

How do I check & print terminal mail?

Located online at eMpoweredbyMarathon.com

Why do I need to check my terminal mail?

For retrieval requests, messages, and payment notifications!

How do I check my mail on **G-Site**?

From Sales Mode:

- 18# to request mail
- 13# to print mail

How do I check my mail on the **Omni**?

Credit Card Handbook Section H-22

From Sales Mode:

- Select "MGR" menu key
- Enter manager password
- Select "MAIL" menu key
- Select one of the following options:
 - * PRNT—prints mail
 - * RQST—receives mail
 - * REPNT—reprints mail
- From "PRNT", select one of the following options:
 - * PRC—prints price notification
 - * RETVL—prints invoice retrieval
 - * MSG—prints mail messages

How do I check my mail on the **Ruby**?

From Sales screen

- Select Network function (orange button)
 - Select blue arrow key (1x)
 - Select "Mail" (hit Enter)
 - * Select "Request" (hit Enter)
 - Select blue arrow key (1x)
 - Choose option "Invoice retrieval"
 - Select date to print
- Repeat this process for all options (Start at "Mail")