

Secure Payment Systems  
NURIT 2085 / 2085+ / 3000 series/ 8000 series eCHECK INSTRUCTIONS

1. Press the Payment Mode button to scroll through the payment options to find SPS Check:

- a. Credit
- b. Debit
- c. **SPS Check**

2. At the SPS Check payment option you will see displayed:

- a. **SPS Check: Enter Amt ...**
  - i. Please enter the \$ amount and press "**Enter**":

- b. **Trans Type (1 – 3) 1. Sale**

- i. Press "**1**" or "**Enter**" if this is a "**Sale / Purchase**". The terminal will proceed to (c) below:
- ii. Press "**2**" to Void a previous transaction (if the batch is still open). Enter the Item number of the original transaction as well as the \$ amount ... when completed the terminal will display "Transmitting, Void Accepted" and a Void receipt will be printed.
- iii. Press "**3**" to "Force" a voice authorization (The entire transaction must be re-entered)

Note: The arrow buttons may be used to cycle thru the above options. Press "**Enter**" to select an option.

- c. **Check Type: 1 = ELEC 2 = PAPER**

- i. Press "1" if this is a check you want for electronic deposit (and you intend to hand the check back)
- ii. Press 2 if you intend to accept the check for manual bank deposit (i.e. a business check or a check that you already ran thru that received a "**Rerun As Paper**" response).

- d. **Enter Check #** Enter the number from the upper right hand corner of the check then press "**Enter**"

- e. **Enter Phone #** Enter the customer's home area code & phone # then press "**Enter**"

- f. **Swipe / Enter Check**

- i. Slide the check thru the RDM imager or Magtek reader
  - 1. If a bad read try again, or if unable to get a good read escape and start over by choosing "**Paper**" at step (C) above and then manually enter the routing number at the Swipe / Enter Check prompt. The moment manual entry is attempted, the terminal will display:
    - a. **Enter Routing # ...** when finished press "**Enter**"
    - b. **Enter Account # ...** when finished press "**Enter**"

- g. **Swipe / Enter D.L.** (if this is not prompted the terminal display will proceed to (g) below)

- i. Swipe the magnetic strip license
  - 1. If a good swipe the terminal proceeds to (g) below
  - 2. If a bad swipe or no magnetic strip then:
    - a. Begin manual entry of the customer's driver's license number exactly as seen on the license. If letters are required, press the button that the letter appears on (for example the letter B is on the 2 button) and then press the "**Alpha**" button (to the left of the Zero button) to convert the number into the desired letter. Once the letter is correctly displayed, enter the next number/letter in the license. When finished press "**Enter**" to see:
      - 1. **Enter DL State** (the default state is displayed – if okay press "**Enter**" otherwise enter the correct 2 digit state code)
      - 2. **Enter DOB: mmddyyyy** Example: April 4, 1956 is entered as 04041956 then once done press "**Enter**"

- h. **Terminal Begins Dialing Sequence (Dialing, Connecting, Receiving, Transmitting, etc.)**

- a. If the terminal displays: "**OKAY NNNN**" the terminal will finish printing the authorization receipt which the customer must sign to complete the transaction. The terminal will display:

**State Codes**

- 41 Alabama
- 42 Alaska
- 43 Arizona
- 45 Arkansas
- 46 California
- 47 Colorado
- 48 Connecticut
- 91 Wash DC
- 77 Delaware
- 49 Florida
- 50 Georgia
- 51 Hawaii
- 52 Idaho
- 53 Illinois
- 54 Indiana
- 56 Iowa
- 57 Kansas
- 58 Kentucky
- 59 Louisiana
- 60 Maine
- 61 Maryland
- 62 Massachusetts
- 63 Michigan
- 64 Minnesota
- 65 Mississippi
- 67 Missouri
- 68 Montana
- 69 Nebraska
- 70 Nevada
- 71 New Hamp
- 66 New Jersey
- 72 New Mexico
- 55 New York
- 73 N Carolina
- 74 N Dakota
- 75 Ohio
- 76 Oklahoma
- 78 Oregon
- 44 Pennsylvania
- 79 Rhode Island
- 80 S Carolina
- 81 S Dakota
- 82 Tennessee
- 83 Texas
- 84 Utah
- 85 Vermont
- 86 Virginia
- 87 Washington
- 88 W Virginia
- 89 Wisconsin
- 90 Wyoming
- 92 Amer Samoa
- 93 Military ID
- 94 Guam
- 95 Puerto Rico
- 96 Virgin Islands
- 28 Alberta
- 29 Brit Columbia
- 30 Manitoba
- 31 New Bruns
- 32 Newfoundland
- 33 NW Terr
- 34 Nova Scotia
- 35 Ontario
- 36 Pr Edward Isl.
- 37 Quebec
- 38 Saskatchewan
- 39 Yukon Terr

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**Is Receipt Signed? 1 = Yes 2 = No**

- i. Select "1" to complete the transaction
  - ii. Select "2" and the terminal will continue to 1 & 2 below:
3. **Take Paper Check** (in case the customer refuses to sign)
    - a. If you press 1 to select this option the terminal will automatically dial the host center to void the electronic check transaction and delete it from the batch. The transaction will be complete at this point as an authorized "paper" transaction.
  4. **Reprint Receipt** (in case there was a printer problem)
    - a. If you press 2 to select this option the terminal will reprint the receipt and loop back to the **"Is Receipt Signed?"** prompt:
- b. If the terminal displays: **"Rerun As Paper"** then start over and select **"2 = Paper"** according to 2c. above.
  - c. If the terminal displays: **"Call Ctr – NN"** (where NN = a two digit number), immediately call the SPS voice authorization center for operator approval. Upon receiving approval:
    - i. Force the authorization into the batch (similar to forcing a credit card transaction), by immediately rerunning the transaction (Do not wait because the customer needs to sign the printed receipt) and selecting **"Force"** as the Trans Type selection in 2b. above. When finished the terminal will display the approval number and print the merchant receipt. The terminal will return to the **"Is Receipt Signed?"** prompt above:
  - d. If the terminal displays an error response such as: **"Micr/Chk # Error"** or **"DL Error"** or **"DOB Error"** or **"Phone # Error"** or **"State Code Error"** then rerun the transaction from the beginning.

**SPS Batch Close / Host Detail Report / Reprint Receipt Functions**

- o Press **"Batch/Alt"** key (if 3000 series terminal: press **"Func"** then **"6"**; if 8000 series terminal: press **"Func"** then **"2"**)... The terminal will display: **"Choose Host"**
- o Press the down arrow button to select **SPSCHK** (or **8SPSCH**) then press **"Enter"**
- o Select the desired function by pressing the down arrow button (or up arrow when reaching the end)
  - i. **Close Batch** - press **"Enter"** ... the terminal will display **"Close Batch?"** **"Enter"** = Yes **"Menu/Esc"** = No
  - ii. **Force Close** - press **"Enter"** ... the terminal will display **"Force Close?"** **"Enter"** = Yes **"Menu/Esc"** = No
  - iii. **Host Detail** - press **"Enter"** ... the terminal will display **"Date: MMDDYY"**
    1. Press **"Enter"** for the current batch or enter a date for a prior batch report
  - iv. **Reprint** - press **"Enter"** ... the terminal will display **"Item Number"**
    1. Type in the Item Number of the receipt desired and then press **"Enter"**

**Automatic Image Transmission – The terminal automatically causes images to be transmitted after midnight****Manual Image Transmission (in case of a failed automatic image transmission – if using an imager)**

- a. Press **"Menu/Escape"**
- b. Press **"3"** – **"Merchant Options"** or arrow down to Merchant Options then press **"Enter"**
- c. Press the down arrow button until **Check Reader** (or **Peripherals**) is displayed, then press **"Enter"**
- d. Press **"1"** – **"Send Images"** to manually transmit the stored images (if using an RDM imager)

**Note:** Paper-based transactions (where **"2 = Paper"** is selected) are not included in terminal reporting / batches

**Initialize Imager –**

- a. Press **"Menu/Esc"** to access the menus
- b. Press **"3"** (Merch Params), and arrow down to **Check Reader** (or **Peripherals**) and press **"Enter"**
- c. Press **"2"** (Set Up), enter the password formatted as ddmm, then press **"Enter"**
- d. Select #1. (Check Reader) and press **"Enter"**
- e. Press **"2"** and when "Check Reader" is displayed
- f. Press **"Menu/Esc"** until main screen is displayed