 4

Swipe the Credit Card through the reader. If this is successful, skip to step 6.

If the swipe does not work or the card is not present, you may manually enter the card number. Continue with Step 5.



Step 5

When the card number is entered manually, the way5000 will prompt for the card expiration date. Enter the expiration date (MM/YY) and press F2 (OK) to continue.

Sale - Credit	
Enter 4 Digits Number From The Front Of The Card 1234	
Back	OK

Step 6-1 (Optional Screen – AMERICAN EXPRESS)

If the card is an American Express card, the way5000 may prompt for the American Express Security Code which is a 4 digit number located on the front of the card. Press F2 (OK) to continue.

Sale - Credit	
Enter 3 Digits Number From The Back Of The Card 123	
Back	OK

Step 6-2 (Optional Screen – VISA, MC, DISCOVER)

If the card is a Visa, MC or Discover card, the way5000 may prompt for the Security Code which is a 3 digit number located on the back of the card in the signature panel. Enter the code and press F2 (OK) to continue.

Sale - Credit	
Select reason	
1. Not Legible	
2. Not Present	
3. Skip Entry	
Back	OK

Step 7-1 (Optional Screen for Visa/MasterCard)

If the Security Code is not present or is not legible, the way5000 will prompt for a reason when the Security Code entry is left blank.

Select the appropriate reason by pressing 1, 2, or 3 and hit F2 (OK) to continue.

Sale - Credit	
Select reason	
1. Not Legible	
2. Not Present	
Back	OK

Step 7-2 (Optional Screen for Discover)

If the Security Code is not present or is not legible, the way5000 will prompt for a reason when the Security Code entry is left blank.

Select the appropriate reason by pressing 1, or 2 and hit F2 (OK) to continue.

Sale - Credit	
Enter Zip Code For Cardholder Billing Address 01801	
Back	OK

Step 8 (Optional Screen – AVS - ZIP CODE)

The way5000 may prompt for a cardholder 's billing zip code; the number may be 5 or 9 digits. Enter the digits and press F2 (OK) to continue.

Sale – Credit	
Enter Cardholder Billing Address # 200	
Back	OK

Step 9 (Optional Screen – AVS – STREET ADDRESS)

The way5000 may prompt cardholder's billing address street number. Enter the digits and press F2 (OK) to continue.

Sale – Credit	
Enter Invoice/Job# or Press OK to Continue 123456	
Back	OK

Step 10 (Optional Screen – INVOICE/JOB Number)

If this field is enabled in the terminal configuration, the way5000 will prompt for and Invoice/Job Number. Enter the digits and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Sale – Credit	
Enter Amount 1.00	
Back	OK

Step 11

Enter the transaction amount; and press F2 (OK) to continue.

Sale - Credit	
Please Confirm The Conv Fee	
Amount	1.00
C.Fee	1.00
Back	OK

Step 12 (Optional Screen – Convenience Fee)

If this field is enabled in the terminal configuration, the way5000 will ask you to confirm the convenience fee amount. Check the amount and press F2 (OK) to continue.

Sale - Credit	
Enter Toll Amount 1.00	
Back	OK

Step 13 (Optional Screen – Toll Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the toll amount. Enter the toll amount and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Sale - Credit	
1. Enter Tip Amt	
2. Print Tip Rcpt	
Back	OK

Step 14 (Optional Screen – Tip Receipt)

If this field is enabled in the terminal configuration, the way5000 will prompt for the tip amount. Press F2 (OK) to continue.

Sale - Credit	
Enter Tip Amount	
1.00	
Back	OK

Step 15 (Optional Screen – Tip Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the tip amount. To skip this entry, press F2 (OK) to continue.

Sale - Credit	
Confirm Details	
Amount	1.00
C-Fee	1.00
Tip	0.00
Tolls	0.00
Total	2.00
Back	OK

Step 16

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

Sale - Credit	
Pending	
Stored Offline	
Back	OK

Step 17

This message displays briefly and then continues to printing options.

Sale - Credit	
Pending- Stored Offline	
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 18 (Optional Screen)

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.

Cash

Terminal screen showing status: T-Mobile way5000 Connected. Menu options: 1. Way2Pay (highlighted), 2. Check Updates. Prompt: Please swipe Your card. Bottom buttons: W2P, OK.

Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.

Terminal screen titled Transactions. Menu options: 1. Sale (highlighted), 2. Other Trans., 3. Inquiry, 4. Setup, 5. Offline Mode. Bottom buttons: Back, OK.

Step 2

To choose Sale, press the '1' key.

Terminal screen titled Sale. Menu options: 1. Credit, 2. Cash (highlighted). Bottom buttons: Back, OK.

Step 3

To Choose Cash, press the '2' key.

Terminal screen titled Sale - Cash. Prompt: Enter Invoice/Job# or Press OK to Continue. Example input: 123456. Bottom buttons: Back, OK.

Step 4 (Optional Screen – INVOICE/JOB Number)

If this field is enabled in the terminal configuration, the way5000 will prompt for and Invoice or Job Number. Enter the digits and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Terminal screen titled Sale - Cash. Prompt: Enter Amount. Example input: 1.00. Bottom buttons: Back, OK.

Step 5

Enter the transaction amount; and press F2 (OK) to continue.

Sale - Cash	
Enter Toll Amount 1.00	
Back	OK

Step 6 (Optional Screen – Toll Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the toll amount. Enter the toll amount and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Sale - Credit	
1. Enter Tip Amt	
2. Print Tip Rcpt	
Back	OK

Step 7 (Optional Screen – Tip Receipt)

If this field is enabled in the terminal configuration, the way5000 will prompt for the tip amount. Press F2 (OK) to continue.

Sale - Cash	
Enter Tip Amount 1.00	
Back	OK

Step 8 (Optional Screen – Tip Amount)

If this field is enabled in the terminal configuration, the way5000 will prompt for the tip amount. To skip this entry, press F2 (OK) to continue.

Sale - Cash	
Confirm Details	
Amount	1.00
Tip	0.00
Tolls	0.00
Total	2.00
Back	OK

Step 9

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

Sale - Cash	
Approved	
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

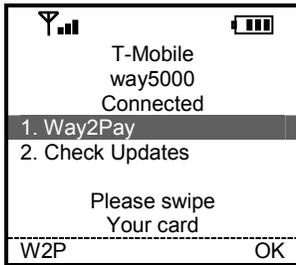
Step 10

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.

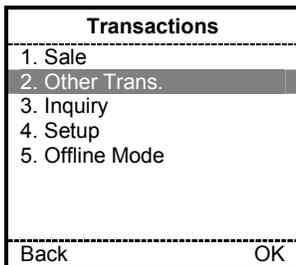
Other Transactions

Authorize Only



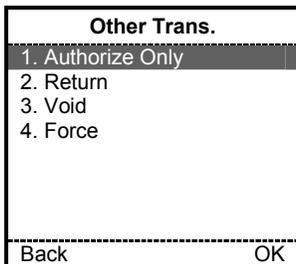
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



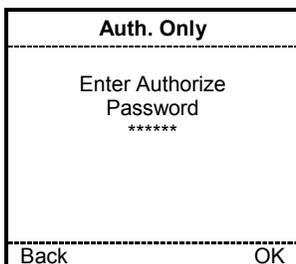
Step 2

To choose Other Transactions, press the '2' key.



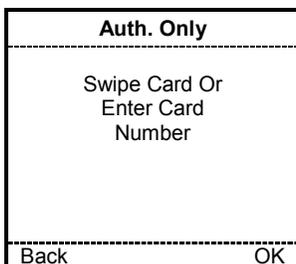
Step 3

Press the '1' key to select Authorize Only.



Step 4 (Optional Screen – Authorize Only Password)

If the authorize password prompt is enabled in the terminal configuration, the Terminal will prompt for the authorize password, in order to continue with the next step, the right password (default = 123456) must be entered.



Step 5

Swipe the Credit Card through the reader. If this is successful, skip to step 7.

If the swipe does not work or the card is not present, you may manually enter the card number. Continue with Step 6.

Auth. Only	
Enter Exp. Date MMYY Format 00/00	
Back	OK

Step 6

When the card number is entered manually, the way5000 will prompt for the card expiration date. Enter the expiration date (MM/YY) and press F2 (OK) to continue.

Auth. Only	
Enter 4 Digits Number From The Front Of The Card 1234	
Back	OK

Step 7-1 (Optional Screen – AMERICAN EXPRESS)

If the card is an American Express card, the way5000 may prompt for the American Express Security Code which is a 4 digit number located on the front of the card. Press F2 (OK) to continue.

Auth. Only	
Enter 3 Digits Number From The Back Of The Card 123	
Back	OK

Step 7-2 (Optional Screen – VISA, MC, DISCOVER)

If the card is a Visa, MC or Discover card, the way5000 may prompt for the Security Code which is a 3 digit number located on the back of the card in the signature panel. Enter the code and press F2 (OK) to continue.

Auth. Only	
Select reason	
<ul style="list-style-type: none"> 1. Not Legible 2. Not Present 3. Skip Entry 	
Back	OK

Step 8-1 (Optional Screen for Visa/MasterCard)

If the Security Code is not present or is not legible, the way5000 will prompt for a reason when the Security Code entry is left blank. Select the appropriate reason by pressing 1, 2, or 3 and hit F2 (OK) to continue.

Auth. Only	
Select reason	
<ul style="list-style-type: none"> 1. Not Legible 2. Not Present 	
Back	OK

Step 8-2 (Optional Screen for Discover)

The terminal will prompt for a reason when the CID is skipped (left in blank) in the previous steps. If the CID information is entered, the terminal will not display this screen

Select the appropriate reason and hit F2 (OK) to continue.

Auth. Only	
Enter Zip Code For Cardholder Billing Address 01801	
Back	OK

Step 9 (Optional Screen – AVS - ZIP CODE)

The way5000 may prompt cardholder 's billing zip code; the number may be 5 or 9 digits. Enter the digits and press F2 (OK) to continue.

Auth. Only	
Enter Cardholder Billing Address # 200	
Back	OK

Step 10 (Optional Screen – AVS – STREET ADDRESS)

The way5000 may prompt cardholder's billing address street number. Enter the digits and press F2 (OK) to continue.

Auth. Only	
Enter Invoice/Job# or Press OK to Continue 123456	
Back	OK

Step 11 (Optional Screen – INVOICE/JOB Number)

If this field is enabled in the terminal configuration, the way5000 will prompt for and Invoice or Job Number. Enter the digits and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Auth. Only	
Enter Amount 1.00	
Back	OK

Step 12

Enter the transaction amount; and press F2 (OK) to continue.

Auth. Only	
Confirm Details	
Amount	1.00
Total	1.00
Back	OK

Step 13

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

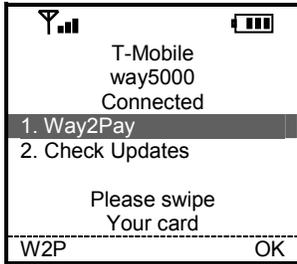
Auth. Only	
Pending -Stored Offline	
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 14-1

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

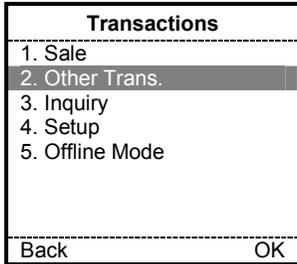
Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application..

Return



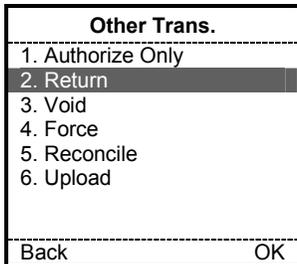
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



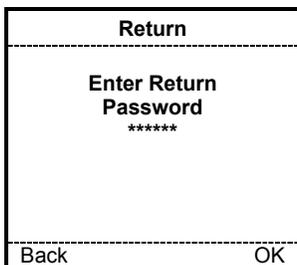
Step 2

To choose Other Transactions, press the '2' key.



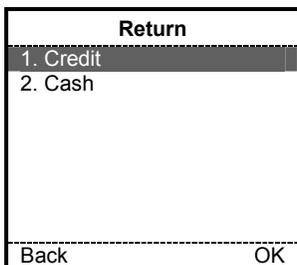
Step 3

Press the '2' key to select Return.



Step 4 (Optional Screen – Return Password)

If the authorize password prompt is enabled in the terminal configuration, the Terminal will prompt for the authorize password, in order to continue with the next step, the right password (default=123456) must be entered.



Step 5 (Payment Menu)

Press the '1' key to select Credit Return.

Cash Sale may or may or may not appear based on your setup.

Return - Credit	
Swipe Card Or Enter Card Number	
Back	OK

Step 6

Swipe the Credit Card through the reader. If this is successful, skip to step 8.

If the swipe does not work or the card is not present, you may manually enter the card number. Continue with Step 8.

Return - Credit	
Enter Exp. Date MMYY Format 00/00	
Back	OK

Step 7

When the card number is entered manually, the way5000 will prompt for the card expiration date. Enter the expiration date (MM/YY) and press F2 (OK) to continue.

Return - Credit	
Enter Amount 1.00	
Back	OK

Step 8

Enter the transaction amount; and press F2 (OK) to continue.

Return - Credit	
Confirm Details	
Amount	1.00
Total	1.00
Back	OK

Step 9

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

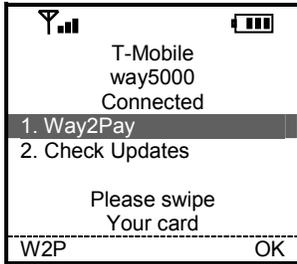
Return - Credit	
Pending -Stored Offline	
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 10

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.

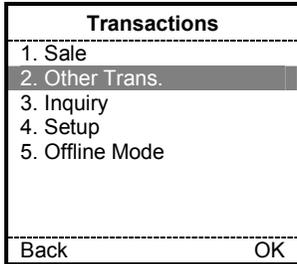
Void



Terminal screen showing the Way2Pay menu. At the top, it displays 'T-Mobile way5000 Connected'. The menu items are: 1. Way2Pay (highlighted), 2. Check Updates. Below the menu, it says 'Please swipe Your card'. At the bottom, there are 'W2P' and 'OK' options.

Step 1

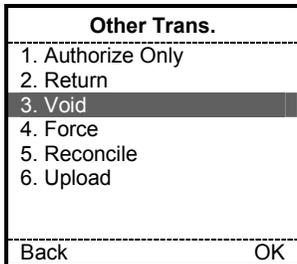
To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



Terminal screen showing the Transactions menu. The title is 'Transactions'. The menu items are: 1. Sale, 2. Other Trans. (highlighted), 3. Inquiry, 4. Setup, 5. Offline Mode. At the bottom, there are 'Back' and 'OK' options.

Step 2 (Transaction Menu)

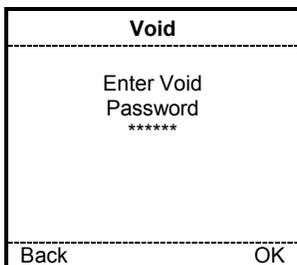
To choose Other Transactions, press the '2' key.



Terminal screen showing the Other Transactions menu. The title is 'Other Trans.'. The menu items are: 1. Authorize Only, 2. Return, 3. Void (highlighted), 4. Force, 5. Reconcile, 6. Upload. At the bottom, there are 'Back' and 'OK' options.

Step 3 (Other Transactions Menu)

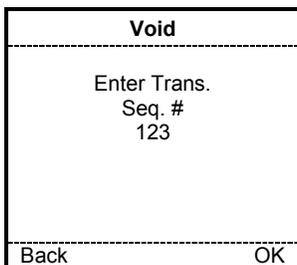
Press the '3' key to select Void.



Terminal screen showing the Void password prompt. The title is 'Void'. It says 'Enter Void Password *****'. At the bottom, there are 'Back' and 'OK' options.

Step 4 (Optional Screen – Void Password)

If the authorize password prompt is enabled in the terminal configuration, the Terminal will prompt for the authorize password, in order to continue with the next step, the right password (default=123456) must be entered. Press F2 (OK) to continue



Terminal screen showing the Void transaction sequence prompt. The title is 'Void'. It says 'Enter Trans. Seq. # 123'. At the bottom, there are 'Back' and 'OK' options.

Step 5

Enter the transaction sequence number and press F2 (OK) to continue.

Void	
Seq #	001
Auth No.	123456
Amount	\$1.00
Confirm Void?	
Back	OK

Step 6

Transaction Information matching the sequence number will be displayed.

If this matches transaction details, press F2 (OK) to continue.

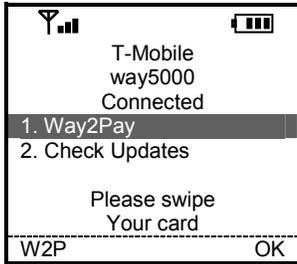
Void	
Pending -Stored Offline	
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 7

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

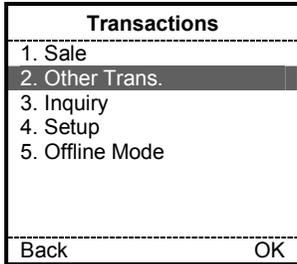
Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.

Force



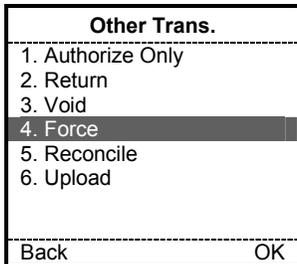
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



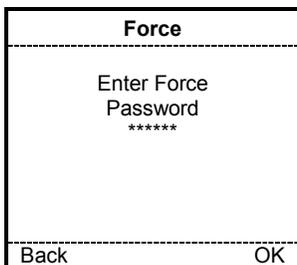
Step 2

To choose Other Transactions, press the '2' key.



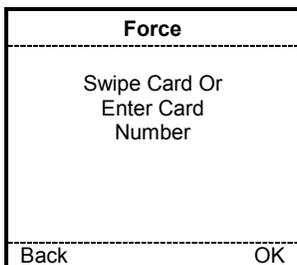
Step 3

Press the '4' key to select Force.



Step 4 (Optional Screen – Force Password)

If the authorize password prompt is enabled in the terminal configuration, the Terminal will prompt for the authorize password, in order to continue with the next step, the correct password (default=123456) must be entered. Press F2 (OK) to continue



Step 5

Swipe the Credit Card through the reader. If this is successful, skip to step 7.

If the swipe does not work or the card is not present, you may manually enter the card number. Continue with Step 7.

Force	
Enter Exp. Date MMYY Format 00/00	
Back	OK

Step 6

When the card number is entered manually, the way5000 will prompt for the card expiration date. Enter the expiration date (MM/YY) and press F2 (OK) to continue.

Force	
Enter Invoice/Job# or Press OK to Continue 123456	
Back	OK

Step 7 (Optional Screen – INVOICE/JOB Number)

If this field is enabled in the terminal configuration, the way5000 will prompt for and Invoice or Job Number. Enter the digits and press F2 (OK) to continue. To skip this entry, press F2 (OK) to continue.

Force	
Enter Amount 1.00	
Back	OK

Step 8

Enter the transaction amount; and press F2 (OK) to continue.

Force	
Confirm Details	
Amount	1.00
Total	1.00
Back	OK

Step 9

Once all the amounts are entered, the terminal will confirm the amounts and final total for the transaction. Press F1 (Back) to go back and fix any amount or press F2 (OK) to continue with the next step.

Force	
Enter Auth Code 123456	
Back	OK

Step 10

Enter the Authorization Code received for this transaction and press F2 (OK) to continue.

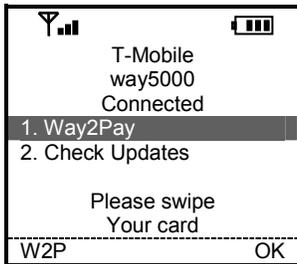
Force	
Pending –Stored Offline	
Print Receipt	
1. Merchant Copy	
2. Customer Copy	
Done	OK

Step 11

Press F2 (OK) or '1' to print the merchant receipt and continue with the next step. Press '2' to print the customer copy of the receipt.

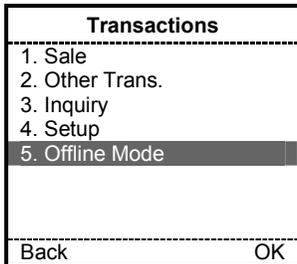
Press F1 (Done) to finish the transaction and go to the Transactions Menu of the Payment Application.

Go To Online Mode



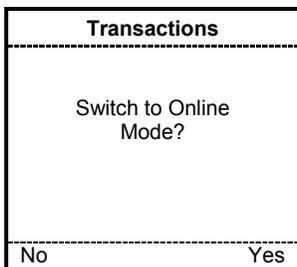
Step 1

To start WAY2Pay, press F2 (Way2Pay) or press '1' to continue.



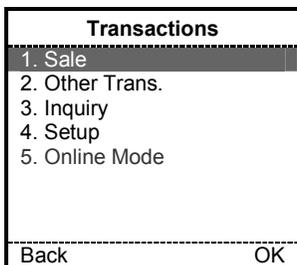
Step 2

Press '5' to continue to go to online mode.



Step 3

Press F2 (Yes) to continue.



Step 4

The terminal returns to the transactions menu.

X. Error Messages and Troubleshooting

Transaction Name	
No Response Received (xxxx)	
1. Retry 2. Save as Offline 3. Cancel	
Back	OK

If no response is received from the payment processor, this screen will be displayed.

The Retry option will attempt to re-send the transaction. The Save as Offline option will create a new offline transaction with the same information as the current sale transaction and will display the print screen The Cancel option will terminate the transaction.

(NOTE: Debit Sale and Debit Refund cannot be saved as offline)

Transaction Name	
Unable to Connect (xxxx)	
1. Retry 2. Save as Offline 3. Cancel	
Back	OK

If the way5000 is unable to connect, this screen will be displayed.

The Retry option will attempt to re-send the transaction. The Save as Offline option will create a new offline transaction with the same information as the current sale transaction and will display the print screen The Cancel option will terminate the transaction.

(NOTE: Debit Sale and Debit Refund cannot be saved as offline)

Error	
Card Read Error	

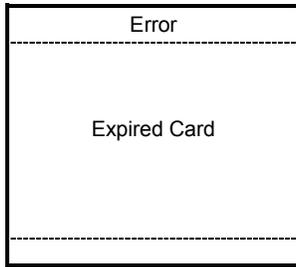
Card Read Error (Magnetic Stripe Read Error)

This screen will be displayed when it is not possible to read the magnetic stripe of a card (may be because the track is damaged or because a wrong swipe). The terminal will return to the 'Swipe Card' screen.

Error	
Invalid Card	

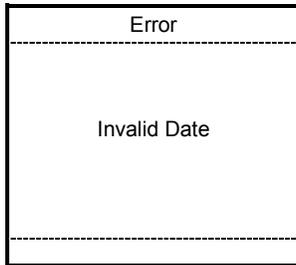
Invalid Card Number

This screen will be displayed when a card number is manually entered and for some reason the card number is wrong.



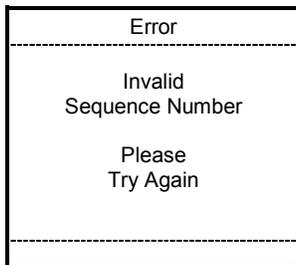
Expired Card

This screen will be displayed when an expired card is swiped or an expired card expiration date is manually entered.



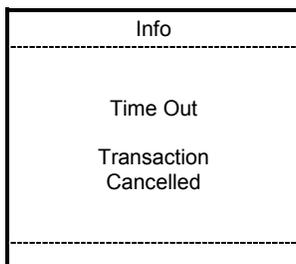
Invalid Date

This screen will be displayed when an invalid date is entered for instance the months field contains a different value than 01 to 12 or the days field contains a different value than 01 to 31, (the limit may change depending on the month). The terminal will return to the **Enter Exp Date** screen.



Sequence Number Input Error

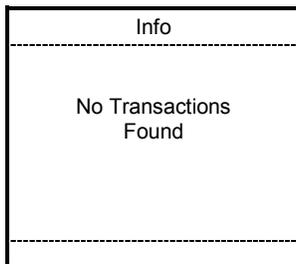
This screen will be displayed when an incorrect sequence number is entered in the terminal. The terminal will return to the **Enter Seq #** screen.



Time Out

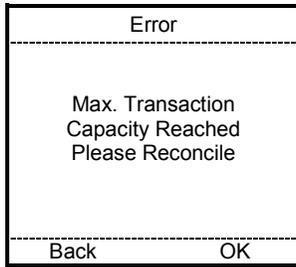
This screen will be displayed in some cases, when after 30 seconds no data is entered in a data entry field

After this screen is displayed, the terminal will abort/cancel the current transaction and will return to the main menu.



No Transactions

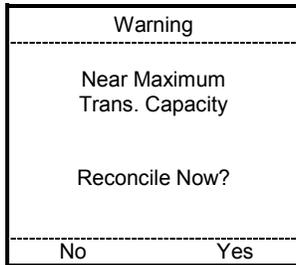
This screen will be displayed when the user tries to see or print a report or to settle a batch and the terminal does not have transactions stored in the memory.



Maximum Transactions

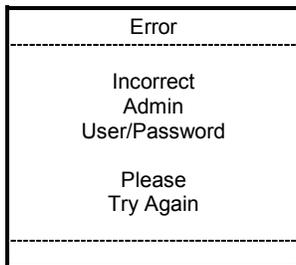
This screen will be displayed when the user tries to do a new transaction and the Batch is already full.

When this screen is displayed, it will be necessary to perform a Reconcile before being able to run more transactions.



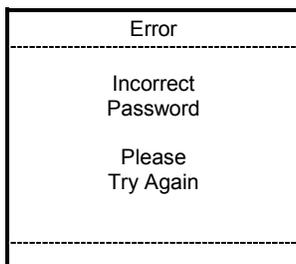
Maximum Capacity Almost Reached

This screen will be displayed after a transaction is performed when the batch is almost full. The terminal will display this warning after each transaction until a Reconcile is performed.



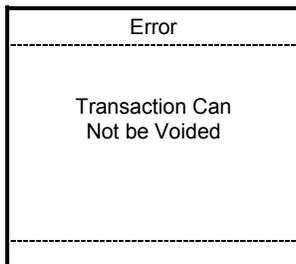
Incorrect Administrator User/Password

This screen will be displayed when an incorrect administrator password is entered in the terminal.



Incorrect Transaction Password

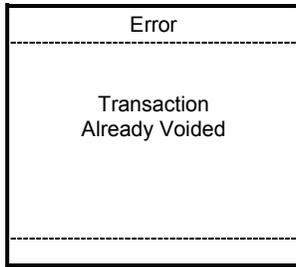
This screen will be displayed when an incorrect transaction password is entered in the terminal. (The optional password requirement is set up by the payment processor.)



Void Transaction Error

This screen will be displayed when the user tries to void a transaction that is not possible to void.

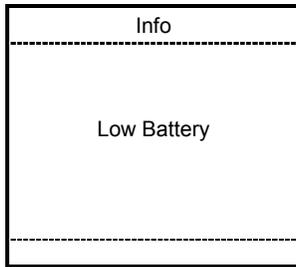
For example, when trying to void an Authorization Only transaction.



Already Voided

This screen will be displayed when the user tries to void a transaction that is already voided.

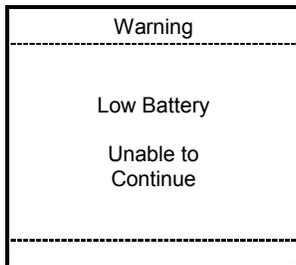
For example, when trying to void a voided sale.



Low Battery Information

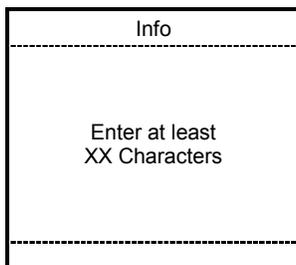
This screen will be displayed when the battery level reaches 15% or less. After this message is displayed, the transactions will continue normally.

When the terminal is operating in offline mode or airline mode, this screen will always be displayed after the terminal reaches a battery level of 10% or less and after displaying the screen the transaction will continue normally.



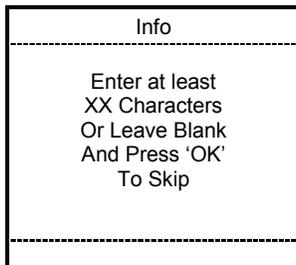
Low Battery Warning

This screen will be displayed when the battery level reaches 10% or less. After this screen is displayed, the terminal will abort the transaction and return to the Transaction menu of the payment application.



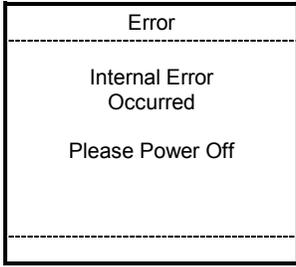
Input Size Info – For Mandatory Inputs

All of the mandatory data entry screens have a minimum number of characters that must be entered. If a user tries to enter fewer characters than the minimum requirement, the terminal will display this information screen to let the user know the minimum input size.



Input Size Info – For Optional Inputs

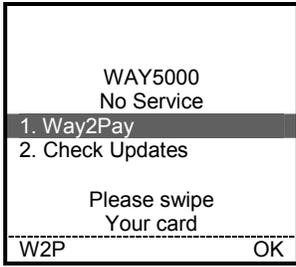
All of the optional data entry screens can be skipped by pressing F2 (OK) or if data is entered, require a minimum number of characters to be entered.



This screen will be displayed when an internal error occurs because of unexpected conditions.

When this screen is displayed, will be necessary to manually reset the terminal which means, the user will have to turn off and then turn on the terminal to use it again.

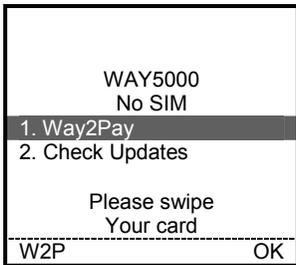
If the problem persists, please call WAY Support at 1-866- WAY-MTT3 (1-866-929-6883).



No GPRS Network Detected

After some time, if the terminal does not find an available cellular network it will display “No Service” and it will display that text until a network is found.

While the “No Service” text is displayed, no online transactions will be allowed.



No SIM Card Present

If the terminal does not have a SIM card, the terminal will display “No SIM”. Please call WAY Support at 1-866- WAY-MTT3 (1-866-929-6883).

XI. AVS/CVV/CID Response Codes

This appendix describes the AVS and CVV2/CID response codes that may print on Credit Sale receipts. For more on AVS and CVV2/CID functions, contact your payment system provider.

AVS Response Codes

Card Type	Response Code	What It Means
Visa	Y	Address and five or nine-digit ZIP code match.
	A	Address matches, ZIP code does not.
	S	AVS not supported at this time (Example: Acquirer may be a non-U.S. bank).
	R	Issuer's authorization system is unavailable, try again later.
	U	Unable to perform address verification because either: Address information is unavailable. Issuer does not support AVS.
	Z	Either five-digit or nine-digit ZIP code matches, address does not.
	N	Neither the ZIP code nor the address matches.
	E	Transaction is ineligible for address verification.
Mastercard	Y	Exact, all digits match, five-digit ZIP code.
	A	Address matches, ZIP code does not.
	S	AVS not supported at this time (Example: Acquirer may be a non-U.S. bank).
	R	Retry, system unable to process.
	U	No data from issuer/BankNet switch.
	Z	Five-digit ZIP code matches, address does not.
	N	Neither the ZIP code nor the address matches.
	W	Nine-digit ZIP code matches, address does not.
	X	Exact, all digits match, nine-digit ZIP code.

Card Issuer	Response Code	What It Means
Discover	Y	Address matches, ZIP code does not.
	A	ZIP code and address match.
	S	Code not used by Discover.
	R	Code not used by Discover.
	U	Unable to verify address.
	Z	ZIP code matches, address does not.
	N	Neither the ZIP code nor the address matches.
	W	Cardholder record not found in the ZIP code/Address file or the ZIP code/Address file is not available.
American Express	Y	Yes, address and ZIP code are both correct.
	A	Address only is correct.

	S	AVS not supported at this time.
	R	Issuer's authorization system is unavailable, try again later.
American Express	U	The necessary information is not available, account number is neither U.S. nor Canadian.
	Z	ZIP code only is correct.
	N	Neither the ZIP code nor the address matches.

CVV2/CID Response Codes

Response Code	What It Means
M	Match.
N	No match.
P	Not processed. (Example: Acquirer may be a non-U.S. bank).
S	Should have been present. (Example: Merchant indicates the CVV2 code is not on the card, but the card issuer says it should be on the card).
U	Issuer unable to process request.