SATURN 1000F2 (S1F2)
## Quick Reference Guide

Supervisor Password
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This guide is for your day to day useage, for more detailed information refer to the Installation Guide. Or visit our website for the full user guide.

1. Sale Transaction Steps

Contactless and Chip & Pin

- From the Welcome screen select 'SALE'.
- Enter the amount
- Check the amount and select 'CORRECT'
- Ask customer to tap their card against the contactless reader or to insert their card and pin number
- Transaction is confirmed/authorised
- A merchant receipt will print automatically
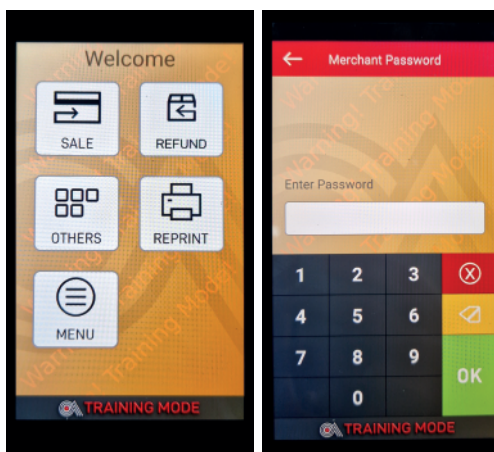- The terminal will ask if you want to print a customer receipt.
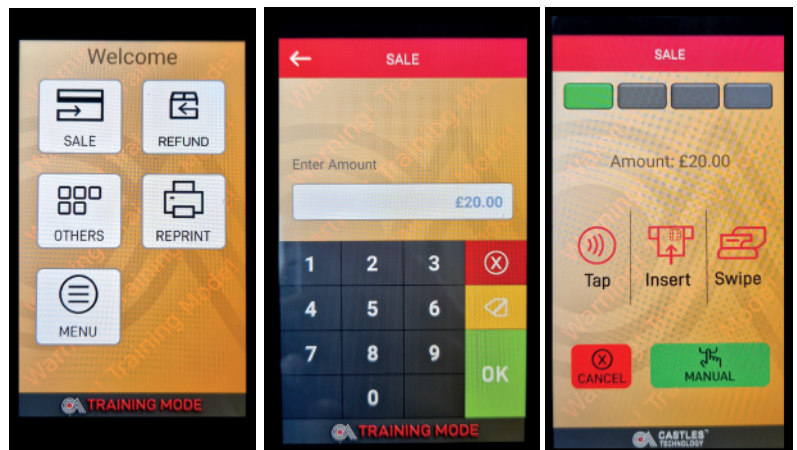
MOTO Transaction Steps

- Follow the first 3 transaction steps above
- Press 'MANUAL'
- The next screen will ask you to enter the customers card details
- Transaction is confirmed/authorised

2. Refund Transaction Steps

- From the Welcome screen select 'REFUND'.
- You will be asked to enter your password
- Check the amount and select 'CORRECT'
- Ask customer to tap their card against the contactless reader or to insert their card and pin number
- Refund is confirmed/authorised

4. End Of Day

Starting from 'Enter amount' screen:

- Press 'BACK ARROW' on the top left of the screen
- Select 'OTHERS'
- Select 'Batch' and 'Settle' on the next screen
- Key in the password and press green 'OK'
- If prompted, select 'All' by pressing 0 on the keypad, - the terminal will print out the end of the day report after connecting to the bank.
- 'Totals agree' message displayed on the screen indicate successful settlement.

    Please note:
    All terminals are pre-configured for daily auto-batch between 22:00 and 23.59 To disable the auto-batch feature please contact the technical support help desk.

5. Changing Paper Roll

1. Pull up the till roll box handle
2. Open till roll cover gently
3. Insert till as the direction shown

6. Change Comms

WiFi

- From the welcome screen select 'MENU'.
- Click the black arrow to move to the next screen
- Select 'WIFI SETTINGS'
- Select your WIFI provider from the available list.
- Enter your WIFI password and press 'CONNECT'

GPRS

- From the welcome screen select 'MENU'.
- Click the **black arrow** ➤ to move to the next screen
- Select 'WIFI SETTINGS'
- Turn off the 'USE WIFI' toggle, the device will roam through the best available networks and auto select.
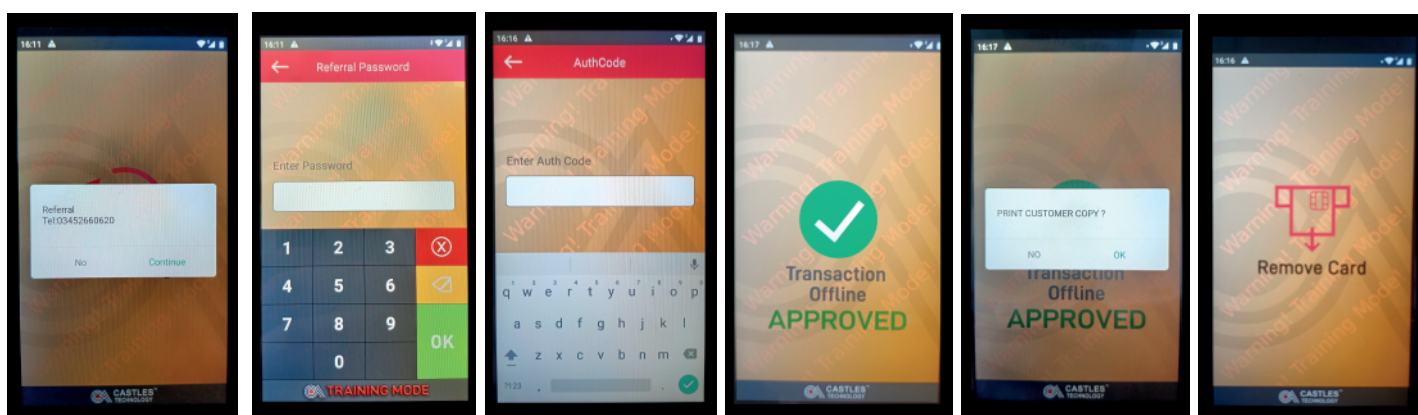
7. Referral

- On screen notification of number to call
- When you have finished on the call and have the authorisation number, press OK
- Type in the referral password (12345)
- Type in the authorisation code and press the Tick on the onscreen keyboard.

8. Duplicate Receipts

- From the welcome screen press 'REPRINT'.
- Enter your password
- Select the transaction from the list
- A merchant receipt and customer receipt will be printed.

9. Clearing Screensaver

To clear the Yorkshire Payments screensaver, please tap the screen.

The screen may enter power saving mode, in this case the screen turns dark. To wake up your terminal tap the power button (do not hold).
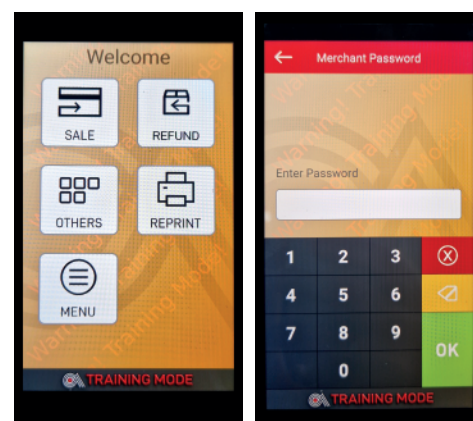
ACQUIRER (Bank)

- No funds are coming to my business account
- There is a discrepancy between funds I have received and what I was expecting I need to change my bank details

Yorkshire Payments

- Order new or additional equipment
- Add/remove functionality on the terminal
- Questions about contract (fees, charges, length, etc.)
- Update your details (address, contact, etc.)
- Training (how to use the terminal)
- Technical issues (terminal is not functioning properly)
- Tracking and delivery queries