

# LinkPoint Nashville Report

## Quick Reference Guide



Application: CONFIG 690 01.07.00

### SUMMARY AND DETAIL REPORTS

| FUNCTION                             | DISPLAY MESSAGE              | OPERATOR ACTION   |
|--------------------------------------|------------------------------|---|
| <b>BATCH SUMMARY REPORT PRINTOUT</b> | 1. SWIPE CARD FOR SALE       | 1. Press [+] <b>(PRINT)</b> key.  |
|                                      | 2. TOTALS TRAN DETAIL        | 2. Press left <b>[▲]</b> key to print a totals report.  |
|                                      | 3. BATCH EMP CARD            | 3. Press left <b>[▲]</b> key.   |
|                                      | 4. CURRENT HISTORY           | 4. Press left <b>[▲]</b> key to print report of current items or right <b>[▲]</b> key for report of past items. |
|                                      | 5. TOTALS REPORT PRINTING... | 5. Please wait for report to print.   |
|                                      | 6. BATCH EMP CARD            | 6. Press <b>[CLEAR]</b> to exit.  |

| FUNCTION                                | DISPLAY MESSAGE                          | OPERATOR ACTION  |
|---|--|--|
| <b>EMPLOYEE SUMMARY REPORT PRINTOUT</b> | 1. SWIPE CARD FOR SALE                   | 1. Press [+] <b>(PRINT)</b> key.   |
|   | 2. TOTALS TRAN DETAIL                    | 2. Press left <b>[▲]</b> key to print a totals report.   |
|   | 3. BATCH EMP CARD                        | 3. Press middle <b>[▲]</b> key.  |
|   | 4. EMP TOTALS REPORT ENTER EMPLOYEE ID # | 4. Key in the employee ID and press <b>[ENTER]</b> or press <b>[ENTER]</b> to print a report of all employees. |
|   | 5. BATCH EMP CARD                        | 5. Press <b>[CLEAR]</b> to exit.   |

| FUNCTION                            | DISPLAY MESSAGE              | OPERATOR ACTION  |
|-------------------------------------|------------------------------|--|
| <b>CARD SUMMARY REPORT PRINTOUT</b> | 1. SWIPE CARD FOR SALE       | 1. Press [+] <b>(PRINT)</b> key.   |
|                                     | 2. TOTALS TRAN DETAIL        | 2. Press left <b>[▲]</b> key to print a totals report.   |
|                                     | 3. BATCH EMP CARD            | 3. Press right <b>[▲]</b> key.   |
|                                     | 4. MC/VS AX DC               | 4. Press appropriate <b>[▲]</b> key to print by card, press the <b>[#]</b> key to choose more card types or press <b>[ENTER]</b> to print a report of all cards.               |
|                                     | 5. DB DR                     | 5. Press appropriate <b>[▲]</b> key to print by card, press the <b>[*]</b> or <b>[#]</b> key to choose more card types or press <b>[ENTER]</b> to print a report of all cards. |
|                                     | 6. TOTALS REPORT PRINTING... | 6. Please wait for report to print, press <b>[CLEAR]</b> to exit.  |

| FUNCTION                            | DISPLAY MESSAGE              | OPERATOR ACTION   |
|-------------------------------------|------------------------------|---|
| <b>BATCH DETAIL REPORT PRINTOUT</b> | 1. SWIPE CARD FOR SALE       | 1. Press [+] <b>(PRINT)</b> key.                                  |
|                                     | 2. TOTALS TRAN DETAIL        | 2. Press right <b>[▲]</b> key to print a detail report.           |
|                                     | 3. BATCH EMP CARD            | 3. Press left <b>[▲]</b> key.                                     |
|                                     | 4. ALL TAB UNADJ             | 4. Press left <b>[▲]</b> key.                                     |
|                                     | 5. TOTALS REPORT PRINTING... | 5. Please wait for report to print, press <b>[CLEAR]</b> to exit. |

| FUNCTION                           | DISPLAY MESSAGE              | OPERATOR ACTION  |
|------------------------------------|------------------------------|--|
| <b>CARD DETAIL REPORT PRINTOUT</b> | 1. SWIPE CARD FOR SALE       | 1. Press [+] <b>(PRINT)</b> key.   |
|                                    | 2. TOTALS TRAN DETAIL        | 2. Press right <b>[▲]</b> key to print a detail report.  |
|                                    | 3. BATCH EMP CARD            | 3. Press right <b>[▲]</b> key.   |
|                                    | 4. MC/VS AX DC               | 4. Press appropriate <b>[▲]</b> key to print by card, press the <b>[#]</b> key to choose more card types or press <b>[ENTER]</b> to print a report of all cards.               |
|                                    | 5. DB DR                     | 5. Press appropriate <b>[▲]</b> key to print by card, press the <b>[*]</b> or <b>[#]</b> key to choose more card types or press <b>[ENTER]</b> to print a report of all cards. |
|                                    | 6. DETAIL REPORT PRINTING... | 6. Please wait for report to print, press <b>[CLEAR]</b> to exit.  |

| FUNCTION                               | DISPLAY MESSAGE                          | OPERATOR ACTION   |
|--|--|---|
| <b>EMPLOYEE DETAIL REPORT PRINTOUT</b> | 1. SWIPE CARD FOR SALE                   | 1. Press [+] <b>(PRINT)</b> key.  |
|  | 2. TOTALS TRAN DETAIL                    | 2. Press right <b>[▲]</b> key to print a detail report.   |
|  | 3. BATCH EMP CARD                        | 3. Press middle <b>[▲]</b> key.   |
|  | 4. ALL TAB UNADJ                         | 4. Press left <b>[▲]</b> key.   |
|  | 5. EMP DETAIL REPORT ENTER EMPLOYEE ID # | 5. Key in employee ID, press <b>[ENTER]</b> or press <b>[ENTER]</b> to print a report of all employees. |
| 6. ALL TAB UNADJ                       | 6. Press <b>[CLEAR]</b> to exit.         |   |

**REMINDER:**  
Use to edit open tabs and unadjusted tips by employee ID.

## PRINTING TOTALS REPORTS

| FUNCTION                               | DISPLAY MESSAGE                             | OPERATOR ACTION   |
|--|---|---|
| <b>UNADJUSTED TIP BATCH REPORT</b>     | 1. SWIPE CARD FOR SALE                      | 1. Press [+] <b> (PRINT)</b> key.   |
|  | 2. TOTALS TRAN DETAIL                       | 2. Press right <b>[▲]</b> key.  |
|  | 3. BATCH EMP CARD                           | 3. Press left <b>[▲]</b> key  |
|  | 4. ALL TAB UNADJ                            | 4. Press right <b>[▲]</b> key.  |
| <b>UNADJUSTED TIP EMPLOYEE REPORT</b>  | 1. SWIPE CARD FOR SALE                      | 1. Press [+] <b> (PRINT)</b> key.   |
|  | 2. TOTALS TRAN DETAIL                       | 2. Press right <b>[▲]</b> key.  |
|  | 3. BATCH EMP CARD                           | 3. Press middle <b>[▲]</b> key.   |
|  | 4. ALL TAB UNADJ                            | 4. Press right <b>[▲]</b> key.  |
|  | 5. UNADJUSTED REPORT<br>ENTER EMPLOYEE ID # | 5. Key in the employee ID and press <b>[ENTER]</b> or press <b>[ENTER]</b> to print a report of all employees.  |
| <b>REPORT OF ALL OPEN TABS</b>         | 1. SWIPE CARD FOR SALE                      | 1. Press [+] <b> (PRINT)</b> key.   |
|  | 2. TOTALS TRAN DETAIL                       | 2. Press right <b>[▲]</b> key.  |
|  | 3. BATCH EMP CARD                           | 3. Press left <b>[▲]</b> key  |
|  | 4. ALL TAB UNADJ                            | 4. Press middle <b>[▲]</b> key.   |
|  | 5. OPEN TAB REPORT<br>PRINTING...           | 5. Please wait for report to print.   |
| <b>REPORT OF OPEN TABS BY EMPLOYEE</b> | 1. SWIPE CARD FOR SALE                      | 1. Press [+] <b> (PRINT)</b> key.   |
|  | 2. TOTALS TRAN DETAIL                       | 2. Press right <b>[▲]</b> key.  |
|  | 3. BATCH EMP CARD                           | 3. Press middle <b>[▲]</b> key  |
|  | 4. ALL TAB UNADJ                            | 4. Press middle <b>[▲]</b> key.   |
|  | 5. OPEN TAB REPORT<br>ENTER EMPLOYEE ID #   | 5. Key in the employee ID and press <b>[ENTER]</b> or press <b>[ENTER]</b> to print a report of all employees.  |
| <b>BATCH TOTALS REPORT</b>             | 1. SWIPE CARD FOR SALE                      | 1. Press [+] <b> (PRINT)</b> key.   |
|  | 2. TOTALS TRAN DETAIL                       | 2. Press left <b>[▲]</b> key.   |
|  | 3. BATCH EMP CARD                           | 3. Press left <b>[▲]</b> key  |
|  | 4. CURRENT HISTORY                          | 4. Press left <b>[▲]</b> key to print report of current items or right <b>[▲]</b> key for report of past items.   |
| <b>EMPLOYEE BATCH TOTALS REPORT</b>    | 1. SWIPE CARD FOR SALE                      | 1. Press [+] <b> (PRINT)</b> key.   |
|  | 2. TOTALS TRAN DETAIL                       | 2. Press left <b>[▲]</b> key.   |
|  | 3. BATCH EMP CARD                           | 3. Press middle <b>[▲]</b> key  |
|  | 4. EMP TOTALS REPORT<br>ENTER EMPLOYEE ID # | 4. Key in the employee ID and press <b>[ENTER]</b> or press <b>[ENTER]</b> to print a report of all employees.  |
| <b>CARD TYPE BATCH TOTALS REPORT</b>   | 1. SWIPE CARD FOR SALE                      | 1. Press [+] <b> (PRINT)</b> key.   |
|  | 2. TOTALS TRAN DETAIL                       | 2. Press left <b>[▲]</b> key.   |
|  | 3. BATCH EMP CARD                           | 3. Press right <b>[▲]</b> key.  |
|  | 4. MC/VS AX DC                              | 4. Press appropriate <b>[▲]</b> key to print by card, press the <b>[#]</b> key to choose more card types or press <b>[ENTER]</b> to print report of all cards.                      |
|  | 5. DB DR                                    | 5. Press appropriate <b>[▲]</b> key to print by card, press the <b>[*]</b> or <b>[#]</b> key to choose more card types or press <b>[ENTER]</b> to print a report of all card types. |
| <b>REPRINT</b>                         | 1. SWIPE CARD FOR SALE                      | 1. Press [+] <b> (PRINT)</b> key.   |
|  | 2. TOTALS TRAN DETAIL                       | 2. Press middle <b>[▲]</b> key.   |
|  | 3. INV SEQ LAST                             | 3. Press the left <b>[▲]</b> key to reprint by invoice number, middle <b>[▲]</b> key to reprint by sequence number or right <b>[▲]</b> key to reprint last item.                    |
|  | 4. REPRINT<br>ENTER INVOICE OR SEQ #        | 4. Key in either the invoice number or sequence number, press <b>[ENTER]</b> .  |
|  | 5. XXX: INV XXXXXXXXX<br>REPRINT?           | 5. If the correct transaction is displayed, press <b>[ENTER]</b> , if not, press <b>[BACK SPACE]</b> .  |
|  | 6. PRINTING...                              | 6. Please wait...   |
|  | 7. TEAR NOW, PRESS ENTER                    | 7. Press <b>[ENTER]</b> to print customer receipt.  |
|  | 8. INV SEQ LAST                             | 8. Press <b>[CLEAR]</b> to exit function.   |

## REVIEW PROCEDURES

| FUNCTION                          | DISPLAY MESSAGE  | OPERATOR ACTION  |
|-----------------------------------|--|--|
| <b>BATCH TOTALS REVIEW</b>        | 1. SWIPE CARD FOR SALE   | 1. Press <b>[REVIEW]</b> key.  |
|                                   | 2. TOTALS TRAN DETAIL  | 2. Press left <b>[▲]</b> key.  |
|                                   | 3. BATCH EMP CARD  | 3. Press left <b>[▲]</b> key   |
|                                   | 4. CURRENT HISTORY   | 4. Press left <b>[▲]</b> key to review current items or right <b>[▲]</b> key to review report of past items. |
|                                   | 5. BATCH TOTALS<br>X ITEMS \$XX.XX   | 5. Press <b>[ENTER]</b> to review information or press <b>[CLEAR]</b> to exit.                               |
|                                   | 5. BATCH TOTALS<br>X SALES \$XX.XX   | 5. Press <b>[ENTER]</b> to review more information or press <b>[CLEAR]</b> to exit.                          |
| 6. BATCH TOTALS<br>X RETS \$XX.XX | 6. Press <b>[ENTER]</b> to review information for another card type or press <b>[CLEAR]</b> to exit. |  |

| FUNCTION                      | DISPLAY MESSAGE                             | OPERATOR ACTION   |
|-------------------------------|---|---|
| <b>EMPLOYEE TOTALS REVIEW</b> | 1. SWIPE CARD FOR SALE                      | 1. Press <b>[REVIEW]</b> key.   |
|                               | 2. TOTALS TRAN DETAIL                       | 2. Press left <b>[▲]</b> key.   |
|                               | 3. BATCH EMP CARD                           | 3. Press middle <b>[▲]</b> key  |
|                               | 4. EMP TOTALS REVIEW<br>ENTER EMPLOYEE ID # | 4. Key in the employee ID and press <b>[ENTER]</b> or press <b>[ENTER]</b> to review all employees. |

| FUNCTION                  | DISPLAY MESSAGE                    | OPERATOR ACTION   |
|---------------------------|------------------------------------|---|
| <b>CARD TOTALS REVIEW</b> | 1. SWIPE CARD FOR SALE             | 1. Press <b>[REVIEW]</b> key.   |
|                           | 2. TOTALS TRAN DETAIL              | 2. Press left <b>[▲]</b> key.   |
|                           | 3. BATCH EMP CARD                  | 3. Press right <b>[▲]</b> key.  |
|                           | 4. MC/VS TOTALS<br>X ITEMS \$XX.XX | 4. Press <b>[ENTER]</b> to review more information or press <b>[CLEAR]</b> to exit. |

| FUNCTION                  | DISPLAY MESSAGE                        | OPERATOR ACTION  |
|---------------------------|--|--|
| <b>TRANSACTION REVIEW</b> | 1. SWIPE CARD FOR SALE                 | 1. Press <b>[REVIEW]</b> key.  |
|                           | 2. TOTALS TRAN DETAIL                  | 2. Press middle <b>[▲]</b> key.  |
|                           | 3. INV SEQ PAN                         | 3. Press the left <b>[▲]</b> key to review by invoice number, middle <b>[▲]</b> key to review by sequence number or right <b>[▲]</b> key review by last five digits of card number.                              |
|                           | 4. TRAN REVIEW<br>ENTER...             | 4. Key in either the invoice number, sequence number or last five digits of card number, press <b>[ENTER]</b> .  |
|                           | 5. XXX: INV XXXXXXXXXX<br>SALE \$XX.XX | 5. If the correct transaction is displayed, press <b>[ENTER]</b> , if not, press <b>[BACK SPACE]</b> . Press the <b>[*]</b> or <b>[#]</b> key to review transaction information or press <b>[CLEAR]</b> to exit. |

| FUNCTION                   | DISPLAY MESSAGE                        | OPERATOR ACTION   |
|----------------------------|--|---|
| <b>BATCH DETAIL REVIEW</b> | 1. SWIPE CARD FOR SALE                 | 1. Press <b>[REVIEW]</b> key.   |
|                            | 2. TOTALS TRAN DETAIL                  | 2. Press right <b>[▲]</b> key.  |
|                            | 3. BATCH EMP CARD                      | 3. Press left <b>[▲]</b> key.   |
|                            | 4. CARD CHECK                          | 4. Press the left <b>[▲]</b> key to review card totals or the right <b>[▲]</b> key to review check totals.  |
|                            | 5. ALL TAB UNADJ                       | 5. Press the left <b>[▲]</b> key to review the entire batch, the middle <b>[▲]</b> key to review open tabs or right <b>[▲]</b> key to review unadjusted items.  |
|                            | 6. XXX: INV XXXXXXXXXX<br>SALE \$XX.XX | 6. If the correct transaction is displayed, press the <b>[*]</b> or <b>[#]</b> key to review the transaction information; if not, press <b>[BACK SPACE]</b> to return to the previous prompt or press <b>[CLEAR]</b> to exit. |

| FUNCTION  | DISPLAY MESSAGE                             | OPERATOR ACTION   |
|---|---|---|
| <b>EMPLOYEE DETAIL REVIEW</b><br><br>REMINDER:<br>Use to edit open tabs and unadjusted tips by employee ID. | 1. SWIPE CARD FOR SALE                      | 1. Press <b>[REVIEW]</b> key.   |
|   | 2. TOTALS TRAN DETAIL                       | 2. Press right <b>[▲]</b> key.  |
|   | 3. BATCH EMP CARD                           | 3. Press middle <b>[▲]</b> key.   |
|   | 4. CARD CHECK                               | 4. Press the left <b>[▲]</b> key to review employee card totals or press the right <b>[▲]</b> key to review employee check totals.  |
|   | 5. ALL TAB UNADJ                            | 5. Press the left <b>[▲]</b> key to review the entire batch, the middle <b>[▲]</b> key to review open tabs or right <b>[▲]</b> key to review unadjusted items.  |
|   | 6. EMP DETAIL REVIEW<br>ENTER EMPLOYEE ID # | 6. Key in the employee ID and press <b>[ENTER]</b> or press <b>[ENTER]</b> to review all employee ID's.   |
|   | 7. XXX: INV XXXXXXXXXX<br>SALE \$XX.XX      | 7. If the correct transaction is displayed, press the <b>[*]</b> or <b>[#]</b> key to review the transaction information; if not, press <b>[BACK SPACE]</b> to return to the previous prompt or press <b>[CLEAR]</b> to exit. |

## TIP AND TAB ADJUSTMENTS

| FUNCTION                   | DISPLAY MESSAGE                                   | OPERATOR ACTION  |
|----------------------------|---|--|
| <b>TRANSACTION EDITING</b> | 1. SWIPE CARD FOR SALE                            | 1. Press <b>[+]</b> ( <b>ADJUST</b> ) key.   |
|                            | 2. EDIT TAB TIP                                   | 2. Press left <b>[▲]</b> key.  |
|                            | 3. INV SEQ PAN                                    | 3. Press the left <b>[▲]</b> key to adjust by invoice number, middle <b>[▲]</b> key to adjust by sequence number or right <b>[▲]</b> key to adjust by last five digits of card number. |
|                            | 4. EDIT<br>ENTER...                               | 4. Key in invoice number, sequence number or last 5 digits of card number, press <b>[ENTER]</b> .  |
|                            | 5. XXX: INV XXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXX OK? | 5. If the correct transaction is displayed, press <b>[ENTER]</b> if not, press <b>[BACK SPACE]</b> for previous prompt or press <b>[CLEAR]</b> to exit.                                |
|                            | 6. BASE:       \$XX.XX<br>ENTER AMT TO CHANGE     | 6. If the correct amount is displayed, press <b>[ENTER]</b> , if not, key in the correct amount, press <b>[ENTER]</b> or press <b>[CLEAR]</b> to exit.                                 |
|                            | 7. TIP:         \$XX.XX<br>ENTER AMT TO CHANGE    | 7. If the correct amount is displayed, press <b>[ENTER]</b> , if not, key in the correct amount, press <b>[ENTER]</b> or press <b>[CLEAR]</b> to exit.                                 |
|                            | 8. TAX:         \$XX.XX<br>ENTER AMT TO CHANGE    | 8. If the correct amount is displayed, press <b>[ENTER]</b> , if not, key in the correct amount, press <b>[ENTER]</b> or press <b>[CLEAR]</b> to exit.                                 |
|                            | 9. EDIT<br>TRANSACTION ACCEPTED                   | 9. Please wait...  |
|                            | 10. INV SEQ PAN                                   | 10. Press proper <b>[▲]</b> key or <b>[CLEAR]</b> to exit.   |

| FUNCTION              | DISPLAY MESSAGE                                | OPERATOR ACTION  |
|-----------------------|--|--|
| <b>TAB ADJUSTMENT</b> | 1. SWIPE CARD FOR SALE                         | 1. Press <b>[+]</b> ( <b>ADJUST</b> ) key.   |
|                       | 2. EDIT TAB TIP                                | 2. Press middle <b>[▲]</b> key.  |
|                       | 3. CLOSE TAB<br>ENTER SEQUENCE #               | 3. Key in the sequence number, press <b>[ENTER]</b> .  |
|                       | 4. XX XXXX XXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXX   | 4. If the correct open tab is displayed, press <b>[ENTER]</b> , if not, press <b>[CLEAR]</b> .   |
|                       | 5. CLOSE VOID NEXT                             | 5. Press the left <b>[▲]</b> key to close the tab, press the middle <b>[▲]</b> key to void the tab, press the right <b>[▲]</b> key to adjust the next tab. |
|                       | 6. XX XXXX XXXXXXXXXXXX<br>OPEN TAB DELETED!   | 6. The tab has been voided, please wait...   |
|                       | 7. BASE:       \$XX.XX<br>ENTER AMT TO CHANGE  | 7. If the correct amount is displayed, press <b>[ENTER]</b> , if not, key in the correct amount, press <b>[ENTER]</b> or press <b>[CLEAR]</b> to exit.     |
|                       | 8. TIP:         \$XX.XX<br>ENTER AMT TO CHANGE | 8. If the correct amount is displayed, press <b>[ENTER]</b> , if not, key in the correct amount, press <b>[ENTER]</b> or press <b>[CLEAR]</b> to exit.     |
|                       | 9. TAX:         \$XX.XX<br>ENTER AMT TO CHANGE | 9. If the correct amount is displayed, press <b>[ENTER]</b> , if not, key in the correct amount, press <b>[ENTER]</b> or press <b>[CLEAR]</b> to exit.     |
|                       | 10. EMP #        X<br>ENTER EMP TO CHANGE      | 10. If the correct employee ID is displayed, press <b>[ENTER]</b> , if not, key in the correct ID, press <b>[ENTER]</b> or press <b>[CLEAR]</b> to exit.   |
|                       | 11. CLOSE TAB<br>ENTER SEQUENCE #              | 11. Key in another sequence number, press <b>[ENTER]</b> .   |
|                       | 12. CLOSE TAB<br>ACCEPTED XXXXXX               | 12. Please wait for receipt to print, press <b>[ENTER]</b> .   |
|                       | 13. CLOSE TAB<br>TEAR NOW, PRESS ENTER         | 13. Press <b>[ENTER]</b> to print customer receipt.  |
|                       | 14. CLOSE TAB<br>ENTER SEQUENCE #              | 14. Key in another sequence number, press <b>[ENTER]</b> or press <b>[CLEAR]</b> to exit.  |
|                       | 15. EDIT TAB TIP                               | 15. Press proper <b>[▲]</b> key or <b>[CLEAR]</b> to exit.   |

| FUNCTION              | DISPLAY MESSAGE                          | OPERATOR ACTION  |
|-----------------------|--|--|
| <b>TIP ADJUSTMENT</b> | 1. SWIPE CARD FOR SALE                   | 1. Press <b>[+]</b> ( <b>ADJUST</b> ) key.   |
|                       | 2. EDIT TAB TIP                          | 2. Press right <b>[▲]</b> key.   |
|                       | 3. INV SEQ EMP                           | 3. Press left <b>[▲]</b> key to choose item by invoice number, middle <b>[▲]</b> key to choose by sequence number or right <b>[▲]</b> key to choose by employee ID.                                      |
|                       | 4. ADD TIP<br>ENTER...                   | 4. Key in either the invoice number, sequence number or employee ID, press <b>[ENTER]</b> .  |
|                       | 5. XX XXXXXX \$XX.XX<br>ENTER TIP AMOUNT | 5. Key in the tip amount, press <b>[ENTER]</b> .   |
|                       | 6. INV SEQ EMP                           | 6. Press left <b>[▲]</b> key to choose transaction by invoice number, middle <b>[▲]</b> key to choose by sequence number or right <b>[▲]</b> key to choose by employee ID. Press <b>[CLEAR]</b> to exit. |

MISCELLANEOUS

| FUNCTION                      | DISPLAY MESSAGE                       | OPERATOR ACTION   |
|-------------------------------|---------------------------------------|---|
| CARD TYPE<br>DETAIL<br>REVIEW | 1. SWIPE CARD FOR SALE                | 1. Press <b>[REVIEW]</b> key.   |
|                               | 2. TOTALS TRAN DETAIL                 | 2. Press right <b>[▲]</b> key.  |
|                               | 3. BATCH EMP CARD                     | 3. Press right <b>[▲]</b> key.  |
|                               | 4. MC/VS AX DC                        | 4. Press appropriate <b>[▲]</b> key to review by card, press the <b>[#]</b> key to choose more card types or press <b>[ENTER]</b> to review all card types.   |
|                               | 5. DB DR                              | 5. Press appropriate <b>[▲]</b> key to review by card, press the <b>[*]</b> or <b>[#]</b> key to choose more card types or press <b>[ENTER]</b> to print a port of all card types.  |
|                               | 6. XXX: INV XXXXXXXXX<br>SALE \$XX.XX | 6. If the correct transaction is displayed, press the <b>[*]</b> or <b>[#]</b> key to review the transaction information; if not, press <b>[BACK SPACE]</b> to return to the previous prompt or press <b>[CLEAR]</b> to exit. |

| FUNCTION                                | DISPLAY MESSAGE                       | OPERATOR ACTION  |
|---|---------------------------------------|--|
| SETTING<br>TERMINAL<br>DATE AND<br>TIME | 1. SWIPE CARD FOR SALE                | 1. Press <b>[ALPHA]</b> key; while pressing <b>[ALPHA]</b> press <b>[7] [1] [3] [9]</b> , then release all keys.   |
|   | 2. CLEAR to resume<br>Time Load Setup | 2. Press the left <b>[▲]</b> key.  |
|   | 3. XX/XX/XX XX:XX:XX<br>Date Time     | 3. Press the left <b>[▲]</b> key to change the date and the right <b>[▲]</b> key to change the time.   |
|   | 4. Enter new date<br>MM/DD/YY         | 4. Enter the date using MM/DD/YY format and press <b>[ENTER]</b> .   |
|   | 5. Enter new time<br>HH:MM            | 5. Enter the time using the 24-hour format and press <b>[ENTER]</b> (to set 3:30 PM, press <b>[1] [5] [3] [0]</b> ); to exit press <b>[CLEAR]</b> twice. |

| FUNCTION                         | DISPLAY MESSAGE                  | OPERATOR ACTION   |
|----------------------------------|----------------------------------|---|
| HOST<br>INITIALIZATION<br>UPDATE | 1. SWIPE CARD FOR SALE           | 1. Press <b>[#]</b> key.  |
|                                  | 2. LOCK MGMT SETUP               | 2. Press the right <b>[▲]</b> key.  |
|                                  | 3. HOST LOCAL REVIEW             | 3. Press the left <b>[▲]</b> key.   |
|                                  | 4. HOST SETUP<br>DIAL XXXXXXXXXX | 4. If the displayed phone number is correct, press <b>[ENTER]</b> , if not, key in the correct host setup phone number, then press <b>[ENTER]</b> . |
|                                  | 5. HOST SETUP<br>DIALING...      | 5. Please wait, the terminal will display several messages.   |
|                                  | 6. INITIALIZATION<br>COMPLETE!   | 6. When the procedure is complete, this message will display before returning to the idle prompt.   |

| FUNCTION   | DISPLAY MESSAGE             | OPERATOR ACTION   |
|--|-----------------------------|---|
| LOCKING AND<br>UNLOCKING<br>TERMINAL<br>KEYBOARD | 1. SWIPE CARD FOR SALE      | 1. Press <b>[#]</b> key.  |
|  | 2. LOCK MGMT SETUP          | 2. Press left <b>[▲]</b> key.   |
|  | 3. LOCK<br>ENTER PASSWORD   | 3. Key in the password, press <b>[ENTER]</b> .                                |
|  | 4. UNLOCK<br>ENTER PASSWORD | 4. Keyboard is locked. To unlock, key in the password, press <b>[ENTER]</b> . |
|  | 5. SWIPE CARD FOR SALE      | 5. Please begin your next procedure.  |

| FUNCTION  | DISPLAY MESSAGE                       | OPERATOR ACTION   |
|-----------|---------------------------------------|---|
| DEMO MODE | 1. SWIPE CARD FOR SALE                | 1. Press <b>[#]</b> key.  |
|           | 2. LOCK MGMT SETUP                    | 2. Press middle <b>[▲]</b> key.   |
|           | 3. MANAGEMENT<br>ENTER PASSWORD       | 3. Key in the password, press <b>[ENTER]</b> .  |
|           | 4. BATCH TEST DEMO                    | 4. Press the right <b>[▲]</b> key.  |
|           | 5. DEMO MODE=OFF<br>PRESS # TO CHANGE | 5. Press <b>[#]</b> key.  |
|           | 6. DEMO MODE=ON<br>PRESS # TO CHANGE  | 6. Press <b>[ENTER]</b> key.  |
|           | 7. BATCH TEST DEMO                    | 7. Press the <b>[CLEAR]</b> key.  |
|           | 8. SWIPE CARD FOR SALE<br>DEMO MODE   | 8. The terminal is in demo mode. Please perform demonstration transactions while these two screens alternate. If transactions are performed, the BATCH MUST BE CLOSED before the terminal can be taken out of demonstration mode. After the batch is closed, please repeat steps 1-7 to take terminal out of demo mode. |