

SETTLEMENT

To settle the batch on your terminal and clear it of all transaction information, you can set the device to auto-close or manually manage the close.

For auto-close settings, please call the help desk (see sticker on the side of your device).

To settle the batch manually:

1. From the home screen, select "Other."
2. Depending on your specific terminal model, select "CLOSE" or "Close Batch."
3. Select OK via the touch screen (or press 3 for non-touch screen terminals.)
4. The terminal will now complete the batch settlement.



SALE

To begin a sale, your customer may offer a card for payment in one of three ways:

1. By inserting a "chip card" into the slot at the front of the terminal or PIN pad, called the "dip slot." Reminder: the chip card must remain in the dip slot until the device prompts the customer to remove it.
2. By swiping the card through the magnetic stripe reader.
3. By tapping a contactless card or phone.

- Follow the on-screen prompts
- If prompted, your customer will enter their PIN or can press Cancel X to bypass
- The device will automatically print a receipt or prompt for customer receipt. To skip this step, press ENTER or CANCEL (red button).



REFUND

To issue a refund to the cardholder:

1. From the home screen, Select "Other."
2. Select Refund.
Enter the amount.
3. Instruct your customer to insert, swipe or tap their card.
4. Select Credit.
5. The device will automatically print a receipt or prompt for customer receipt. To skip this step, press ENTER or CANCEL (red button).

PRODUCT CODES

To print list of product codes:

1. Press Orange Wrench in the upper right corner
2. Settings
3. Credit
4. View Parm's
5. Password: 990712 or 766130 or 123456
6. Fleet
7. Print

To enter product codes:

1. Press the orange wrench in the upper right corner
2. Settings
3. Credit
4. View Parm's
5. Password: 990712 or 766130
6. Fleet
7. Edit
8. Enter product code (example, "001" for unleaded)
9. Options
10. Edit
11. Select Fuel Service type
12. Enter product amount then press the green button
13. Select yes for Display product in list
14. Select yes to Save Changes
15. Code List

Additional instructions including how to program product codes can be found on the Clark Crown Help Center www.clarkbrands.com/help-center, under FD150/FD130(DUO) Standalone Terminal

