

Stationery ordering made easy

Simple step by step guide on how to order stationery through your HICAPS terminal.

ordering terminal rolls

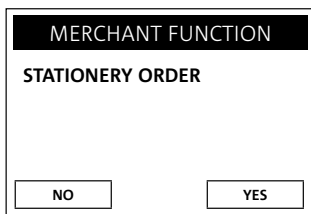
step 1

Press the **[FUNCTION]** key.

step 2

Enter **[7]** and press **[ENTER]**.

To confirm that you wish to order stationery for your terminal press the YES **[ENTER]** key. The terminal will now print a receipt confirming your order with a STATIONERY ORDER PLACED message.



MERCHANT FUNCTION

STATIONERY ORDER

NO YES

step 3

Press the **[FUNCTION]** key.

step 4

Enter **[5]** and press **[ENTER]**.

Note: This will send a sign on message to the host and it must be approved. The terminal rolls will take five business days to arrive.

HICAPS Help Desk
1300 650 852
www.hicaps.com.au

