

Blue Bamboo P200 Reference Guide

Please call ETS if you encounter any problems while using your Blue Bamboo P200. 1(800) 834-7790. For any selections you can also press the numeric key listed before the option to select it.

Credit Card Sale

1. Use the arrow keys to highlight '**1. Credit**', press **Enter**.
2. Use the arrow keys to highlight '**1. Sale**', press **Enter**.
3. **Swipe** the credit card.
 - a. *If the card is unreadable, key in the 15-16 digit card number, press enter.*
 - b. *Key in the expiration date on the card, press enter.*
 - c. *Key in the CVV code found on the back of most cards, press enter.*
 - d. *Key in the numeric portion of the cardholder's billing street address, press enter.*
 - e. *Key in the cardholder's billing zip code, press enter.*
4. Key in the transaction **Amount**, press **Enter**.

Debit Card Sale

1. Use the arrow keys to highlight '**2. Debit**', press **Enter**.
2. Use the arrow keys to highlight '**1. Sale**', press **Enter**.
3. **Swipe** the debit card.
 - a. *If the card is unreadable, please request another form of payment. Debit cards cannot be entered manually.*
4. Key in the transaction **Amount**, press **Enter**.
5. Press **F3** to bypass the Tax Entry.
 - a. *(Adding tax here will add to the transaction amount already keyed.)*
6. Allow the customer to enter their **PIN**.

Void a Transaction

1. Use the arrow keys to highlight '**1. Credit**', press **Enter**.
2. Use the arrow keys to highlight '**2. Void**', press **Enter**.
3. Use the arrow keys to highlight '**1. All**', press **Enter**.
4. Press **F3** until the transaction appears.
5. Press **F2** to select the transaction.

Add Gratuity/Tip to a Transaction

1. Log on to EMoney at www.etsemoney.com.
2. Select your Blue Bamboo account.
3. Select Tip Adjustment.
4. Select List All Transactions.
5. Select the gratuity of the transaction to adjust.
6. Key in the gratuity amount.

Refund a Transaction

1. Use the arrow keys to highlight '**1. Credit**', press **Enter**.
2. Use the arrow keys to highlight '**3. Refund**', press **Enter**.
3. **Swipe** the credit card.
 - a. *If the card is unreadable, key in the 15-16 digit card number, press enter.*
 - b. *Key in the expiration date on the card, press enter.*
4. Key in the transaction **Amount**, press **Enter**.

Gift Card Transactions

Gift Card Sale

1. Use the arrow keys to highlight '**5. Gift**', press **Enter**.
2. Use the arrow keys to highlight '**1. Redeem**', press **Enter**.
3. **Swipe** the gift card.
 - a. *If the card is unreadable, enter the number from the back of the card, press enter.*
 - b. *Enter in 1212 for the expiration date.*
4. Key in the transaction **Amount**, press **Enter**.

Check the Balance of a Gift Card

1. Use the arrow keys to highlight '**5. Gift**', press **Enter**.
2. Use the arrow keys to highlight '**6. Inquire**', press **Enter**.
3. **Swipe** the gift card.
 - a. *If the card is unreadable, enter the number from the back of the card, press enter.*

Issue a Gift Card

Issuing a gift card does not charge the customer; a separate Sale must be made for purchasing of the card.

1. Use the arrow keys to highlight '**5. Gift**', press **Enter**.
2. Use the arrow keys to highlight '**4. Activate**', press **Enter**.
3. **Swipe** the gift card.
 - a. *If the card is unreadable, enter the number from the back of the card, press enter.*
4. Key in the **Initial Balance** of the card, press **Enter**.