

LinkPoint Nashville ECA Petroleum

Quick Reference Card



Application: CONFIG 690 01.07.00

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|---|---|--|
| PETROLEUM SALE WITH OR WITHOUT A CHECK READER | 1. SWIPE CARD FOR SALE | 1. Press [CHECK] . |
| | 2. EC SALE INSERT CHECK | 2. Either slide the check through the check reader or press [ENTER] to key in the check MICR number manually. |
| | 3. EC SALE ENTER MICR # | 3. Key in the check MICR number manually, press [ENTER] . |
| | 4. EC SALE RE-INSERT CHECK | 4. Slide the check through the check reader again. |
| | 5. EC SALE RE-ENTER MICR # | 5. Key in the MICR number again and press [ENTER] . |
| | 6. EC SALE ENTER CHECK # | 6. Key in the check number, press [ENTER] . |
| | 7. EC SALE PERSONAL CHECK? | 7. Press [ENTER] if check is a personal check, press [BACK SPACE] if not. |
| | 8. EC SALE ENTER FUEL AMOUNT | 8. Key in the fuel amount and press [ENTER] or press [ENTER] to bypass. |
| | 9. FUEL GRADE 1=NNNNNNNN | 9. Press the correct key from [1] to [5] to choose the fuel grade. |
| | 10. EC SALE ENTER MISC AMOUNT | 10. Key in amount of non fuel items and press [ENTER] or press [ENTER] to bypass. |
| | 11. TOTAL \$ XX.XX IS THIS CORRECT? | 11. Press [ENTER] for "Yes" or press [BACK SPACE] for "No". |
| | 12. EC SALE SWIPE/ENTER DLN/ID # | 12. Either swipe the customer's driver license/ID card or key in the license/ID number, press [ENTER] . |
| | 13. EC SALE ENTER STATE/ID CODE | 13. Key in the two digit ID code of the state in which the license/ID card was issued, press [ENTER] . |
| | 14. EC SALE BIRTHDATE MMDDYYYY | 14. Either key in the customer date or birth or press [ENTER] to bypass. |
| | 15. EC SALE ENTER SSN | 15. Either key in the Social Security Number and press [ENTER] or press [ENTER] to bypass. |
| | 16. EC SALE ENTER PHONE # | 16. Key in the customer phone number, press [ENTER] or press [ENTER] to bypass. |
| | 17. EC SALE ENTER ZIP CODE | 17. Key in the customer's zip code and press [ENTER] or press [ENTER] to bypass. |
| | 18. EC SALE ENTER INVOICE # | 18. Key in invoice number and press [ENTER] . |
| | 19. EC SALE ENTER SERVER ID # | 19. Key in employee ID number, press [ENTER] . |
| | 20. EC SALE DIALING...RECEIVING | 20. Please wait... |
| | 21. EC SALE TEAR NOW, PRESS ENTER | 21. Press [ENTER] to print customer receipt. |
| | 22. ACCEPTED XXXXXX MARK 'VOID' - RETURN | 22. Please wait for the merchant receipt to print. Write "VOID" on check, return to customer. |
| | 23. ACCEPTED XXXXXX KEEP CHECK - DEPOSIT | 23. If message displays, submit check for regular collection. Press [CLEAR] to exit function. |

OR

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|----------|--|---|
| VOID | 1. SWIPE CARD FOR SALE | 1. Press [VOID] . |
| | 2. CARD CHECK | 2. Press the right [▲] key. |
| | 3. INV SEQ CHECK# | 3. Press the correct [▲] key to choose item to void by invoice, sequence or check number. |
| | 4. VOID ENTER...# | 4. Enter the invoice, sequence or check number, press [ENTER] . |
| | 5. VOID INV XXXXXXXX? CHECK #: XXXXXXXX | 5. Confirm this is the transaction to be voided. If yes, press [ENTER] , if not, press [BACK SPACE] to choose another transaction or press [CLEAR] to exit function. |
| | 6. EC VOID DIALING... | 6. Please wait... |
| | 7. EC VOID VOID ACCEPTED | 7. Please wait for the receipt to print. |
| | 8. TEAR NOW, PRESS ENTER | 8. Press [ENTER] to print customer receipt. |
| | 9. INV SEQ CHECK# | 9. Press appropriate [▲] key to choose another item to void or press [CLEAR] to exit function. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|------------------------------|--|---|
| ECA TRANSACTION REVIEW | 1. SWIPE CARD FOR SALE | 1. Press [REVIEW] key. |
| | 2. TOTALS TRAN DETAIL | 2. Press middle [▲] key. |
| | 3. CARD CHECK | 3. Press right [▲] key to review check items. |
| | 4. INV SEQ CHECK# | 4. Press left [▲] key to review by invoice number, press the middle [▲] key to review by sequence number or press the right [▲] key to review by check number. |
| | 5. TRAN REVIEW ENTER... | 5. Key in invoice, sequence or check number and press [ENTER] . |
| | 6. XXX: INV XXXXXXXXXXXX ECA SALE \$XX.XX | 6. Press the [*] key or [#] key to review the information or press [CLEAR] to exit. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|-------------------------|---|---|
| ECA TOTALS REVIEW | 1. SWIPE CARD FOR SALE | 1. Press [REVIEW] key. |
| | 2. TOTALS TRAN DETAIL | 2. Press the left [▲] key. |
| | 3. BATCH EMP CARD | 3. Press the left [▲] key. |
| | 4. CURRENT HISTORY | 4. Press the left [▲] key to review a current batch report or press the right [▲] key to review a previous batch history. |
| | 5. DATE REF: XXX X ITEMS \$XX.XX | 5. Review the previous batch, press [CLEAR] to exit. |
| | 6. CARD/CHECK TOTALS X ITEMS \$XX.XX | 6. Press [ENTER] to review an open batch. |
| | 7. CARD TOTALS X ITEMS \$XX.XX | 7. Press [ENTER] three times. |
| | 8. CHECK TOTALS X ITEMS \$XX.XX | 8. After reviewing the batch, press [CLEAR] to exit. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|-------------------------|------------------------|---|
| ECA TOTALS REPORT | 1. SWIPE CARD FOR SALE | 1. Press [+] key. |
| | 2. TOTALS TRAN DETAIL | 2. Press the left [▲] key. |
| | 3. BATCH EMP CARD | 3. Press the left [▲] key. |
| | 4. CURRENT HISTORY | 4. Press the left [▲] key to print a current batch report or press the right [▲] key to print a report of a previous batch. |
| | 5. PRINTING REPORT... | 5. Please wait for the report to print. |
| | 6. BATCH EMP CARD | 6. Press the left [▲] key to print another report or press [CLEAR] to exit function. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|---------------------------|--|---|
| ECA RECEIPT REPRINT | 1. SWIPE CARD FOR SALE | 1. Press [+] key. |
| | 2. TOTALS TRAN DETAIL | 2. Press the middle [▲] key. |
| | 3. INV SEQ LAST | 3. Press the left [▲] key to reprint a transaction receipt by invoice number, middle [▲] key to reprint by sequence number or the right [▲] key to reprint the last receipt. |
| | 4. REPRINT ENTER INVOICE OR SEQ # | 4. Key in either the invoice or sequence number of the transaction receipt to be reprinted and press [ENTER] . |
| | 5. XXX: INV XXXXXXXXXXXX REPRINT? \$XX.XX | 5. Either press [ENTER] to reprint the receipt for the displayed transaction or [BACK SPACE] to choose another transaction. |
| | 6. REPRINT PRINTING... | 6. Please wait... |
| | 7. REPRINT TEAR NOW, PRESS ENTER | 7. Press [ENTER] to print customer receipt. |
| | 8. TOTALS TRAN DETAIL | 8. Either press the middle [▲] key to reprint another receipt or press [CLEAR] to exit function. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|----------|--|---|
| CLOSE | 1. SWIPE CARD FOR SALE | 1. Press [CLOSE] . |
| | 2. XXX ITEMS NET XX.XX OK? | 2. Press [ENTER] to close or [BACK SPACE] to exit function. |
| | 3. CLOSE BATCH DIALING... RECEIVING | 3. Please wait... |
| | 4. CLOSE BATCH PRINTING... | 4. Please wait while the close batch report prints. |
| | 5. CLOSE BATCH REPRINT TOTALS? | 5. Press [ENTER] to close or [BACK SPACE] to exit function. |