COMSTAR Interactive Corp.

CHARGE ANYwhere^{TM}

USER MANUAL

Setup

There are four options that you can choose from to setup your device and customize your Charge Anywhere software. These are:

- **Industry Type** – This is setup prior to shipment. If you require a change to this prompt, contact Comstar customer support.

- **Optional Prompts** – This allows you to customize your Charge Anywhere software with industry specific fields and text. The supported industries are Retail, Restaurant, Quick Rest, Taxi, Limousine, Delivery and Towing. This section will cover:

  Accessing the optional prompts menu.
  Available optional prompts.

- **Printer Setup** – This will provide detailed instructions for setting configuring your printer with your CHARGE ANYwhere device

- **Receipt Header** – This will allow you to review the header that will print on your receipts. To change this you will need to contact Comstar customer support.

Enabling Optional Prompts

Enabling optional prompts is done from the Optional Prompts menu by highlighting the desired one, pressing the Y key, clicking the track wheel and selecting save.

When enabling certain optional prompts you will be prompted at another screen to enter additional information. After entering the required information click the track and select save.

Disabling Optional Prompts

Disabling optional prompts is done from the optional prompts menu by highlighting the desired one, pressing the N key, clicking the track wheel and selecting save.
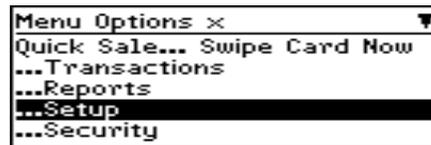
Accessing the Optional Prompts Menu

Highlight the **CHARGE ANYwhere** icon and then click the track wheel.

```
1:30 PM           0 ....ll
MON, NOV 19       Y ....ll
      ⊞ ♠ ⚘ ✗ ☒◢
      CHARGE ANYWHERE
```
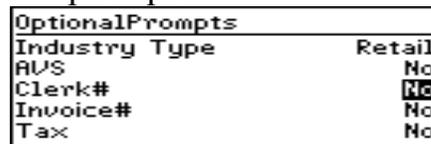
C**HARGE ANYwhere Icon**

From the menu options highlight **Setup** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.

```
Menu Options ×              ▼
Quick Sale... Swipe Card Now
...Transactions
...Reports
...Setup
...Security
```

From the setup menu highlight **Optional Prompts** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.

```
Setup
Industry Type
Optional Prompts
Printer Setup
Receipt Header
```
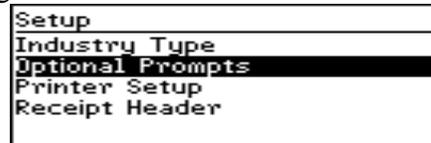
You are now at the optional prompts menu. From this menu you have the ability to enable and disable the optional prompts.

```
OptionalPrompts
Industry Type       Retail
AVS                     No
Clerk#                  No
Invoice#                No
Tax                     No
```

Comstar Interactive Corp. Service Users Guide

Available Optional Prompts for Retail

The Optional Prompts menu is where you would enable, disable and change the text for the desired options.

```
OptionalPrompts
Industry Type          Retail
AVS                        No
Operator#                  No
Invoice#                   No
Tax                        No
```

The available optional text for **AVS** is: The text for this option cannot be changed. This option can only be enabled. When enabled AVS verifies that the address the customer provided you matches the billing address of the credit card.

The available optional text for **Operator#** is: Operator#, Clerk#, Driver#, Employee# and Vendor#. When enabled this option will allow you to track transactions for each ID assigned to your employees. Entering a predefined number that will automatically populate the field or manually entering it when prompted can do this.

The available optional text for **Invoice#** is: Invoice#, Ticket#, Job# and Order#. When enabled this option will allow you to assign a number of your choice for each transaction.

The available optional text for **Tax** is: This option cannot be changed. This option can only be enabled. When enabled this option will allow you to apply tax to each transaction. You have the option to enter a predefined tax % that will automatically calculate with each transaction or you can manually enter a tax % for each sale.

Note: Depending on the configuration of your pager, the optional text referenced as the default could differ. However, all options remain the same.

Enabling AVS for Retail

From the optional prompts menu highlight **AVS**.

```
OptionalPrompts
Industry Type        Retail
AVS                    No
Operator#              No
Invoice#               No
Tax                    No
```

Press the **Y** key and the optional prompt will turn to Yes.

```
OptionalPrompts
Industry Type        Retail
AVS                   Yes
Operator#              No
Invoice#               No
Tax                    No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
Industry T  Change Industry
AVS         Save
Operator#   Cancel
Invoice#
Tax                    No
```

With the AVS option active the following changes will occur when processing a sale:

You will be prompted to enter the credit card's Street Address and Zip Code. Upon entering the information click the track wheel to continue.

```
Card Info...   Hide Menu    Card Info...   Hide Menu
E              E
A Street Address           A Zip Code
G                          G
```

When the transaction response is sent to you from the processor, there will be an AVS response code.

```
Card Info...        Hide Menu
E
A  (i)  AP: 000017
G       AVS Response: X
            Ok
```

Enabling Operator# for Retail

From the optional prompts menu highlight **Operator#** and then press the **Y** key.

```
OptionalPrompts
Industry Type        Retail
AVS                      No
Operator#                No
Invoice#                 No
Tax                      No
```

From the operator# menu click the track wheel.

```
Operator#
Choose Text        Operator#
Operator# =
```

Highlight **Change Text** and then click the track wheel.

```
Operator#      Hide Menu
Choose Text    Change Text
Operator# =    Save
               Cancel
```

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

```
Operator#      Hide Menu
C------ T---
o Choose Text
               Employee#
```

The text has now been changed from operator# to employee#.

```
Operator#
Choose Text        Employee#
Employee#
```

From the operator# menu, you have the option to leave the employee# text field blank which will prompt you to enter the employee# when completing a transaction.

```
Operator#
Choose Text        Employee#
Employee# █
```

Or you can highlight the employee# text field and enter an operator number of your choice which will automatically populate the operator number field when completing a transaction. Upon completion of this portion click the track wheel.

```
Operator#
Choose Text          Employee#
Employee# 124█
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Operator#     |Hide Menu
Choose Text   |Change Text
Employee# 124||Save
              |Cancel
```

From the optional prompts menu click the track wheel.

```
OptionalPrompts
Industry Type        Retail
AVS                      No
Employee#               Yes
Ticket#                  No
Tax                      No
```
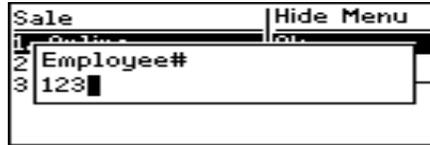
You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc|Hide Menu
Industry T |Change Industry
AVS        |Save
Employee#  |Cancel
Ticket#
Tax                      No
```
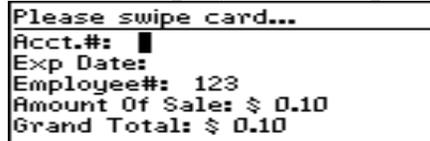
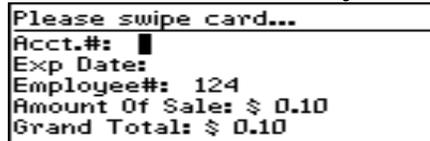With this option active and the text field blank the following changes will occur when processing a transaction:

You will be prompted to enter the employee# when processing a transaction. Upon entering the information click the track wheel to continue.

```
Sale                    │Hide Menu
1 Online                │
2 Employee#
3 123█
```

The employee# you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:  █
Exp Date:
Employee#:  123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

When processing a transaction with a pre defined employee#, the employee# being displayed when processing a transaction is the only change that will occur.

```
Please swipe card...
Acct.#:  █
Exp Date:
Employee#:  124
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

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Enabling Invoice# for Retail

From the optional prompts menu highlight **Invoice#** and then press the **Y** key.

```
OptionalPrompts
Industry Type          Retail
AVS                        No
Operator#                  No
Invoice#                   No
Tax                        No
```

From the invoice# menu, click the track wheel.

```
Invoice#
Choose Text          Invoice#
```

Highlight **Change Text** and then click the track wheel.

```
Invoice#        Hide Menu
Choose Text     Change Text
                Save
                Cancel
```

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

```
Invoice#        Hide Menu
C               
  Choose Text
                Ticket#
```

The text has now been changed from invoice# to ticket#. Click the track wheel.

```
Invoice#
Choose Text          Ticket#
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Invoice#        Hide Menu
Choose Text     Change Text
                Save
                Cancel
```

Comstar Interactive Corp. Service Users Guide

From the optional prompts menu click the track wheel.

```
OptionalPrompts
Industry Type          Retail
AVS                        No
Operator#                  No
Ticket#                   Yes
Tax                        No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc|Hide Menu
Industry T|Change Industry
AVS        |Save
Operator#  |Cancel
Ticket#
Tax                        No
```

With this option activated the following changes occur when processing a transaction.

You will be prompted to enter the Ticket# when processing a transaction. Upon entering the information click the track wheel to continue.

```
Sale              |Hide Menu
1              |
2  Ticket#
3  █
```

The Ticket# you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:  █
Exp Date:
Ticket#:  123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

Enabling Tax for Retail

From the optional prompts menu highlight **TAX** and then press the **Y** key.

```
OptionalPrompts
Industry Type        Retail
AVS                      No
Operator#                No
Ticket#                  No
Tax                      No
```

From the tax menu, you have the option of leaving the tax rate (%) text field blank, which will prompt you to enter the percentage of tax to charge when completing a transaction.

```
Tax
Tax Rate(%) =  0.00
```

Or you can highlight the **Tax Rate (%)** text field and enter the tax percentage that will automatically be charged to each sale processed. Upon completion of this portion click the track wheel.

```
Tax
Tax Rate(%) =  1.00
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Tax              Hide Menu
Tax Rate(%) =  1.0 Save
                 Cancel
```
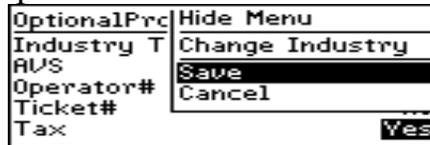
From the optional prompts menu click the track wheel.

```
OptionalPrompts
Industry Type        Retail
AVS                      No
Operator#                No
Ticket#                  No
Tax                      Yes
```
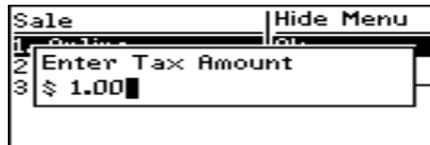
You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
Industry T Change Industry
AVS        Save
Operator#  Cancel
Ticket#
Tax                        Yes
```

With the Tax option enabled and the tax rate% left at 0.00 the following changes will occur when processing a transaction:

You will be prompted to enter the Tax Amount when processing a transaction. Upon entering the information click the track wheel to continue.
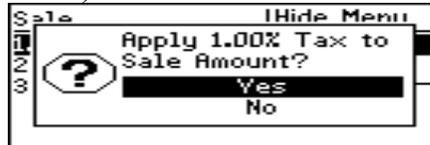
```
Sale            Hide Menu
2 Enter Tax Amount
3 $ 1.00
```

The tax amount you entered will be displayed and added to the total sale when processing a transaction.

```
Please swipe card...        ▼
Acct.#:  █
Exp Date:
Amount Of Sale: $ 8.00
Tax Amount: $ 1.00
Sub Total: $ 9.00
```

When processing a transaction with a pre defined tax amount, the following changes will occur when processing a transaction:

You will be prompted to confirm that you want to apply the predefined tax % to the transaction. Highlight **Yes** and then click the track wheel. (by selecting no, tax will not be applied to the transaction.)

```
Sale            Hide Menu
1      Apply 1.00% Tax to
2  (?) Sale Amount?
3          Yes
           No
```

The tax amount that you pre-defined will be displayed and added to the total sale when processing a transaction.

```
Please swipe card...        ▼
Acct.#:  █
Exp Date:
Amount Of Sale: $ 8.00
Tax Amount: $ 1.00
Sub Total: $ 9.00
```

Available Optional Prompts for Restaurant/Quick Restaurant

The optional prompts menu is where you would enable, disable and change the text for the desired options.

```
OptionalPrompts          ▼  OptionalPrompts          ▲
Industry Type    Restaurant  Invoice#              No
Server Id              No    Truck#                No
Ticket#               No    Food/Beverage         No
Table#                No    Tax                   No
Food/Beverage         No    Tips                  No
```

The available optional text for **Server Id** is: Server Id, Bartender Id and Waiter Id. When enabled this option will allow you to track transactions for each ID assigned to your employees. Entering a predefined number that will automatically populate the field or manually entering it when prompted can do this.

The available optional text for **Ticket #** is: Ticket#, Job#, Order# and Invoice#. When enabled this option will allow you to assign a number of your choice for each transaction.

The available optional text for **Table #** is: Table#, Station#, Register#, Trailer# Bike#, Truck#, Van#, Sedan# Car# and Cab#. When enabled this option will allow you to track transactions for each ID assigned to your employees. Entering a predefined number that will automatically populate the field or manually entering it when prompted can do this.

The available optional text for **Food/Beverage** is: Food and Take out. When this option is enabled and you are processing a transaction, the screen will prompt you to enter separate dollar amounts for the text that you select. The totals will then be combined when the transaction is processed.

The available optional text for **Tax** is: This option cannot be changed. This option can only be enabled. When enabled this option will allow you to apply tax to each transaction. You have the option to enter a predefined tax % that will automatically calculate with each transaction or you can manually enter a tax % for each sale.

The available optional text for **Tips** is: This option cannot be changed. This option can only be enabled. When enabled this option will allow you to add a tip amount to the total transaction**.**
Note: Depending on the configuration of your pager, the optional text referenced as the default could differ. However, all options remain the same.

Enabling Server ID for Restaurant/Quick Restaurant

From the optional prompts menu highlight **Server ID** and then press the **Y** key.

```
OptionalPrompts          ▼
Industry Type    Restaurant
Server Id               No
Ticket#                 No
Truck#                  No
Food/Beverage           No
```

From the server id menu click the track wheel.

```
Server Id
Choose Text      Server Id
Server Id =
```

Highlight **Change Text** and then click the track wheel.

```
Server Id    │Hide Menu
Choose Text  │Change Text
Server Id =  │Save
             │Cancel
```

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

```
Server Id    │Hide Menu
C────── ───┐│──────────
S│Choose Text
 │          Bartender Id
```

The text has now been changed from server id to bartender id.

```
Server Id
Choose Text      Bartender Id
Bartender Id
```

From the server id menu you have the option to leave the bartender id text field blank, which will prompt you to enter the bartender id when completing a transaction.

```
Server Id
Choose Text      Bartender Id
Bartender Id █
```

Or you can highlight the bartender id text field and enter a bartender id of your choice, which will automatically populate the bartender id field when completing a transaction. Upon completion of this portion click the track wheel.

```
Server Id
Choose Text      Bartender Id
Bartender Id 124█
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Server Id      │Hide Menu
Choose Text    │Change Text
Bartender Id 1│Save
               │Cancel
```

From the optional prompts menu click the track wheel.

```
OptionalPrompts              ▼
Industry Type      Restaurant
Bartender Id              Yes
Ticket#                    No
Truck#                     No
Food/Beverage              No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc│Hide Menu
Industry T│Change Industry
Bartender │Save
Ticket#   │Cancel
Truck#
Food/Beverage              No
```

With this option enabled and the text field blank the following changes will occur when processing a transaction:

You will be prompted to enter the bartender id when processing a transaction. Upon entering the information click the track wheel to continue.

```
Sale           │Hide Menu
1  Online      │Sa
2 │Bartender Id
3 │123█
```

The bartender id you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:
Exp Date:
Bartender Id:  123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

When processing a transaction with a pre defined bartender id, the bartender id being displayed, when processing a transaction is the only change that will occur.

```
Please swipe card...
Acct.#:  █
Exp Date:
Bartender Id:  124
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

Enabling Ticket # for Restaurant/Quick Restaurant

From the optional prompts menu highlight **Ticket#** and then press the **Y** key.

```
OptionalPrompts          ▼
Industry Type    Restaurant
Server Id              No
Ticket#               No
Truck#                No
Food/Beverage         No
```

From the ticket# menu, click the track wheel.

```
Ticket#
Choose Text         Ticket#
```

Highlight **Change Text** and then click the track wheel.

```
Ticket#         Hide Menu
Choose Text     Change Text
                Save
                Cancel
```

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

```
Ticket#         Hide Menu
C------ T---
  Choose Text
                    Job#
```

The text has now been changed from ticket# to job#. Click the track wheel.

```
Ticket#
Choose Text          Job#
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Ticket#         Hide Menu
Choose Text     Change Text
                Save
                Cancel
```

From the optional prompts menu click the track wheel.

```
OptionalPrompts              ▼
Industry Type        Restaurant
Server Id                    No
Job#                        Yes
Truck#                       No
Food/Beverage                No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
Industry T Change Industry
Server Id  Save
Job#       Cancel
Truck#
Food/Beverage                No
```

With this option enabled the following changes occur when processing a transaction:

You will be prompted to enter the job# when processing a transaction. Upon entering the information click the track wheel to continue.

```
Sale              Hide Menu
1
2 Job#
3 124
```

The job# you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:  ▮
Exp Date:
Job#:  124
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

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Enabling Table # for Restaurant/Quick Restaurant

From the optional prompts menu highlight **Table#** and then press the **Y** key.

```
OptionalPrompts        ▼
Industry Type   Restaurant
Server Id              No
Job#                   No
Table#                 No
Food/Beverage          No
```

From the table# menu click the track wheel.

```
Table#
Choose Text        Table#
Table# =
```

Highlight **Change Text** and then click the track wheel.

```
Table#        Hide Menu
Choose Text   Change Text
Table# =      Save
              Cancel
```

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel

```
Table#        Hide Menu
C----- T--t
T Choose Text
              Station#
```

The text has now been changed from table# to station#.

```
Table#
Choose Text        Station#
Station# ▮
```

From the table# menu, you have the option to leave the station# text field blank which will prompt you to enter the station# when completing a transaction.

```
Table#
Choose Text        Station#
Station# ▮
```

Or you can highlight the station# text field and enter a station number of your choice which will automatically populate the station number field when completing a transaction. Upon completion of this portion click the tack wheel.

```
Table#
Choose Text          Station#
Station# 124█
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Table#          Hide Menu
Choose Text     Change Text
Station# 124█   Save
                Cancel
```

From the optional prompts menu click the track wheel.

```
OptionalPrompts            ▼
Industry Type     Restaurant
Server Id                 No
Job#                      No
Station#                 Yes
Food/Beverage             No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
Industry T  Change Industry
Server Id   Save
Job#        Cancel
Station#
Food/Beverage              No
```

With this option enabled and the text field blank the following changes will occur when processing a transaction:

You will be prompted to enter the station# when processing a transaction. Upon entering the information click the track wheel to continue.

```
Sale            Hide Menu
1 Online
2 Station#
3 123█
```

The station# you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:  █
Exp Date:
Station#:  123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

When processing a transaction with a pre defined station#, the station# being displayed when processing a transaction is the only change that will occur.

```
Please swipe card...
Acct.#:  █
Exp Date:
Station#:  124
Amount Of Sale: $ 0.01
Grand Total: $ 0.01
```

Enabling Food/Beverage for Restaurant/Quick Restaurant

From the optional prompts menu highlight **Food/Beverage** and then press the **Y** key.

```
OptionalPrompts          ▼
Industry Type    Restaurant
Server Id               No
Job#                    No
Station#                No
Food/Beverage           No
```

From the food menu click the track wheel.

```
Food
Food                   Food
```

Highlight **Change Text** and then click the track wheel.

```
Food          Hide Menu
Food          Change Text
              Save
              Cancel
```

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel
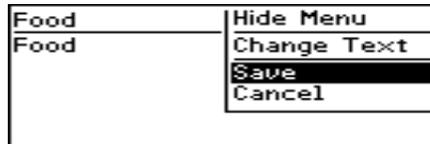
```
Food          Hide Menu
Food
  Choose Text
                Take Out
```

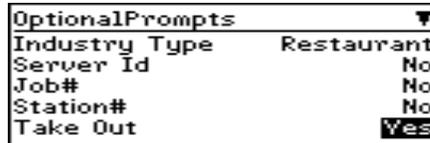The text has now been changed from food to take out. Click the track wheel.
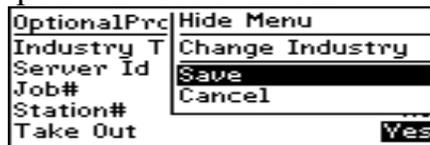
```
Food
Food                Take Out
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Food          Hide Menu
Food          Change Text
              Save
              Cancel
```

From the optional prompts menu click the track wheel.

```
OptionalPrompts          ▼
Industry Type   Restaurant
Server Id               No
Job#                    No
Station#                No
Take Out               Yes
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
Industry T  Change Industry
Server Id   Save
Job#        Cancel
Station#
Take Out                Yes
```

With this option enabled the following changes will occur when processing a transaction:

You will be prompted to enter the take out amount when processing a transaction. Upon entering the information you will click the track wheel to proceed. Take out will appear on your transaction.

```
Sale          Hide Menu   Please swipe card...
1                         Acct.#:  █
2 Take Out                Exp Date:
3 $ 0.10█                 Take Out: $ 0.10
                          Beverage: $ 0.10
                          Grand Total: $ 0.20
```

Enabling Tax for Restaurant/Quick Restaurant

From the optional prompts menu highlight **TAX** and then press the **Y** key.

```
OptionalPrompts        ▲
Job#                   No
Station#               No
Food/Beverage          No
Tax                    No
Tips                   No
```

From the tax menu, you have the option of leaving the tax rate (%) # text field blank which will prompt you to enter the percentage of tax to charge when completing a transaction.

```
Tax
Tax Rate(%) =  0.00
```

Or you can highlight the **Tax Rate (%)** text field and enter the tax percentage that will automatically be charged to each sale processed. Upon completion of this portion click the tack wheel.

```
Tax
Tax Rate(%) =  4.00
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Tax                Hide Menu
Tax Rate(%) =  4.0 Save
                   Cancel
```
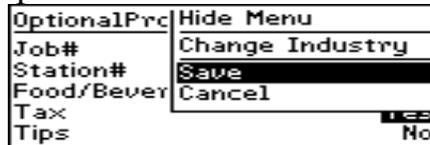
From the optional prompts menu click the track wheel.

```
OptionalPrompts        ▲
Job#                   No
Station#               No
Food/Beverage          No
Tax                    Yes
Tips                   No
```
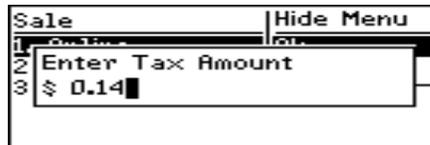
You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
Job#        Change Industry
Station#    Save
Food/Bever  Cancel
Tax         ▄▄
Tips               No
```
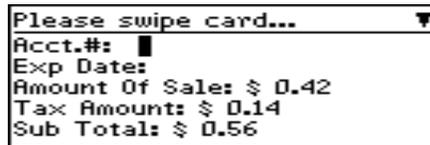
With the Tax option enabled and the tax rate% left at 0.00 the following changes will occur when processing a transaction:

You will be prompted to enter the tax amount when processing a transaction. Upon entering the information click the track wheel to continue.
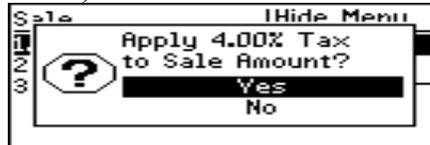
```
Sale            Hide Menu
2 Enter Tax Amount
3 $ 0.14█
```

The tax amount you entered will be displayed and added to the total sale when processing a transaction.

```
Please swipe card...        ▼
Acct.#:  █
Exp Date:
Amount Of Sale: $ 0.42
Tax Amount: $ 0.14
Sub Total: $ 0.56
```
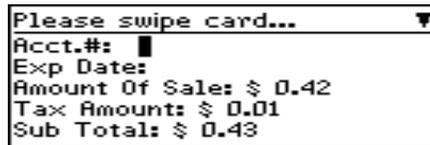
When processing a transaction with a pre defined tax amount, the following changes will occur when processing a transaction:

You will be prompted to confirm that you want to apply the predefined tax % to the transaction. Highlight **Yes** and then click the track wheel. (by selecting no, tax will not be applied to the transaction.)

```
Sale             Hide Menu
1        Apply 4.00% Tax
2   (?)  to Sale Amount?
3             Yes
             No
```

The tax amount that you pre-defined will be displayed and added to the total sale when processing a transaction.

```
Please swipe card...        ▼
Acct.#:  █
Exp Date:
Amount Of Sale: $ 0.42
Tax Amount: $ 0.01
Sub Total: $ 0.43
```

Enabling Tips for Restaurant/Quick Restaurant

From the optional prompts menu highlight **Tips** and then press the **Y** key.

```
OptionalPrompts          ▲
Job#                    No
Station#                No
Food/Beverage           No
Tax                     No
Tips                    No
```

The Tips prompt changes to yes, click the track wheel.

```
OptionalPrompts          ▲
Job#                    No
Station#                No
Food/Beverage           No
Tax                     No
Tips                    Yes
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
Job#        Change Industry
Station#    Save
Food/Bever  Cancel
Tax
Tips                    Yes
```

There are two available options with this prompt. They are tip amount known and tip amount unknown. Please see Types of Transactions page 21 and 26 for details.

Optional Prompts for Taxi, Limousine, Delivery and Towing

The optional prompts menu is where you would enable, disable and change the text for the desired options.

```
OptionalPrompts      ▲▼  OptionalPrompts            ▲
Hook-up              No  Time On                   No
Truck#               No  Time Off                  No
Operator#            No  Tolls                     No
Ticket#              No  Extras                    No
Trip Miles           No  Tips                     Yes
```

The available optional text for Hook-up is: This option cannot be changed. This option can only be enabled. When enabled this option will prompt you to enter the hook-up amount when processing a transaction. **This optional prompt is only available for towing.**

The available optional text for **Truck#** is: Truck#, Cab#, Sedan#, Van#, Truck#, Bike#, Trailer#, Table#, Station# and Register#. When enabled this option will allow you to track transactions for each ID assigned to your employees. Entering a predefined number that will automatically populate the field or manually entering it when prompted can.

The available optional text for **Operator#** is: Operator#, Clerk#, Driver#, Employee# and Vendor#. When enabled this option will allow you to track transactions for each ID assigned to your employees. Entering a predefined number that will automatically populate the field or manually entering it when prompted can do this.

The available optional text for **Ticket #** is: Ticket#, Job#, Order# and Invoice#. When enabled this option will allow you to assign a number of your choice for each transaction.

The available optional text for **Trip Miles** is: Trip Miles and Mileage. When enabled this option will prompt you to enter the mileage for the trip when processing a transaction.

The available optional text for **Time On** is: This option cannot be changed. This option can only be enabled. When enabled this option will prompt you to enter the time on for the trip when a transaction is processed.

The available optional text for **Time Off** is: This option cannot be changed. This option can only be enabled. When enabled this option will prompt you to enter the time off for the trip when a transaction is processed.

The available optional text for **Tolls** is: This option cannot be changed. This option can only be enabled. When enabled this option will prompt you to enter the amount of tolls to be added to the transaction.

The available optional text for **Extras** is: This option cannot be changed. This option can only be enabled. When enabled this option will prompt you to enter any extra charges that need to be included in the transaction.

The available optional text for **Tips** is: This option cannot be changed. This option can only be enabled. When enabled this option will allow you to add a tip amount to the total transaction.

Note: Depending on the configuration of your pager, the optional text referenced as the default could differ. However, all options remain the same.

Enabling Hook-Up for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Hook-up** and then press the **Y** key.

```
OptionalPrompts          ▼
Industry Type       Towing
Hook-up                 No
Truck#                  No
Operator#               No
Ticket#                 No
```

The optional prompt will turn to Yes. Click the track wheel to continue.

```
OptionalPrompts        ▲▼
Hook-up                Yes
Truck#                  No
Operator#               No
Ticket#                 No
Trip Miles              No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
            Change Industry
Hook-up     Save
Truck#      Cancel
Operator#
Ticket#                 No
Trip Miles              No
```

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter the hook-up cost when processing a transaction. Upon entering the information, click the track wheel to continue.

```
Sale           Hide Menu
2 Hook-up
3 $ 8.00
```

The hook up amount entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:  ▮
Exp Date:
Hook-up:  8.00
Grand Total: $ 8.00
```

Enabling Truck# for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Truck#** and then press the **Y** key.

```
OptionalPrompts            ▼
Industry Type      Limousine
Truck#                    No
Employee#                 No
Job#                      No
Trip Miles                No
```

From the truck# menu click the track wheel.

```
Truck#
Choose Text          Truck#
Truck# =
```

Highlight **Change Text** and then click the track wheel.

```
Truck#        Hide Menu
Choose Text   Change Text
Truck# =      Save
              Cancel
```

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel

```
Truck#        Hide Menu
C----- T--t
T Choose Text
                   Van#
```

The text has now been changed from truck# to van#.

```
Truck#
Choose Text          Van#
Van#
```

From the truck# menu, you have the option to leave the van# text field blank which will prompt you to enter the van# when completing a transaction.

```
Truck#
Choose Text          Van#
Van# ▮
```

Or you can highlight the van# text field and enter a van number of your choice which will automatically populate the van number field when completing a transaction. Upon completion of this portion click the tack wheel.

```
Truck#
Choose Text              Van#
Van# 124█
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Truck#        Hide Menu
Choose Text   Change Text
Van# 124█     Save
              Cancel
```

From the optional prompts menu click the track wheel.

```
OptionalPrompts           ▼
Industry Type      Limousine
Van#                     Yes
Employee#                 No
Job#                      No
Trip Miles                No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. The van# option is now enabled.

```
OptionalPrc Hide Menu
Industry T  Change Industry
Van#        Save
Employee#   Cancel
Job#
Trip Miles                No
```

With this option enabled and the text field blank the following changes will occur when processing a transaction:

You will be prompted to enter the station# when processing a transaction. Upon entering the information click the track wheel to continue.

```
Sale            Hide Menu
1 Online
2 Van#
3 123█
```

The van# you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#: ▮
Exp Date:
Van#:  123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

When processing a transaction with a pre defined van#, the van# being displayed when processing a transaction is the only change that will occur.

```
Please swipe card...
Acct.#:  ▮
Exp Date:
Van#:  124
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

Enabling Operator# for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Operator#** and then press the **Y** key.

```
OptionalPrompts          ▼
Industry Type    Limousine
Van#                    No
Operator#               No
Job#                    No
Trip Miles              No
```

From the operator# menu click the track wheel.

```
Operator#
Choose Text      Operator#
Operator# =
```

Highlight **Change Text** and then click the track wheel.

```
Operator#        Hide Menu
Choose Text      Change Text
Operator# =      Save
                 Cancel
```

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

```
Operator#        Hide Menu
C
o Choose Text
                 Employee#
```

The text has now been changed from operator# to employee#.

```
Operator#
Choose Text      Employee#
Employee#
```

From the operator# menu, you have the option to leave the employee# text field blank which will prompt you to enter the employee# when completing a transaction.

```
Operator#
Choose Text      Employee#
Employee# ▊
```

Or you can highlight the employee# text field and enter the employee number of your choice which will automatically populate the employee number field when completing a transaction. Upon completion of this portion click the tack wheel.

```
Operator#
Choose Text        Employee#
Employee# 124█
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Operator#     Hide Menu
Choose Text   Change Text
Employee# 124 Save
              Cancel
```

From the optional prompts menu click the track wheel.

```
OptionalPrompts          ▼
Industry Type    Limousine
Van#                    No
Employee#              Yes
Job#                    No
Trip Miles              No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
Industry T  Change Industry
Van#        Save
Employee#   Cancel
Job#
Trip Miles              No
```

With this option enabled and the text field blank the following changes will occur when processing a transaction:

You will be prompted to enter the employee# when processing a transaction. Upon entering the information click the track wheel to continue.

```
Sale          Hide Menu
1
2 Employee#
3 █
```

The employee# you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#: █
Exp Date:
Employee#:  123
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

When processing a transaction with a pre defined employee#, the employee# being displayed when processing a transaction is the only change that will occur.

```
Please swipe card...
Acct.#:  █
Exp Date:
Employee#:  124
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

Enabling Ticket # for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Ticket#** and then press the **Y** key.

```
OptionalPrompts          ▼
Industry Type     Limousine
Truck#                   No
Operator#                No
Ticket#                  No
Trip Miles               No
```

From the ticket# menu, click the track wheel.

```
Ticket#
Choose Text          Ticket#
```

Highlight **Change Text** and then click the track wheel.

```
Ticket#      Hide Menu
Choose Text  Change Text
             Save
             Cancel
```

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

```
Ticket#      Hide Menu
C------ T---
   Choose Text
                 Job#
```

The text has now been changed from ticket# to job#. Click the track wheel.

```
Ticket#
Choose Text          Job#
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Ticket#      Hide Menu
Choose Text  Change Text
             Save
             Cancel
```

From the optional prompts menu click the track wheel.

```
OptionalPrompts          ▼
Industry Type     Limousine
Truck#                   No
Operator#                No
Job#                    Yes
Trip Miles               No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
Industry T Change Industry
Truck#     Save
Operator#  Cancel
Job#
Trip Miles               No
```

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter the job# when processing a transaction. Upon entering the information click the track wheel to continue.

```
Sale           Hide Menu
  Online
2 Job#
3 124
```

The job# you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:  █
Exp Date:
Job#:  124
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

Enabling Trip Miles for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Trip Miles** and then press the **Y** key.

```
OptionalPrompts        ▼
Industry Type    Limousine
Truck#                  No
Operator#               No
Job#                    No
Trip Miles              No
```

From the trip miles menu, click the track wheel.

```
Trip Miles
Choose Text        Trip Miles
```

Highlight **Change Text** and then click the track wheel.

```
Trip Miles    Hide Menu
Choose Text   Change Text
              Save
              Cancel
```

From the change text menu, using the track wheel scroll through the available options. When the one you want is highlighted, click the track wheel.

```
Trip Miles    Hide Menu
C            
  Choose Text
              Mileage
```

The text has now been changed from trip miles to mileage. Click the track wheel.

```
Trip Miles
Choose Text        Mileage
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel.

```
Trip Miles    Hide Menu
Choose Text   Change Text
              Save
              Cancel
```

From the optional prompts menu click the track wheel.

```
OptionalPrompts        ▼
Industry Type   Limousine
Truck#                 No
Operator#              No
Job#                   No
Mileage               Yes
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
Industry T Change Industry
Truck#     Save
Operator#  Cancel
Job#
Mileage                Yes
```

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter the mileage when processing a transaction. Upon entering the information you will click the track wheel to proceed.

```
Sale          Hide Menu
2 Mileage
3 0.00
```

The mileage you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:  
Exp Date:
Mileage:  12.22
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

Enabling Time On for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Time On** and then press the **Y** key.

```
OptionalPrompts        ▲▼
Operator#              No
Job#                  No
Mileage               No
Time On               No
Time Off              No
```

The time on line will change to **Yes**. Click the track wheel to continue.

```
OptionalPrompts        ▲▼
Operator#              No
Job#                  No
Mileage               No
Time On               Yes
Time Off              No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
            Change Industry
Operator#   Save
Job#        Cancel
Mileage             Yes
Time On
Time Off            No
```

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter time on when processing a transaction. Upon entering the information click the track wheel to continue.

```
Sale         | Hide Menu
1            |
2 Time On
3 2:00
```
Time is entered in the 24-hour format.

The time on you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:
Exp Date:
Time On:  2:00
Amount Of Sale: $ 0.10
Grand Total: $ 0.10
```

Enabling Time Off for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Time Off** and then press the **Y** key.

```
OptionalPrompts          ▲
Time On                  No
Time Off                 No
Tolls                    No
Extras                   No
Tips                     No
```

The time off line will change to **Yes**. Click the track wheel to continue.

```
OptionalPrompts          ▲
Time On                  No
Time Off                 Yes
Tolls                    No
Extras                   No
Tips                     No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
            Change Industry
Time On     Save
Time Off
Tolls       Cancel
Extras                   No
Tips                     No
```

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter time off when processing a transaction. Upon entering the information click the track wheel to continue.

```
Sale            Hide Menu
1
2 Time Off
3 3:00
```

Time is entered in the 24-hour format.

The time off you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:
Exp Date:
Time Off:  3:00
Amount Of Sale: $ 0.25
Grand Total: $ 0.25
```

Enabling Tolls for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Tolls** and then press the **Y** key.

```
OptionalPrompts          ▲
Time On                 No
Time Off                No
Tolls                   No
Extras                  No
Tips                    No
```

The tolls line will change to **Yes**. Click the track wheel to continue.

```
OptionalPrompts          ▲
Time On                 No
Time Off                No
Tolls                   Yes
Extras                  No
Tips                    No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
            Change Industry
Time On     Save
Time Off    Cancel
Tolls
Extras                  No
Tips                    No
```

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter the tolls amount when processing a transaction. Upon entering the information, click the track wheel to continue.

```
Sale              │Hide Menu
1
2 Tolls
3 $ 2.00
```

The tolls amount you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:  ▌
Exp Date:
Amount Of Sale: $ 0.10
Tolls: $ 2.00
Grand Total: $ 2.10
```

Enabling Extras for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Extras** and then press the **Y** key.

```
OptionalPrompts        ▲
Time On               No
Time Off              No
Tolls                 No
Extras                No
Tips                  No
```

The extras line will change to **Yes**. Click the track wheel to continue.

```
OptionalPrompts        ▲
Time On               No
Time Off              No
Tolls                 No
Extras                Yes
Tips                  No
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
            Change Industry
Time On     Save
Time Off    Cancel
Tolls
Extras                No
Tips                  No
```

With this option enabled the following changes occur when processing a transaction.

You will be prompted to enter the extras amount when processing a transaction. Upon entering the information, click the track wheel to continue.

```
Sale            Hide Menu
1
2 Extras
3 $ 0.10
```

The extras amount you entered will be displayed when processing a transaction.

```
Please swipe card...
Acct.#:
Exp Date:
Amount Of Sale: $ 0.10
Extras: $ 0.10
Grand Total: $ 0.20
```

Enabling Tips for Taxi, Limousine, Delivery and Towing

From the optional prompts menu highlight **Tips** and then press the **Y** key.

```
OptionalPrompts          ▲
Time On                  No
Time Off                 No
Tolls                    No
Extras                   No
Tips                     No
```

The Tips prompt changes to yes, click the track wheel.

```
OptionalPrompts          ▲
Time On                  No
Time Off                 No
Tolls                    No
Extras                   No
Tips                     Yes
```

You will then be prompted to Save or Cancel the change. Highlight **Save** and then click the track wheel. This option is now enabled.

```
OptionalPrc Hide Menu
            Change Industry
Time On     Save
Time Off
Tolls       Cancel
Extras                   No
Tips                     Yes
```

There are two available options with this prompt. They are tip amount known and tip amount unknown.

Printer Setup

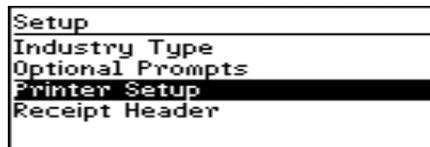Highlight the **CHARGE ANYwhere** icon and then click the track wheel.

CHARGE ANYwhere Icon

From the menu options highlight **Setup** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.
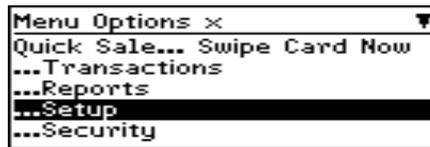
From the setup menu highlight **Printer Setup** and then click the track wheel. From the next menu highlight **Ok** and then click the track wheel.

From the printer setup menu highlight the printer that you are working with and then click the trackwheel. From the menu select **Properties** and then click the trackwheel.

This will display the properties for the printer selected.

Standard Printer Properties

Pulsar Impact Printer Properties

You can adjust each setting by highlighting it and then pressing the space bar until the desired setting is displayed. After all changes are completed, click the trackwheel. From the next menu select **Save** and then click the trackwheel.

```
Standard Printer │Hide Menu
BaudRate:        │Save
DataBits:        │Cancel
Parity:                None
StopBits:                  1
FlowControl:            None
```
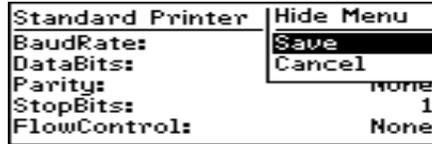
Select the printer that you are using with the device by highlighting it in the Printer Setup menu. Press the trackwheel and from the menu highlight **Save** and then click the trackwheel. Printer setup is now complete.
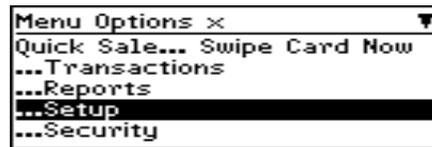
```
Printer Setup  │Hide Menu
Standard       │Save
Pulsar         │Properties
               │Cancel
```

Receipt Header

Highlight the **CHARGE ANYwhere** icon and then click the track wheel.

```
1:30 PM              0 ..ıll
MON, NOV 19          Ψ ..ıll
      ▼ 📠 △ ⚕ ✄ 📑
      CHARGE ANYWHERE
```

СHARGE ANYwhere Icon

From the menu options highlight **Setup** and then click the track wheel. From the
next menu highlight **Ok** and then click the track wheel.

```
Menu Options ×           ▼
Quick Sale... Swipe Card Now
...Transactions
...Reports
...Setup
...Security
```

From the setup menu highlight **Receipt Header** and then click the track wheel.
From the next menu highlight **Ok** and then click the track wheel.

```
Setup
Industry Type
Optional Prompts
Printer Setup
Receipt Header
```
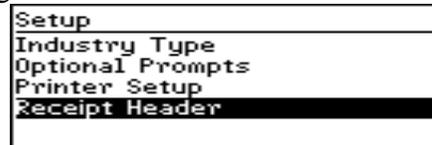
From the receipt info screen you are able to view what the receipt will look like.
This is changed wirelessly by contacting Comstar Interactive Corp. customer
support.

```
Receipt Info
█
```