



QUICK REFERENCE

IBM Paystation

NOTE:
These procedures are optional features. Your paystation may or may not be configured to perform some of these procedures.

Retrieving Orders Using the Hand-Held Scanner

- Scan barcode at the bottom of receipt.

Retrieving Orders Using the Paystation Keyboard

- Press < Suspend/Retrieve > key on terminal.
- Key in the retrieved number (example 94/246) from the itemized receipt, then press < Enter > or < Total > (depending on your terminal)



Adding Items to an Existing Order

- If items are to be purchased in addition to a scanned order (such as a magazine or newspaper), the order must first be retrieved and then items added.

Printing a List of Suspended Transactions

- With no orders active on the terminal, key in the number sequence <100 >.
- Press < Sign ON/OFF > key.

To Display Open Orders From All Lanes

- With no order active on the terminal, key in the number sequence < 200 >.
- Press < Sign ON/Off > key.

Reprinting a Lost or Damaged Receipt

Sometimes customer receipts become damaged or lost. To reprint a receipt, you must first identify which lane the shopper used and the dollar amount of the order. Refer to the Open Transaction Display Monitor to easily find the specific order and its retrieval number.

- Once determined, key in the sequence < 300 >
- Press < Sign ON/OFF > key.
- Key in the retrieval number and press < Enter >. A duplicate receipt is printed from the terminal receipt printer. This new receipt will not include a barcode, so the order must be retrieved manually.