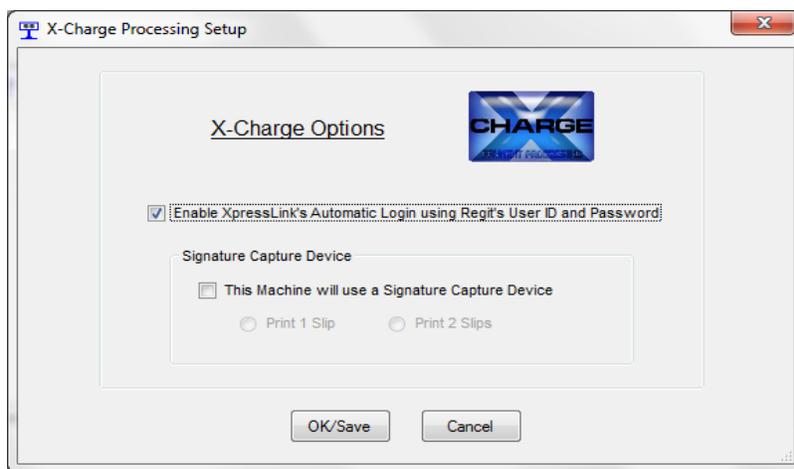


Setup for X-Charge XpressLink in Regit Express

After installing X-Charge XpressLink:

- 1 - Open Regit Express Office
- 2 - Select Setup off the top line menu
- 3 - Select Charge Card Setup off the drop down menu
- 4 - Check Process with X-Charge XpressLink
- 5 - Select a login preference (see below)
- 6 - Select if you will be using a Signature Capture Device (see below)
- 7 - Select OK/Save



Login Options

If "**Enable XpressLink's Automatic Login using Regit's Employee Login ID and Password**" is not selected, XpressLink will prompt for a password with each transaction. If it is selected, Regit Express will pass the User ID and password to XpressLink automatically. To automatically send the User ID and password you will need to have an ID and password entered into Regit Office's Employee Database table. There are then four different system options that will prompt the cashier for the ID and password:

1. Select Security, then **Identify Cashier** (in Regit Express Cash Register).
2. Check System Option **Require Cashier Identification at Startup** (Regit Express Office, System Options, Security Tab).
3. Check System Option **Automatically Lock Between Transactions** (Regit Express Office, System Options, Security Tab).
4. Turn on Regit Express's internal Password function (Regit Office).

Note: While ID's and passwords are not case sensitive in Regit POS, they are in XpressLink. So

enter the same case in the Regit POS employe database table as you enter into XpressLink's Security Setup.

Printing Charge Slips with X-Charge

When using XpressLink with Regit Express, the XpressLink program prints the credit card authorization slips. The one exception to this is when using a Signature Capture Device to capture credit card authorization signatures. In this case Regit Express POS will print the slips (see Signature Capture Section below).

The print last charge slip on the Cash Registers FILE menu will be grayed out as previous charge slips must be printed from Express Link (except when using a signature capture device). Here are the settings for the Star SP512 and Star TSP143. (Note: adjust for blank lines at bottom of slip by increasing or decreasing "Line Feeds After Text"):

The screenshot shows the 'X-Charge - Setup' window with the 'Receipts' tab selected. The 'Receipt Information' section contains the following fields:

- Receipt Printer: Star SP500 Tear Bar (SP512)
- Receipt Copies: 1
- Rcpt Store Name: American Precision Instruments
- Rcpt Address Line 1: PO Box 729
- Rcpt Address Line 2: (empty)
- Rcpt City: Arbutle
- Rcpt State: CA
- Rcpt Zip: 95912
- Policy: (empty text area)

At the bottom of the form, there are two checkboxes: Print Tip Line and Prompt before printing multiple Receipts.

The screenshot shows the 'X-Charge - Setup' window with the 'Printing' tab selected. The 'General Options' section contains the following options:

- Print Standard 8.5 x 11 Windows reports
Reports will be formatted to print on standard 8.5x11 paper.
- Print 40 Column receipt printer reports
Reports will be formatted to print on 40 column receipt printers.

The 'General 40 Column Options (Receipts and Reports)' section contains:

- Line Feed after each line
- Page Feed
- Line Feeds before text: 1
- Line Feeds after text: 5

The 'Raw Printing' section contains:

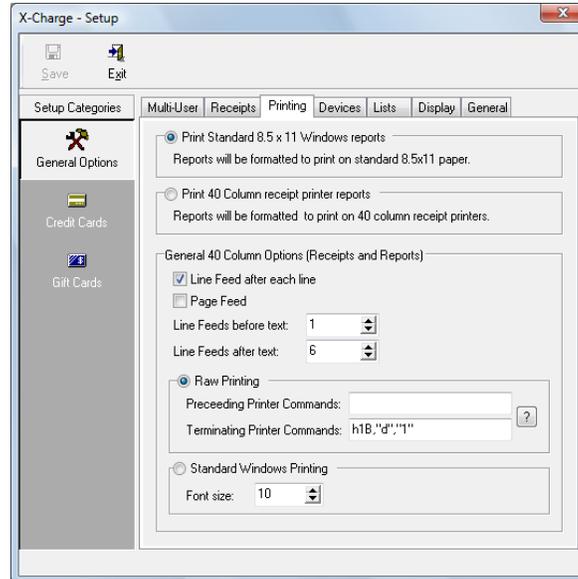
- Raw Printing
- Preceding Printer Commands: (empty text field)
- Terminating Printer Commands: (empty text field)

The 'Standard Windows Printing' section contains:

- Standard Windows Printing
- Font size: 10

For the Star TSP143, it is necessary to add "Terminating Printer Comands" to the above settings so the printer will automatically cut the slip. Enter these characters exactly as shown here:

h1B,"d","1"



Split Tenders and Partial Approvals

Regit Express supports split tenders (more than one type of payment) and partial approvals with XpressLink.

For **split tenders** with more than one charge card, each card will be processed individually. If a decline on one card is received after another card (or more) has already been approved, the tender window will stop and allow the cashier to enter another type of payment for the declined card. At this time, the dollar amounts for the already approved card(s) will be shown in green to signify that they have already been processed. The previously approved cards will also be locked so the dollar amounts cannot be changed. If the customer declines to provide another type of payment, simply cancel the transaction. Any approved cards will be voided automatically as you exit the Tender Window. A debit card cannot be voided and a debit return must be processed. In this situation, the XpressLink Debit Return screen will automatically display so a return can be processed on the debit charge.

Debit and prepaid cards can receive a **partial approval** if the balance on the card is not sufficient to cover amount of the attempted charge. When this happens the amount still required will be shown and Regit POS will question if the customer is willing to provide additional payment. The cashier can select no, on the partial payment and any other previously approved cards will be voided (or debit return in the case of a debit card). If the cashier selects yes, the tender window will stop and allow the cashier to enter the additional payment just as in to split tender explanation above. The cashier can cancel at any time and any approved amounts or partial amounts will be voided automatically (debit return window will automatically display for a previous debit charge).

Voids

Regit POS has 3 voiding options after a transaction has been recorded.

1. Void Last Transaction
2. Void and Restore Last Transaction
3. Void Past Transaction

For **Void Last Transaction** and **Void and Restore Last Transaction** Regit POS automatically voids any charge cards associated with the transaction. If a debit charge was included with the transaction, the XpressLink debit return screen will automatically display so a return can be processed on the debit charge.

For **Void a Past Transaction**, Regit POS voids the transaction and reminds the cashier that if they want to void or return a previously charged amount, they will need to do so within the XpressLink program. If the void is within this day's batch, the cashier will need to process a void, if in a previous day's batch they will need to process a return. For voids in the current day's batch, XpressLink uses the Transaction ID to identify the charge to void. Regit POS prints this ID number on the Sales receipt next to the tender category. You can also **Search** for the charge/ID within the XpressLink Void function.

Returns

If a debit or credit card is identified during a Regit POS Sales Return Transaction Regit POS will prompt the cashier to determine whether to display the XpressLink return screen to process a return on the card.

Bypassing Credit Card Processing

On occasion, you may want to record a transaction that involves a credit card, but may not want to actually process/charge the credit card. (for example, if a credit card had already been processed separately). The charging of the credit card can be turned off for this one transaction with the ALT-B key combination. A message will display telling the cashier that credit card processing is off. The card processing will automatically return with the next transaction or if the Tender Window is canceled and re-entered. This action can be restricted with the a Regit POS password setting.

Using a Signature Capture Device

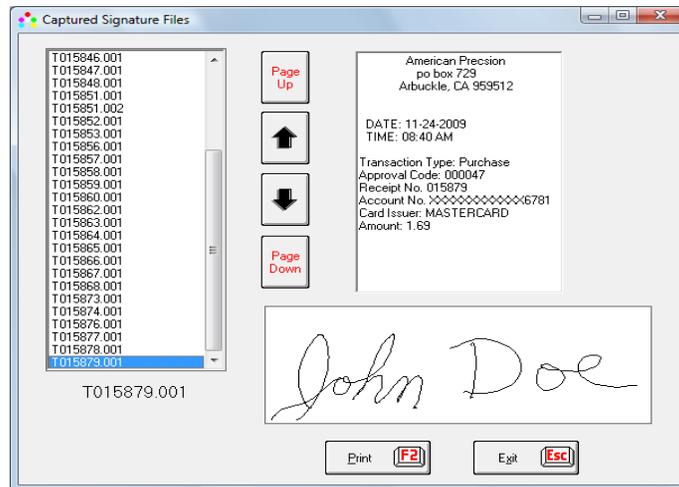
In order to print and store captured signatures Regit Express POS takes over the job of printing the charge slips. When not capturing signatures, X-Charge prints and stores the charge slips. Regit Express prints the captured signatures on either a Star SP512 or a Star TSP143 (Thermal Printer).

In Regit Express Office's SETUP, CHARGE CARD SETUP, select either 1 or 2 slips to print. If using the Star SP512 and select 2 slips, the program will pause between slips to allow for removing it. If using the Star TSP143, Regit Express will print both, automatically cutting between the two slips.

Printing Previously Captured Slips

You can print the last charge slip (without a signature) by selecting "Print Last Charge Slip" from the Cash Register's FILE menu. You can print a previous charge slip (with a signature) by selecting "Signature Captured Slips" off the FILE menu.

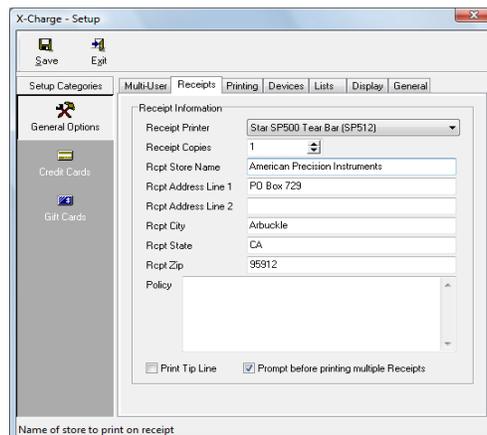
To reprint a previously captured charge slip with signatures select FILE, then SIGNATURE CAPTURED SLIPS off the drop down menu. You will get the following form (touch screen version shown):



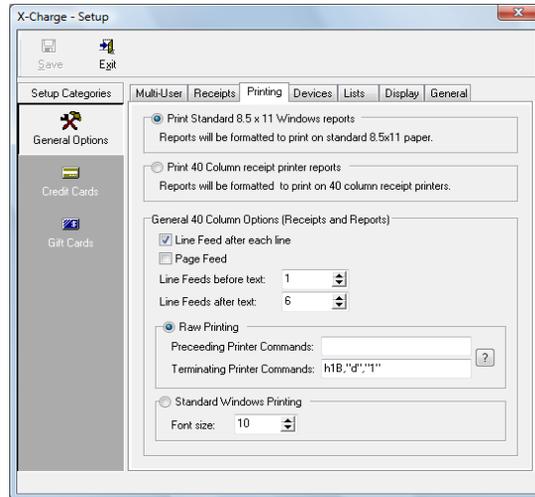
Select the transaction number and select Print. These signature files are stored in the \RegitExpress\Sigfiles folder. You may want to periodically clean out the folder as the number of captured slips grows. If you want to save them, you can burn the folder to a CD. Do not delete the folder, delete the files within the folder. Past slips are not saved as part as part of Regit Express's normal backup routine.

Printing Debit Slips When Using Signature Capture Device

If you want to print debit slips when using a signature capture device X-Charge will print the slip for debit transactions (as no signature is required for a pinpad debit transaction). Below is an example of the X-Charge receipt and printing settings that will print a debit slip for a Star SP512 and a Star TSP143. If you do not want debit slips printed, place a zero in the Receipt Copies box.



Add the Star Cut Command (h1B,"d","1") for the Star TSP143.



Receipt Printer

Charge slips print only to standard 80mm receipt printers (no 58mm printers).