

# **\*\*Legal Age 3- 4\*\* Software Instructions**



## **Standard Operation**

- The F1-F4 keys are located on the right side of the screen.
1. Press the designated, either KEY F2 for **Liquor sales; Tobacco sales** KEY F3.
  2. The screen will read **Enter Date "MMDDYY"**. Proceed by sliding the driver's license through the terminal. (If card is unreadable enter the customer's date of birth by hand. This information will be noted as "Hand Key" on the reports.)
  - \*3. The screen will then display **"Clerk Code?"** type in your designated clerk number. (01-99)
  - \*4. The screen will read **"Enter Ref Number"**. (You have the option to manually enter the license number if it is an unreadable card, or a ticket number if you want to match it to a receipt.) Press Enter.
  - \*5. The screen will read **"Photo Match Customer 0 = Yes 1 = No"** (Make your selection based on if the person handing you the license is pictured on it. Choosing No will decline the sale.)
  6. An **Approved** or **Declined** will then display.
- \*\* Receipts  
Declined receipts are printed with a signature line for use in the confiscation of licenses in accordance with your local or state laws, if applicable. Keep this for your records as documentation for the authorities.



## **Batch Reports**

- Press the **Green ENTER KEY** or the purple key below the **?** to move from the main screen to the Reports screen
1. **Full Batch Report** - Then press either KEY F1. (This will report all approved licenses followed by all declined, and then all licenses swiped with Rapid Scan as checked.)
  2. **Server All Report** - Then press either KEY F2. (This will report all approved or declined for each server or clerk.)
  3. **Single Clerk Report** - Then press either KEY F3. The screen will display **"Clerk Code?"** Enter clerk number you wish to check. (This will report only the approved or declined for the clerk entered.)
  4. **Delete Batch** - Press either KEY F4. The screen will display **"Delete Batch? 0=Y - 1=N"** (Make your selection based on if you want to delete the batch or if you may have made a wrong selection), Enter password **369** and press ENTER.



## **Rapid Scan**

1. Press Designated either KEY F4.  
\* & \*\*\* (Or just swipe driver's license. If using this option for rapid scan proceed to step 3.)
  2. Screen will display **Enter Date "MMDDYY"** Proceed by sliding the driver's license through the terminal. If it is an unreadable card then manually enter the birth date.
  3. The screen will instantly **display the age** of that person. There is no need to reset --just swipe the next card and it will repeat the process.
- \*\* For lounges & clubs a head count can be kept with each swipe and the allowed age of entry can be set. Key 7 to delete people going out - KEY 9 add large groups.

- \* Items are options that are normally on but have the ability to be turned off.
- \*\* Items are options that are normally off but have the ability to be turned on.
- \*\*\* Can be set to perform any of the main screen options.

Over



## **Set Time**

Please Call 1-800-833-0701 if for any reason the date and time in the terminal is incorrect, to check the date and time simply run a transaction and look at the date and time on the receipt.

**PLEASE CALL  
1-800-833-0701  
With ANY Problems you  
may encounter!!!!!!!!!!**