

# LinkPoint Nashville Petroleum

## Quick Reference Card

Application: CONFIG 690 01.07.00

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
SALE	1. SWIPE CARD FOR SALE	1. Either swipe card or press <b>[SALE]</b> .
	2. SALE ENTER ACCOUNT #	2. Swipe card or key in the card number and press <b>[ENTER]</b> .
	3. CARD TYPE SALE ENTER LAST 4 DIGITS	3. Key in the last four digits of the credit card number and press <b>[ENTER]</b> .
	4. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	4. Press <b>[ENTER]</b> if card number is correct or press <b>[BACK SPACE]</b> to cancel transaction.
	5. CARD TYPE SALE ENTER EXP DATE-MMYY ( <i>keyed only</i> )	5. Key in 4-digit expiration date and press <b>[ENTER]</b> .
	6. CARD TYPE SALE IS CARD PRESENT? ( <i>keyed only</i> )	6. Press <b>[ENTER]</b> if card is present or <b>[BACK SPACE]</b> if card is not.
	7. CARD TYPE SALE IMPRINT CARD NOW! ( <i>keyed only</i> )	7. Imprint the card and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	8. CARD TYPE SALE RECURRING PAYMENT? ( <i>keyed only</i> )	8. Press <b>[ENTER]</b> if transaction is a recurring payment or press <b>[BACK SPACE]</b> if not.
	9. CARD TYPE SALE EMAIL OR WEB? ( <i>keyed only</i> )	9. Press <b>[ENTER]</b> if transaction was Internet generated or press <b>[BACK SPACE]</b> if not.
	10. CARD TYPE SALE ENCRYPTED? ( <i>keyed only</i> )	10. Press <b>[ENTER]</b> if transaction data was received encrypted or press <b>[BACK SPACE]</b> .
	11. CARD TYPE SALE ENTER CARD CODE ( <i>keyed only</i> )	11. Key in card code number printed on the back of the card and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	12. NOCODE UNREAD SKIP ( <i>keyed only</i> )	12. Press left <b>[▲]</b> key if code is not present on the card, press the middle <b>[▲]</b> key if code is illegible or press right <b>[▲]</b> key to bypass.
	13. CARD TYPE SALE ENTER FUEL AMOUNT	13. Key in the fuel amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	14. FUEL GRADE 1=NNNNNNNN	14. Press the correct key from <b>[1]</b> to <b>[5]</b> to choose the proper fuel grade.
	15. CARD TYPE SALE ENTER MISC AMOUNT	15. Key in amount of non fuel items and press press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	16. TOTAL \$ XX.XX IS THIS CORRECT?	16. Press <b>[ENTER]</b> for "Yes" or press <b>[BACK SPACE]</b> for "No".
	17. CARD TYPE SALE ENTER ADDRESS CODE ( <i>keyed only</i> )	17. Key in customer's address number and press <b>[ENTER]</b> .
	18. CARD TYPE SALE ENTER ZIP CODE ( <i>keyed only</i> )	18. Key in the customer's zip code and press <b>[ENTER]</b> .
	19. CARD TYPE SALE ENTER CUSTOMER CODE	19. Key in customer code and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	20. CARD TYPE SALE ENTER TAX AMOUNT	20. If prompted, key in the tax amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	21. CARD TYPE SALE TAX EXEMPT?	21. Press <b>[ENTER]</b> to bypass or press <b>[BACK SPACE]</b> to enter tax amount.
	22. CARD TYPE SALE ENTER INVOICE #	22. Key in invoice number and press <b>[ENTER]</b> .
	23. CARD TYPE SALE ENTER SERVER/CLERK/OP ID #	23. Key in employee ID number, press <b>[ENTER]</b> .
	24. DIALING...RECEIVING	24. Please wait...
	25. CARD TYPE SALE TEAR NOW, PRESS ENTER	25. Press <b>[ENTER]</b> to print customer receipt.
	26. CARD TYPE SALE AP XXXX SEQ XXX	26. Press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
VOID	1. SWIPE CARD FOR SALE	1. Press the <b>[VOID]</b> key.
	2. CARD CHECK	2. Either press left <b>[▲]</b> key to void a card item or right <b>[▲]</b> key to void a check item.
	3. INV SEQ PAN	3. Press the 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 last 5 digits of card number.
	4. VOID ENTER...	4. Key in invoice number, sequence number or last 5 digits of card number, press <b>[ENTER]</b> .
	5. VOID INV XXXXXXXXX? XXXXXXXXXXXXXX	5. If the correct transaction is displayed, press <b>[ENTER]</b> , if not, press <b>[BACK SPACE]</b> .
	6. PRINTING...	6. Please wait...
	7. CARD TYPE VOID TEAR NOW, PRESS ENTER	7. Press <b>[ENTER]</b> to print customer receipt.
	8. INV SEQ PAN	8. Either press the appropriate <b>[▲]</b> key to void another item or press <b>[CLEAR]</b> to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
ATM/DEBIT CARD SALE (PIN PAD REQUIRED)	1. SWIPE CARD FOR SALE	1. Press <b>[ATM/DEBIT]</b> .
	2. DEBIT	2. Swipe card.
	SWIPE CARD	
	3. CARD TYPE DEBIT ENTER LAST 4 DIGITS	3. Key in the last four digits of the credit card number and press <b>[ENTER]</b> .
	4. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	4. Press <b>[ENTER]</b> if card number is correct or press <b>[BACK SPACE]</b> to cancel transaction.
	5. CARD TYPE DEBIT ENTER FUEL AMOUNT	5. Key in the fuel amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	6. FUEL GRADE 1=NNNNNNNN	6. Press the correct key from <b>[1]</b> to <b>[5]</b> to choose the proper fuel grade.
	7. CARD TYPE DEBIT ENTER MISC AMOUNT	7. Key in amount of non fuel items and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
8. CARD TYPE DEBIT WAITING FOR CASH...	8. Key in cash back amount on PIN pad or press <b>[ENTER]</b> once to key into terminal.	

PIN PAD DISPLAY	PIN PAD ACTION
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9. CASH=	9. Key in cash back amount, press <b>[ENTER]</b> .
10. CARD TYPE DEBIT ENTER CASH BACK AMT	10. Key in cash back amount, press <b>[ENTER]</b> .
11. TOTAL \$XX.XX IS THIS CORRECT?	11. Press <b>[ENTER]</b> for "Yes" or press <b>[BACK SPACE]</b> for "No".
12. CARD TYPE DEBIT WAITING FOR PIN...	12. Key in the PIN on the PIN pad.

PIN PAD DISPLAY	PIN PAD ACTION
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13. \$XX.XX PIN=	13. Key in the PIN and press <b>[ENTER]</b> on the PIN pad.
14. CARD TYPE DEBIT ENTER INVOICE #	14. Key in the invoice number and press <b>[ENTER]</b> .
15. CARD TYPE DEBIT ENTER SERVER ID #	15. Key in the employee ID number, press <b>[ENTER]</b> .
16. DIALING...RECEIVING	16. Please wait...
17. CARD TYPE DEBIT TEAR NOW, PRESS ENTER	17. Press <b>[ENTER]</b> to print customer receipt.
18. CARD TYPE DEBIT AP XXXX SEQ XXX	18. Press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
RETURN	1. SWIPE FOR SALE	1. Press <b>[RETURN]</b> .
	2. RETURN	2. Swipe card or key in the card number and press <b>[ENTER]</b> .
	ENTER ACCOUNT #	
	3. CARD TYPE RETURN ENTER LAST 4 DIGITS	3. Key in the last four digits of the credit card number and press <b>[ENTER]</b> .
	4. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	4. Press <b>[ENTER]</b> if card number is correct or press <b>[BACK SPACE]</b> to cancel transaction.
	5. CARD TYPE RETURN ENTER EXP DATE MM/YY ( <i>keyed only</i> )	5. Key in 4-digit expiration date and press <b>[ENTER]</b> .
	6. CARD TYPE RETURN IS CARD PRESENT? ( <i>keyed only</i> )	6. Press <b>[ENTER]</b> for "Yes" or press <b>[BACK SPACE]</b> for "No".
	7. CARD TYPE RETURN IMPRINT CARD NOW! ( <i>keyed only</i> )	7. Imprint the card and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	8. CARD TYPE RETURN RECURRING PAYMENT? ( <i>keyed only</i> )	8. Press <b>[ENTER]</b> if transaction is a recurring payment or press <b>[BACK SPACE]</b> if not.
	9. CARD TYPE RETURN EMAIL OR WEB? ( <i>keyed only</i> )	9. Press <b>[ENTER]</b> if transaction was Internet generated or press <b>[BACK SPACE]</b> if not.
	10. CARD TYPE RETURN ENCRYPTED? ( <i>keyed only</i> )	10. Press <b>[ENTER]</b> if transaction data was received encrypted or press <b>[BACK SPACE]</b> .
	11. CARD TYPE RETURN ENTER AMOUNT	11. Key in the return amount and press <b>[ENTER]</b> .
	12. CARD TYPE RETURN ENTER CUSTOMER CODE	12. Key in customer code and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
	13. CARD TYPE RETURN ENTER TAX AMOUNT	13. Key in the tax amount and press <b>[ENTER]</b> .
	14. CARD TYPE RETURN TAX EXEMPT?	14. Press <b>[ENTER]</b> to bypass or press <b>[BACK SPACE]</b> to enter tax amount.
	15. CARD TYPE RETURN ENTER INVOICE #	15. Key in invoice number and press <b>[ENTER]</b> .
	16. CARD TYPE RETURN ENTER SERVER/CLERK/OP ID #	16. Key in employee ID number, press <b>[ENTER]</b> .
	17. CARD TYPE RETURN TEAR NOW, PRESS ENTER	17. Press <b>[ENTER]</b> to print customer receipt.
18. CARD TYPE RETURN ACCEPTED XXXX SEQ XXX	18. Press <b>[CLEAR]</b> to exit function.	

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
AUTH ONLY	1. SWIPE CARD FOR SALE	1. Press [X].
	2. AUTH ONLY ENTER ACCOUNT #	2. Swipe card or key in the card number and press [ENTER].
	3. CARD TYPE AUTH ONLY ENTER LAST 4 DIGITS	3. Key in the last four digits of the credit card number and press [ENTER].
	4. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	4. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	5. CARD TYPE AUTH ONLY ENTER EXP DATE-MM/YY (keyed only)	5. Key in 4-digit expiration date, press [ENTER].
	6. CARD TYPE AUTH ONLY IS CARD PRESENT? (keyed only)	6. Press [ENTER] if card is present or [BACK SPACE] if card is not.
	7. CARD TYPE AUTH ONLY IMPRINT CARD NOW! (keyed only)	7. Imprint the card and press [ENTER] or press [ENTER] to bypass.
	8. CARD TYPE AUTH ONLY RECURRING PAYMENT? (keyed only)	8. Press [ENTER] if transaction is a recurring payment or press [BACK SPACE] if not.
	9. CARD TYPE AUTH ONLY EMAIL OR WEB? (keyed only)	9. Press [ENTER] if transaction was Internet generated or press [BACK SPACE] if not.
	10. CARD TYPE AUTH ONLY ENCRYPTED? (keyed only)	10. Press [ENTER] if transaction data was received encrypted or press [BACK SPACE].
	11. CARD TYPE AUTH ONLY ENTER AMOUNT	11. Key in the fuel amount and press [ENTER].
	12. CARD TYPE AUTH ONLY ENTER INVOICE #	12. Key in invoice number and press [ENTER].
	13. CARD TYPE AUTH ONLY ENTER SERVER/CLERK/OP ID #	13. Key in employee ID number, press [ENTER].
	14. CARD TYPE AUTH ONLY TEAR NOW, PRESS ENTER	14. Press [ENTER] to print customer receipt.
	15. CARD TYPE AUTH ONLY AP XXXX SEQ	15. Please [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
OFFLINE* (TICKET ONLY)	1. SWIPE CARD FOR SALE	1. Press [-].
	2. MUST AUTHORIZE FIRST ENTER ACCOUNT #	2. Swipe card or key in the card number and press [ENTER].
	3. CARD TYPE OFFLINE ENTER LAST 4 DIGITS	3. Key in the last four digits of the credit card number and press [ENTER].
	4. XXXXXXXXXXXXXXXX IS CARD # CORRECT?	4. Press [ENTER] if card number is correct or press [BACK SPACE] to cancel transaction.
	5. CARD TYPE OFFLINE ENTER EXP DATE-MM/YY (keyed only)	5. Key in the 4-digit expiration date and press [ENTER].
	6. CARD TYPE OFFLINE IS CARD PRESENT? (keyed only)	6. Press [ENTER] if card is present or [BACK SPACE] if card is not.
	7. CARD TYPE OFFLINE IMPRINT CARD NOW! (keyed only)	7. Imprint the card and press [ENTER] or press [ENTER] to bypass.
	8. CARD TYPE OFFLINE RECURRING PAYMENT? (keyed only)	8. Press [ENTER] if transaction is a recurring payment or press [BACK SPACE] if not.
	9. CARD TYPE OFFLINE EMAIL OR WEB? (keyed only)	9. Press [ENTER] if transaction was Internet generated or press [BACK SPACE] if not.
	10. CARD TYPE OFFLINE ENCRYPTED? (keyed only)	10. Press [ENTER] if transaction data was received encrypted or press [BACK SPACE].
	11. CARD TYPE OFFLINE ENTER FUEL AMOUNT	11. Key in the fuel amount and press [ENTER].
	12. FUEL GRADE 1=NNNNNNNN	12. Press the correct key from [1] to [5] to choose the proper fuel grade.
	13. CARD TYPE OFFLINE ENTER MISC AMOUNT	13. Key in amount of non fuel items and press press [ENTER] or press [ENTER] to bypass.
	14. TOTAL \$ XX.XX IS THIS CORRECT?	14. Press [ENTER] for "Yes" or press [BACK SPACE] for "No".
	15. CARD TYPE OFFLINE ENTER CUSTOMER CODE	15. Key in customer code and press [ENTER] or simply press [ENTER] to bypass prompt.
	16. CARD TYPE OFFLINE ENTER TAX AMOUNT	16. If prompted, key in the tax amount.
	17. CARD TYPE OFFLINE TAX EXEMPT?	17. Press [ENTER] to bypass or press [BACK SPACE] to enter tax amount.
	18. CARD TYPE OFFLINE ENTER INVOICE #	18. Key in invoice number and press [ENTER].
	19. CARD TYPE OFFLINE ENTER SERVER/CLERK/OP ID #	19. Key in employee ID number, press [ENTER].
	20. CARD TYPE OFFLINE ENTER APPROVAL CODE	20. Key in approval code, press [ENTER].
	21. CARD TYPE OFFLINE TEAR NOW, PRESS ENTER	21. Press [ENTER] to print customer receipt.
	22. CARD TYPE OFFLINE AP XXXX SEQ XXX	22. Please [CLEAR] to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REPRINT	1. SWIPE CARD FOR SALE	1. Press <b>[+]</b> key.
	2. TOTALS TRAN DETAIL	2. Press the middle <b>[▲]</b> key.
	3. INV SEQ LAST	3. Press appropriate <b>[▲]</b> key for another reprint or press <b>[CLEAR]</b> to exit.
	4. REPRINT ENTER INVOICE OR SEQ #	4. Key in either the invoice or sequence number and press <b>[ENTER]</b> .
	5. XXX: INV XXXXXXXXXX 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. REPRINT TEAR NOW, PRESS ENTER	7. Press <b>[ENTER]</b> to print customer receipt.
	8. INV SEQ LAST OR TOTALS TRAN DETAIL	8. Press appropriate <b>[▲]</b> key for another reprint or press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REPORTS	1. SWIPE CARD FOR SALE	1. Press <b>[+]</b> key.
	2. TOTALS TRAN DETAIL	2. Press left <b>[▲]</b> key to print a totals report, the middle <b>[▲]</b> key to reprint a receipt or press right <b>[▲]</b> key to print a detail report.
	3. BATCH EMP CARD	3. Press left <b>[▲]</b> key to print a batch report, middle <b>[▲]</b> key to print employee totals or right <b>[▲]</b> key to print a report by card type.
	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. EMP TOTALS OR DETAIL REPORT ENTER SERVER ID #	5. Key in the employee ID and press <b>[ENTER]</b> .
	6. MC/VS AX DC	6. Press appropriate <b>[▲]</b> key to print by card.
	7. INV SEQ LAST	7. Press appropriate <b>[▲]</b> key to reprint by invoice, sequence number or most recent item.
	8. REPRINT ENTER...	8. Key in the invoice, sequence or last 5 digits of card number, press <b>[ENTER]</b> to print.
	9. XXX: INV XXXXXXXXXX REPRINT? \$XX.XX	9. Press <b>[ENTER]</b> to reprint or <b>[BACK SPACE]</b> to exit.
	10. CARD CHECK BOTH	10. Press appropriate <b>[▲]</b> key to print detail report by card type, check or both.
	11. REPORT PRINTING...	11. Please wait for report to print, then press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
REVIEW	1. SWIPE CARD FOR SALE	1. Press <b>[REVIEW]</b> key.
	2. TOTALS TRAN DETAIL	2. Press appropriate <b>[▲]</b> key to review item totals, transaction or detail information.
	3. BATCH EMP CARD	3. Press appropriate <b>[▲]</b> key to review items by batch, employee or card type.
	4. CURRENT HISTORY	4. Press appropriate <b>[▲]</b> key to review current or past batch information.
	5. CARD/CHECK TOTALS X ITEMS \$XX.XX	5. Press the <b>[*]</b> key or <b>[#]</b> key to review the information or press <b>[CLEAR]</b> to exit.
	6. EMP X \$XX.XX X CARDS	6. Press the <b>[*]</b> key or <b>[#]</b> key to review the information or press <b>[CLEAR]</b> to exit.
	7. EMP TOTALS OR DETAIL REVIEW ENTER SERVER ID #	7. Key in the employee ID and press <b>[ENTER]</b> .
	8. CARD TYPE TOTALS X ITEMS \$XX.XX	8. Press the <b>[*]</b> key or <b>[#]</b> key to review the information or press <b>[CLEAR]</b> to exit.
	9. CARD CHECK	9. Press appropriate <b>[▲]</b> key to review by type.
	10. INV SEQ PAN	10. Press appropriate <b>[▲]</b> key to review by invoice, sequence or by last 5 digits of card.
	11. TRAN REVIEW ENTER...	11. Key in the invoice, sequence number or last 5 digits of card number and press <b>[ENTER]</b> .
	12. MC/VS AX DC	12. Press proper <b>[▲]</b> key to review by card type.
	13. XXX: INV XXXXXXXXXX SALE \$XX.XX	13. Press the <b>[*]</b> key or <b>[#]</b> key to review the information or press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
CLOSE	1. SWIPE CARD FOR SALE	1. Press <b>[CLOSE]</b> key.
	2. GC CLEAR BATCH BATCH CLEARED	2. Please wait...
	3. XXX ITEMS NET XX.XX OK?	3. If the displayed data is correct, press <b>[ENTER]</b> if not, press <b>[BACK SPACE]</b> .
	4. CLOSE BATCH DIALING...RECEIVING	4. Please wait...
	5. PRINTING...	5. Please wait...
	6. CLOSE BATCH REPRINT TOTALS?	6. After the batch closes, a totals report will print; press <b>[ENTER]</b> to reprint the totals report or press <b>[BACK SPACE]</b> to exit function.