

**Questions?**Call us at **1-877-270-3475**

or

Log in to Silver Back Office to
chat with a representative**Visit NCRSilver.com**

“To know I can check and see how the store is doing
even without being there is very helpful.”

Reveille Joe Coffee, *Coffee Shop*



Both NCR Silver

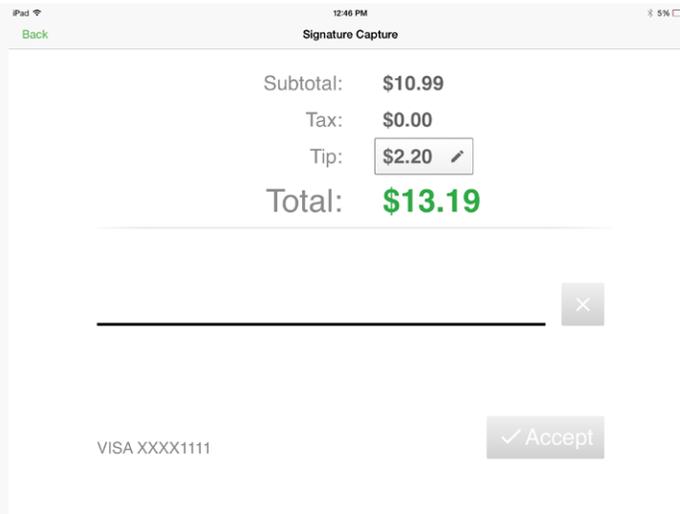
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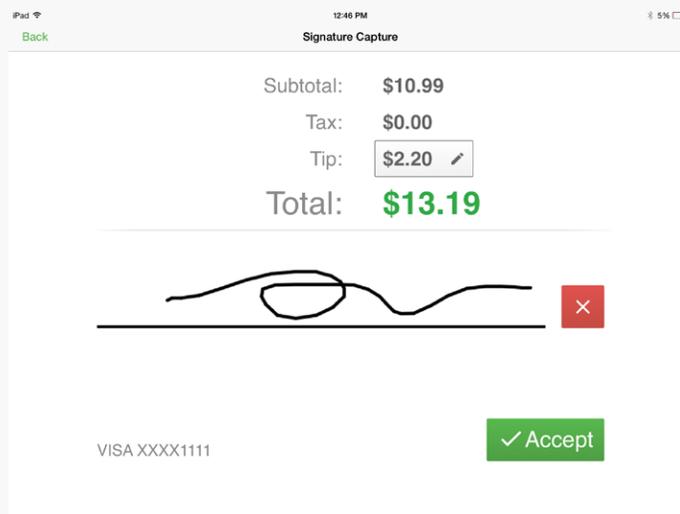
Entering a Credit Card Payment

If you are using integrated credit card processing and your POS device is equipped with the NCR credit card reader, follow these steps to enter a credit card payment:

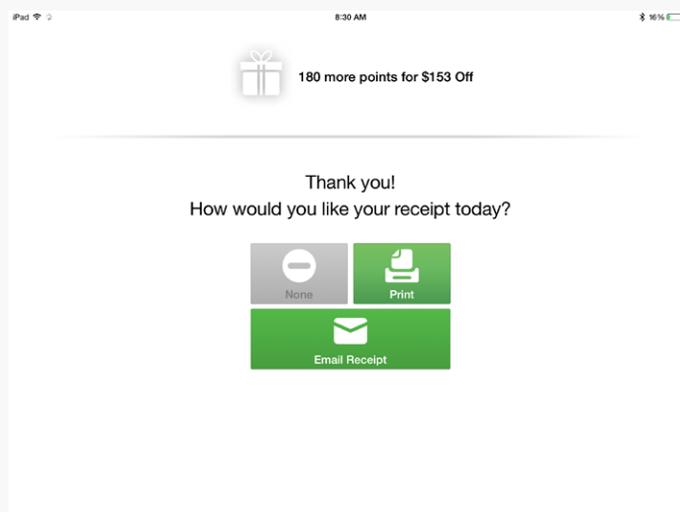
1. Tap **Checkout**.
2. Tap **Credit Card**. *Note:* Alternatively, you can just swipe the card as soon as you are done adding items to the ticket and the checkout process will automatically start without having to tap Checkout and select the payment method.
3. Swipe the customer's credit card through the card reader. The payment amount is automatically set to the **Balance Due**. The system then sends the credit card transaction to the processor and authorizes the amount.
4. If [digital signature capture is enabled](#) on your POS device, have the customer sign the signature screen with his or her finger (or you can use a stylus). If the **Accept Tips** setting is enabled for your store in the Back Office, the customer can [add a tip](#) to the transaction.



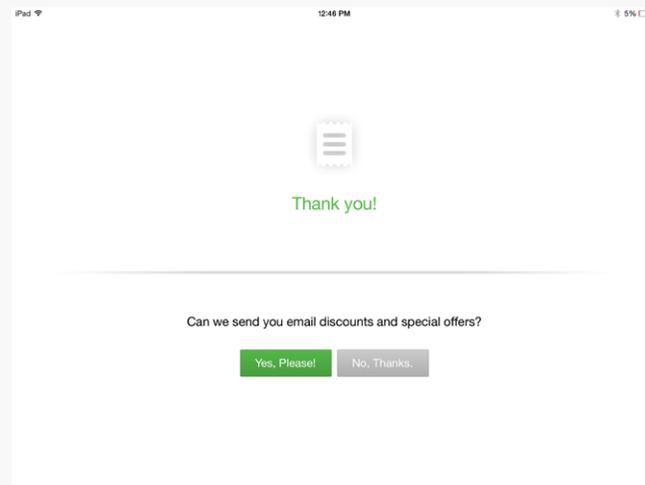
5. Have the customer tap **Accept**.



6. From the **Receipt** screen, your customer can select how they would like to receive their receipt. Note: If you are using loyalty, the customer will also be able to see their points/punches status here.



7. Finally, if there is no customer assigned to the ticket, or there is no email address associated with the customer, the customer will be asked if they want to sign up to receive emails. If they select Yes, they will be asked to enter their email address.



If you need to enter a credit card manually, make sure the **Accept Manual Card Entry** setting has been enabled in the Back Office, then follow these steps to manually enter a credit card payment:

1. Do one of the following:
 - iPad Users: On the **Point of Sale** screen, tap **Checkout** to display the **Payment types** panel.
 - iPhone/iPod Touch Users: On the **Ticket** screen, tap **Pay** to display the **Enter Payments** screen.
2. Tap the **Credit Card** button in the **Payment types** area to display the **Amount** window.
3. Enter the amount the customer is tendering.
4. Tap **Enter Manually** on the **Swipe Card** window to display the **Manual Card** window.

 A screenshot of a mobile application window titled 'Manual Card'. At the top left is a green 'Cancel' button. The main area contains two input fields: 'Card number:' with the value '4111111111111111' and 'Exp date (MMYY):' with the value '1215'. Below these fields are two buttons: 'Show AVS' and 'Submit'.

4. Enter the credit card number and expiration date and

tap **Submit**.

5. Follow the steps from above to complete the checkout process.

credit card payments, pos

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