USING TOUCHNET FOR CREDIT CARD TRANSACTIONS - PRINTING

Log into Touch Net using Internet Explorer at the terminal connected to the credit card machine:

1. Click on the FEATURED menu and select PRINTING

2. Click on the type of Printing Job the patron is paying for.
3. Enter the amount. *(For example—select number of pages for B&W Printing Remote)*

Click on Add to Cart.

4. After clicking Add Item, an Order Summary will appear on the right. Confirm the amount with the patron and click Pay Now. *(You can also add additional items or transactions if needed)*

5. Click on Credit Card and TouchNet will connect with the credit card reader
6. Patron will be prompted to Insert, Swipe or Tap Card:

- Patron will be prompted to confirm amount by pressing YES or NO.

- Patron may be asked to sign machine and/or enter a PIN code.

7. If signature is required, you will be asked to Accept the signature.

8. If payment is approved a Receipt will appear. You have the option to Print or Email receipt.