

TERMINAL RESPONSES

DECLINED / ID IS FLAGGED - Do not accept check. The ID is associated with a checking account that has a problem. Refer check writer to the phone number at the bottom of the receipt.

ERROR IN MICR - Check reader can't read check. Ask for another form of payment or keep check for deposit.

ERROR IN ID - There was a format error in the ID. Re-enter the DL number.

NO ACH - The bank is not signed up for ACH (usually small banks or credit unions), or the check writer has a block against ACH debits. The terminal will also give this response if the check reader did not pick up the full ABA number or the transaction was manually entered.

BANK STOP - The bank has stopped or closed the account.

STLN/FRGD - Someone has reported that checks drawn on this account have been stolen or forged.

IMAGE UPLOAD UNSUCCESSFUL - An error occurred while attempting to upload images. Contact E-Chex for assistance.

MANAGER NEEDED RESPONSES

You have the option to override any of these responses and process the check, however it will not be guaranteed. (A Re-presented check is the only exception)

RE-PRESENTED CHECK - The check number has been processed once already. It can be overridden if it was not a successful transaction the first time.

CHECK TOO LARGE - The face amount of the check exceeds the merchant's guaranteed limit.

YOUNG ACCOUNT - Unrecognized check writer.

WIN/LOC DAY/LOC - Exceeds guarantee limit

STATE CODE TABLE

| | |
|--------------------|--------------------|
| AL - Alabama | MT - Montana |
| AK - Alaska | NE - Nebraska |
| AZ - Arizona | NV - Nevada |
| AR - Arkansas | NH - N. Hampshire |
| CA - California | NJ - New Jersey |
| CO - Colorado | NM - New Mexico |
| CT - Connecticut | NY - New York |
| DE - Delaware | NC - N. Carolina |
| DC - D.C. | ND - N. Dakota |
| FL - Florida | OH - Ohio |
| GA - Georgia | OK - Oklahoma |
| HI - Hawaii | OR - Oregon |
| ID - Idaho | PA - Pennsylvania |
| IL - Illinois | RI - Rhode Island |
| IN - Indiana | SC - S. Carolina |
| IA - Iowa | SD - S. Dakota |
| KS - Kansas | TN - Tennessee |
| KY - Kentucky | TX - Texas |
| LA - Louisiana | UT - Utah |
| ME - Maine | VT - Vermont |
| MD - Maryland | VA - Virginia |
| MA - Massachusetts | WA - Washington |
| MI - Michigan | WV - West Virginia |
| MN - Minnesota | WI - Wisconsin |
| MS - Mississippi | WY - Wyoming |
| MO - Missouri | |



QUICK REFERENCE GUIDE

FOR THE
NURIT 2085/+,



NURIT 3000, NURIT 3020



& VALUEPAK 700



Merchant Name: _____

Merchant ID# _____



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*Denotes instructions for the Nurit 3000,
Nurit 3020, & ValuePak 700

CHECK CONVERSION

| <u>USER ACTION</u> | <u>TERMINAL RESPONSE</u> |
|---|---|
| Press F3 *Press ENTER/PAYMT key | CHECKCONVERSION AMOUNT → |
| Key in check AMOUNT , press ENTER | SWIPE/ENTER CHECK |
| Swipe CHECK through reader | SWIPE/ENTER DL |
| Swipe DL through the terminal or enter DL , then press ENTER | ENTER DL STATE |
| Press ENTER , if out of state, manually enter the State Initials , then press ENTER . (Use the ALPHA/COPY key to enter in letters) | DIALING PROCESSING TEAR SLIP → Press any key... AUTH NUM 123-456 |

If you get *Scroll Response Manager Needed*, press the **VOID** key to display the response. Then refer to the section that explains the response. If you wish to override the transaction, follow the instructions under *Overriding a Check Conversion*.

OVERRIDING A CHECK CONVERSION

| <u>USER ACTION</u> | <u>TERMINAL RESPONSE</u> |
|--|---|
| Transaction entered... | SCROLL RESPONSE MANAGER NEEDED |
| Press the VOID key | SCROLL RESPONSE (Response will display) |
| Press ENTER | 1. OVERRIDE 2. CANCEL |
| Press 1 | Enter PASSWORD |
| Type PASSWORD , then ENTER | DIALING PROCESSING TEAR SLIP → Press any key... AUTH NUM 123-456 |

PRINTING RECEIPT COPIES

| <u>USER ACTION</u> | <u>TERMINAL RESPONSE</u> |
|--|---|
| Press ALPHA/COPY key | RECEIPT COPY: 1. Last Receipt 2. Any Receipt |
| Press FORCED key to select receipt type, then press ENTER | If you choose 1, the last receipt will print. If you choose 2, the terminal will display: CHOOSE EDC TYPE 2. CREDIT 3. DEBIT 4. CHECK |
| Press FORCED key until the CHECK option is displayed, press ENTER | Transaction # ? |
| Type the transaction # from the receipt, press ENTER | Receipt will print out |

VOIDING A TRANSACTION

| <u>USER ACTION</u> | <u>TERMINAL RESPONSE</u> |
|--|--|
| Press F3 *Press ENTER/PAYMT key | CHECKCONVERSION AMOUNT → |
| Press VOID key | CHECKVOID AMOUNT → |
| Key in check AMOUNT , press ENTER | SWIPE/ENTER CHECK |
| Swipe CHECK through reader | Enter PASSWORD |
| Type PASSWORD , then ENTER | DIALING PROCESSING TEAR SLIP → Press any key... VOID ACCEPTED |

Voids will not be accepted if the information entered does not match a transaction. It will display: **TRANS NOT FOUND**

CHECK VERIFICATION

| <u>USER ACTION</u> | <u>TERMINAL RESPONSE</u> |
|---|--|
| Press F3 *Press ENTER/PAYMT key | CHECKCONVERSION AMOUNT → |
| Press VERIFY key | CHECKVERIFY AMOUNT → |
| Key in check AMOUNT , press ENTER | SWIPE/ENTER CHECK |
| Swipe CHECK through reader | 1. PERSONAL CHECK 2. PAYROLL CHECK |
| Press the # that corresponds with the type of check you wish to verify | SWIPE/ENTER DL |
| Swipe DL through the terminal or enter DL , then press ENTER | ENTER DL STATE |
| Press ENTER , if out of state, manually enter the State Initials , then press ENTER . (Use the ALPHA/COPY key to enter in letters) | DIALING PROCESSING Receipt will print AUTH NUM 123-456 |

BATCHING OUT

| <u>USER ACTION</u> | <u>TERMINAL RESPONSE</u> |
|---|---|
| Press BATCH/ALT key *Press FUNC key, then press 6 key | CHOOSE HOST: 1. ALL |
| Press ENTER | DIALING PROCESSING ACCEPTED PRINTING..... |

For any check reader that captures an image of the check, the terminal will automatically upload your images when it batches.

MANUAL CHECK VERIFICATION FOR MOTO

| <u>USER ACTION</u> | <u>TERMINAL RESPONSE</u> |
|---|--|
| Press F3 *Press ENTER/PAYMT key | CHECKCONVERSION AMOUNT → |
| Press VERIFY key | CHECKVERIFY AMOUNT → |
| Key in check AMOUNT , press ENTER | SWIPE/ENTER CHECK |
| Press ENTER until screen reads: | Enter ABA: |
| Key in the 9 digit Routing # , press ENTER | Enter Account |
| Key in Account # , press ENTER | Enter Check No |
| Key in Check # , press ENTER | 1. PERSONAL CHECK 2. PAYROLL CHECK |
| Press 1 | Swipe/Enter DL |
| Swipe DL through the terminal or enter DL , then press ENTER | ENTER DL STATE |
| Press ENTER , if out of state, manually enter the State Initials , then press ENTER . (Use the ALPHA/COPY key to enter in letters) | DIALING PROCESSING Receipt will print AUTH NUM 123-456 |

MOTO conversions cannot be voided or overridden. Contact E-Chex for assistance.

SET TIME & DATE

| <u>USER ACTION</u> | <u>TERMINAL RESPONSE</u> |
|--|-------------------------------------|
| Press MENU/ESC | MENU SCREEN 1. Reports |
| Press 5 | SYSTEM OPTIONS: 1. Set Time/Date |
| Press ENTER | Displays current time & date |
| Press ENTER | SETTING DATE: MM/DD/YY |
| Key in the month, day, & year | SETTING TIME: hh:mm;00 |
| Key in the hour & minute (military) | Displays new time & date |
| Press MENU/ESC 3 times | (Back to original screen) |

TERMINAL PASSWORD

When prompted for a password, enter the day and month.
(ex. DDMM, or 1505 for May 15th)