

CRESCENT DIAMOND CONVERSION INSTRUCTIONS

1. Do not accept:

- Company Checks
- Payroll Checks
- Third Party Checks
- Traveler's Checks
- Post-Dated Checks
- Counter Checks
- 2-Party Checks
- Temporary Checks
- Pre-Dated Checks
- Money Orders
- **2. Do not accept:** Checks drawn on non- USA banks, business checks, checks not written for goods or services (no check cashing). All checks must be made out to your business name.

Electronic Check Conversion – The P.O.S. Process: Merchant Must:

- Make certain the check writer's name and physical address appear on the front of the check prior to running the check through the check reader. No P.O. Box addresses.
- Run the check through the check reader.
- The terminal will print two receipts. Have check writer sign MERCHANT COPY of the receipt. Retain MERCHANT COPY for your records.
- After the check writer signs the MERCHANT COPY receipt, write "VOID" on check. Write check writer's driver license, phone number, and print the check writer's name under the signature of the MERCHANT COPY receipt.
- Hand the voided check and the unsigned CUSTOMER COPY receipt back to the check writer.
- If the check writer does not sign the authorization receipt, the item must be voided and the check manually deposited in the bank. A check cannot be voided after the terminal is batched out for the day.

Client Service: 800-614-4428

TERMINAL PROMPT Idle Prompt Enter Server/Cashier # If prompted, key in Server/Cashier #, Press [ENTER]. Amount \$0.00 Key in amount of check, Press [ENTER]. Pass check through check reader. Terminal dials host Authorization # 123456 Authorization # 123456 Authorization # 123456 Authorizatio	TO PERFORM AN	ELECTRONIC CHECK CONVERSION
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	DECLINE	Account or ID is flagged with negative
information. Accept at your own risk. *		information. Accept at your own risk. *

^{*}Note: whenever a check is declined, the customer must be informed as to how to contact the company issuing the decline. This information prints and must be provided to the customer. If no printer is attached, decline cards have been supplied in order to provide the customer with the information.