

## TD FREEDOM IV QUICK REFERENCE GUIDE PRE-AUTH / TAB TRANSACTIONS

### PRE-AUTH / OPEN TAB

Authorizes a customer's card for an amount to be finalized at a later time. This transaction holds the amount from the customer's available credit. Pre-authorizations will drop off the terminal in 10 days if it is not completed, and will require reauthorization. Reauthorization is subject to the cardholder's current available credit. Tab transactions must be completed before the End of Day.

**Menu Activation: Press F2 (Pre-Auth / Open Tab) or OK - Pre-Auth / Open Tab**

[Authority Override] [Password] [Op ID activated, no ID logged on] [Password] [Manual Invoice # Entry]	<b>Supervisor ID</b> <b>Password</b> <b>Operator ID</b> <b>Password</b> <b>Invoice #</b>	(Enter information and press OK)
<b>Amount</b>		
<b>Turn Unit Towards Customer</b>		
<b>Swipe / Insert Card or Enter Acct #</b>		
[Swiped Credit Card] [Manual Credit Card Entry]	<b>Enter Expiry Date MM / YY</b> <b>Manual Imprint of Card</b>	(Swipe / Insert card or manually enter information and press OK) (Press OK if account correct or CANC to exit) (Enter the information and press OK) (Imprint card. Press OK to continue or CANC to exit)
[Chip Language] [Chip Application]	<b>Select Language</b> <b>Use / Utiliser -----?</b>	(Customer selects language) (Press F1 to accept the transaction type or F4 to exit) *If multiple applications, use the up & down arrow keys to select one.
{Amount Confirmation Required} [Chip Pin Entry] [Faulty Chip - Fallback]	<b>\$---.-- OK?</b> <b>Enter PIN and OK</b> <b>Chip Error</b> <b>Use Mag Stripe</b> <b>Swipe Card or Enter Acct #</b> [Swiped Credit Card] [Manual Credit Card Entry]	(Confirm amount, press OK) (Cardholder enters their PIN) (Customer removes card and turns the unit to the operator)  (Swipe card or manually enter information and press OK) (Press OK if account correct or CANC to exit) <b>Enter Expiry Date MM / YY</b> (Enter the information and press OK) <b>Manual Imprint of Card</b> (Imprint card. Press OK to continue or CANC to exit) <b>Is Required</b>  <b>Enter CVD From The Card</b> (Enter the 3 or 4 digit code printed on the back of the card)
<b>[Communication Messages]</b>		
<b>[Response]</b>		
[Integrated Terminal]	<b>Remove Card Turn Unit To Customer</b>	--

### INCREMENTAL AUTH / TOP UP TAB

Authorizes a customer's card for an additional amount above the original pre-authorized amount. This transaction does not place any charges on the customer's card, it holds the amount from their available credit for a future completion. The Incremental Auth / Top Up Tab transaction will drop off the terminal in 10 days if it is not completed, and will require reauthorization. Reauthorization is subject to the cardholder's current available credit.

**Menu Activation: OK - Incremental Auth / Top Up Tab**

[Authority Override] [Password] [Op ID activated, no ID logged on] [Password]	<b>Supervisor ID</b> <b>Password</b> <b>Operator ID</b> <b>Password</b>	(Enter information and press OK)
<b>Invoice #</b> <b>Amount</b>		(Enter invoice number of the original pre-auth / open tab transaction)
[Total Pre-Auth / Tab maximum over limit]	<b>Authorized Increment Total (OK)</b> <b>Increment Over Limit Full Auth Required</b>	(Press CANC to exit, process full authorization)
<b>[Communication Messages]</b>		
<b>[Response]</b>		
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## INVOICE TAB

This transaction provides the cardholder with the final amount of their tab. The terminal will print a receipt for the cardholder. The cardholder will have to sign the merchant's copy of the receipt and have an opportunity to include a tip.

### Menu Activation: Press OK - Invoice Tab

[Authority Override] [Password] [Op ID activated, no ID logged on] [Password]	<b>Supervisor ID</b> <b>Password</b> <b>Operator ID</b> <b>Password</b>	(Enter information and press OK)
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<b>Invoice #</b> <b>Total Purchase\$---.--OK?</b>	<b>Invoice #</b> <b>Open Tab</b> <b>Total (OK)</b> <b>Increment Over Limit</b> <b>Full Auth Required</b>	(Enter invoice number of the original pre-auth / open tab transaction) (Enter the final amount to be billed to the cardholder. Press OK)
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[Total invoice over maximum limit]		(Press CANC to exit, process full authorization)
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<b>Printing Receipts</b>	--	--
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## PRE-AUTH COMPLETION / CLOSE TAB

The Pre-Auth transaction can be completed with a tip or a final transaction amount, the Tab transaction can be completed with a tip. This transaction places a charge on the customer's card.

### Menu Activation: Press F3 or OK - Pre-Auth Completion / Close Tab

[Authority Override] [Password] [Op ID activated, no ID logged on] [Password]	<b>Supervisor ID</b> <b>Password</b> <b>Operator ID</b> <b>Password</b>	(Enter information and press OK)
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<b>Invoice #</b> [Completion with Tip Off] [Tab / Completion with Tip On]	<b>New Amount\$---.--OK?</b> <b>Tip Amount \$___._OK?</b>	(Enter invoice number of the original pre-auth / open tab transaction) (Enter the final amount to bill the customer, press OK) (Enter tip amount, press OK)
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[Final Amount Within Limits]	<b>Original</b> <b>Increment</b> <b>Final (OK)</b>	or	<b>Purchase</b> <b>Tip</b> <b>Final (OK)</b>
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[New Amount Exceeds Limit]	<b>Increment Over Limit</b> <b>Full Auth Required</b>	(Press CANC to exit, process full authorization)
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[Pre-Auth / Tab +Tip Exceeds Limit]	<b>Amount Exceeds the Allowed</b> <b>Limit Supervisor ID</b>	(Enter supervisor ID, press OK)
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	<b>\$--.-- Exceeds the Allowed Limit</b> <b>Please Confirm</b>	(To accept, press OK. To return to the Tip screen, press CANC.)
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	<b>Password</b>	(Enter password, press OK)
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<b>[Communication Messages]</b>	--	--
<b>[Response]</b>		