

## SETTLE A BATCH



### STEP 1

To perform a batch from a device, you must select the star on bottom left of the touch screen on your device to show the favorites menu.



### STEP 2

Once you are in the favorites menu, select number #2 for the settlement option.

**FOR TECHNICAL SUPPORT, CALL 888-311-7248 OPT 1**

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### STEP 3

From here enter your password. The password is the last four digits of your EPI number, which is conveniently show on the screen. You can always change your EPI in your settings directly on the device.



### STEP 4

Select the green Ok button on the screen or the keypad to settle your batch. If you are to auto batch you can manually override your auto batch setting.

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