TD FREEDOM V 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]	**Supervisor ID**	(Enter information and press OK)
[Password]	**Password**	
[Op ID activated, no ID logged on]	**Operator ID**	
[Password]	**Password**	
[Manual Invoice # Entry]	**Invoice #**	

Amount		
[Integrated Terminal]	**Turn Unit Towards Customer**	--

Swipe / Insert Card or Enter Acct #		(Swipe / Insert card or manually enter information and press OK)
[Swiped Credit Card]		(Press OK if account correct or CANC to exit)
[Manual Credit Card Entry]	**Enter Expiry Date MM / YY**	(Enter the information and press OK)
	Manual Imprint of Card	(Imprint card. Press OK to continue or CANC to exit)
	Enter CVD From The Card	(Enter the 3 or 4 digit code printed on the back of the card)

[Chip Language]	**Select Language**	(Customer selects language)
[Chip Application]	**Use / Utiliser -------?**	(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]	**$---.-- OK?**	(Confirm amount, press OK)
[Chip Pin Entry]	**Enter PIN and OK**	(Cardholder enters their PIN)
[Faulty Chip - Fallback]	**Chip Error**	(Customer removes card and turns the unit to the operator)
	Use Mag Stripe	
	Swipe Card or Enter Acct #	(Swipe card or manually enter information and press OK)
	[Swiped Credit Card]	(Press OK if account correct or CANC to exit)
	[Manual Credit Card Entry]	**Enter Expiry Date MM / YY** (Enter the information and press OK)
		Manual Imprint of Card (Imprint card. Press OK to continue or CANC
		Is Required to exit)
		Enter CVD From The Card (Enter the 3 or 4 digit code printed on the
		back of the card)

[Communication Messages]		
[Response]		
[Integrated Terminal]	**Remove Card Turn Unit To Customer**	--

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]	**Supervisor ID**	(Enter information and press OK)
[Password]	**Password**	
[Op ID activated, no ID logged on]	**Operator ID**	
[Password]	**Password**	

Invoice #		(Enter invoice number of the original pre-auth / open tab transaction)
Amount	**Authorized Increment Total (OK)**	
[Total Pre-Auth / Tab maximum over limit]	**Increment Over Limit Full Auth Required**	(Press CANC to exit, process full authorization)

[Communication Messages]	--	--
[Response]		

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

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