**TEXAS A&M UNIVERSITY - COMMERCE**

**Adding 9, To Credit Card Machin**

**ADDING 9, TO CREDIT CARD MACHIN**

* **PRESS:**
  + 6
* **ENTER PASSWORD:**
  + \*\*\*\*\*\* (if that doesn’t work use \*\*\*\*\*\*)
* **NEXT MENU:**
  + Press Phone
* **NEXT MENU**
  + Press View
* **NEXT MENU**
  + Press Edit
  + Enter 9 then \* and press the “alpha” key then \* and press the alpha key again then press “enter” to save
  + So you are entering 9 then the asterisk followed by pressing the alpha key then enter asterisk again and the alpha key again. You should now have 9,, showing in the display. Press “enter” to save.

**HOW TO SEE TERMINAL NUMBER**

* Press the number 6
* Enter password \*\*\*\*\*\* or (\*\*\*\*\*\* may be needed)
* Press Terminal
* Press Print
* Terminal number will be displayed on top line of print out GLBE Merch ID.