

# LinkPoint 9000 Retail

## Quick Reference Card



Application Version: 1.02

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>SALE</b> (Swiped)	1. IDLE PROMPT	1. Swipe the card.
	2. ENTER LAST 4 DIGITS	2. Key in the last four digits of the credit card number and press <b>[OK]</b> .
	3. CLERK # (optional)	3. Key in the clerk's ID number and press <b>[OK]</b> .
	4. INVOICE (optional)	4. Key in the invoice number and press <b>[OK]</b> .
	5. NEW AMOUNT	5. Key in the sale amount and press <b>[OK]</b> .
	6. PROCESSING...	6. If approved, a receipt will print.
	7. TEAR OFF MERCHANT RECEIPT AND PRESS OK TO PRINT...	7. Tear off the merchant receipt and press <b>[OK]</b> to print customer receipt.
<b>SALE</b> (Keyed)	1. IDLE PROMPT	1. Press <b>[CREDIT SALE]</b> key.
	2. CLERK # (optional)	2. Key in the clerk's ID number and press <b>[OK]</b> .
	3. INVOICE (optional)	3. Key in the invoice number and press <b>[OK]</b> .
	4. AMOUNT	4. Key in the sale amount and press <b>[OK]</b> .
	5. MANUALLY ENTER CARD NUMBER	5. Manually enter the card number and press <b>[OK]</b> .
	6. EXP: MM/YY	6. Key in the expiration date and press <b>[OK]</b> .
	7. PROCESSING...	7. If approved, a receipt will print.
	8. TEAR OFF MERCHANT RECEIPT AND PRESS OK TO PRINT	8. Tear off the merchant receipt and press <b>[OK]</b> to print customer receipt copy.

**NOTE:** If card is **DECLINED**, request another card for payment.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>AUTH ONLY</b>	1. IDLE PROMPT	1. Press the <b>[4]</b> key for authorization only.
	2. CLERK # (optional)	2. Key in the clerk's ID number and press <b>[OK]</b> .
	3. INVOICE (optional)	3. Key in the invoice number and press <b>[OK]</b> .
	4. AMOUNT	4. Key in the sale amount and press <b>[OK]</b> .
	5. SWIPE CARD OR MANUALLY ENTER CARD NUMBER	5. Swipe card or manually enter card number and press <b>[OK]</b> .
	6. ENTER LAST 4 DIGITS OR EXP: MM/YY	6. Key in last four digits of card number and press <b>[OK]</b> or key in the expiration date and press <b>[OK]</b> .
	7. PROCESSING...	7. If approved, a receipt will print.
	8. TEAR OFF MERCHANT RECEIPT AND PRESS OK TO PRINT...	8. Tear off the merchant receipt and press <b>[OK]</b> to print customer receipt.
<b>POST AUTH*</b>	1. IDLE PROMPT	1. Press the <b>[5]</b> key for post authorization.
	2. CLERK # (optional)	2. Key in the clerk's ID number and press <b>[OK]</b> .
	3. INVOICE (optional)	3. Key in the invoice number and press <b>[OK]</b> .
	4. AMOUNT	4. Key in the sale amount and press <b>[OK]</b> .
	5. SWIPE CARD OR MANUALLY ENTER CARD NUMBER	5. Swipe card or manually enter the credit card number and press <b>[OK]</b> .
	6. ENTER LAST 4 DIGITS OR EXP: MM/YY	6. Key in last four digits of card number and press <b>[OK]</b> or key in the expiration date and press <b>[OK]</b> .
	7. ENTER AUTH	7. Key in the authorization number obtained via auth-only transaction from the terminal.
	8. PROCESSING...	8. If approved, a receipt will print.
	9. TEAR OFF MERCHANT RECEIPT AND PRESS OK TO PRINT...	9. Tear off the merchant receipt and press <b>[OK]</b> for customer copy.

\*A "post auth" must be performed after obtaining an authorization-only approval code via the terminal.

**CLOSE BATCH** The LinkPoint 9000 closes the batch automatically once a day. The data for the last three closed batches is automatically stored in the terminal memory.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>SETTING DATE AND TIME</b>	1. IDLE PROMPT	1. Press the <b>[0]</b> key.
	2. ADMINISTRATION MENU	2. Press the <b>[MORE]</b> key.
	3. ADMINISTRATION MENU	3. Press the <b>[■]</b> key under <b>DATE TIME</b> prompt.
	4. DATE: MM/DD/YYYY	4. Enter the date in the MM/DD/YYYY format and press <b>[OK]</b> .
	5. TIME: HH:MM:SS	5. Enter the time in the 24-hour HH:MM:SS format. For instance, to enter 3:30 PM, press <b>[1] [5] [3] [0] [0] [0]</b> and press <b>[OK]</b> .

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>FORCE*</b>	1. IDLE PROMPT	1. Press <b>[8]</b> key for force transaction.
	2. CLERK # (optional)	2. Key in the clerk's ID number and press <b>[OK]</b> .
	3. INVOICE(optional)	3. Key in the invoice number and press <b>[OK]</b> .
	4. AMOUNT	4. Key in the sale amount and press <b>[OK]</b> .
	5. SWIPE CARD OR MANUALLY ENTER CARD NUMBER	5. Swipe card or manually enter the credit card number and press <b>[OK]</b> .
	6. ENTER LAST 4 DIGITS OR EXP: MM/YY	6. Key in the last four digits of card number and press <b>[OK]</b> or key in the expiration date and press <b>[OK]</b> .
	7. ENTER AUTH	7. Key in the authorization number obtained via voice authorization and press <b>[OK]</b> .
	8. PROCESSING...	8. If approved, a receipt will print.
	9. TEAR OFF MERCHANT RECEIPT AND PRESS OK TO PRINT...	9. Tear off the merchant receipt and press <b>[OK]</b> to print customer receipt copy.
<b>*A force must be performed after obtaining voice authorization code.</b>		
<b>VOID</b>	1. IDLE PROMPT	1. Press the <b>[2]</b> key for void.
	2. VOID ONLINE MENU SALE RETURN POST AUTH FORCE	2. If you don't see the transaction type that needs to be voided in the menu, press the <b>[MORE]</b> key until you see it. Press the <b>[■]</b> key under the transaction type to be voided.
	3. PASSWORD	3. Key in the password and press <b>[OK]</b> .
	4. CLERK # (optional)	4. Key in the clerk's ID number and press <b>[OK]</b> .
	5. REFERENCE #	5. Key in the reference number and press <b>[OK]</b> .
	6. \$XX.XX	6. Press <b>[OK]</b> to accept or <b>[CANC]</b> to quit.
	7. SENDING...	7. If approved, a receipt will print.
	8. TEAR OFF MERCHANT RECEIPT AND PRESS OK TO PRINT...	8. Tear off the merchant receipt and press <b>[OK]</b> to print customer receipt copy.
<b>RETURN</b>	1. IDLE PROMPT	1. Press <b>[3]</b> key for return.
	2. RETURN MENU DBT ATM CRDT	2. Press the <b>[■]</b> key for <b>[CRDT]</b> .
	3. CLERK # (optional)	3. Key in the clerk's ID number and press <b>[OK]</b> .
	4. INVOICE (optional)	4. Key in the invoice number and press <b>[OK]</b> .
	5. AMOUNT	5. Key in the sale amount and press <b>[OK]</b> .
	6. SWIPE CARD OR MANUALLY ENTER CARD NUMBER	6. Swipe the card or manually enter the card number and press <b>[OK]</b> .
	7. ENTER LAST 4 DIGITS OR EXP: MM/YY	7. Key in the last four digits of card number and press <b>[OK]</b> or key in the expiration date and press <b>[OK]</b> .
	8. SENDING...	8. If approved, a receipt will print.
	9. TEAR OFF MERCHANT RECEIPT	9. Tear off the merchant receipt and press <b>[OK]</b> to print customer receipt copy.
<b>REPRINT</b>	1. IDLE PROMPT	1. Press the <b>[REPRINT]</b> key.
	2. ON LINE OFFLINE	2. Press the proper <b>[■]</b> key to choose either an online or offline transaction reprint.
	3. LAST PREV LAST PREV MRCH MRCH CUST CUST	3. Press the proper <b>[■]</b> key to choose either a merchant or customer copy receipt reprint. Choosing either LAST MRCH or LAST CUST will reprint the most recent transaction receipt; choosing either PREV MRCH or PREV CUST will reprint an earlier receipt copy.
	4. REFERENCE #	4. If either PREV MRCH or PREV CUST was chosen, key in the reference number of the item to be reprinted and press <b>[OK]</b> .
	5. PRINTING...	5. One receipt will print.
<b>DETAIL REPORT</b>	1. IDLE PROMPT	1. Press the <b>[0]</b> key for administration.
	2. BCKLGH T STTLMENT CNFGR TN	2. Press the <b>[■]</b> key for <b>[STTLMENT]</b> .
	3. PASSWORD (optional)	3. Key in the password and press <b>[OK]</b> .
	4. DTL BTCH TTL RPRT	4. Press the <b>[■]</b> key for <b>[DTL BTCH]</b> .
	5. PASSWORD (optional)	5. Key in the password and press <b>[OK]</b> .
	6. CRD TYPE REF NUM	6. Press the <b>[■]</b> key for <b>[REF NUM]</b> .
	7. CURRENT 1ST 2ND 3RD	7. Press the <b>[■]</b> key for either <b>[CURRENT]</b> , <b>[1ST]</b> , <b>[2ND]</b> or <b>[3RD]</b> .
8. PRINTING...	8. One copy of the chosen batch report will print.	
<b>TOTAL REPORT</b>	1. IDLE PROMPT	1. Press the <b>[0]</b> key for administration.
	2. BCKLGH T STTLMENT CNFGR TN	2. Press the <b>[■]</b> key for <b>[STTLMENT]</b> .
	3. PASSWORD (optional)	3. Key in the password and press <b>[OK]</b> .
	4. DTL BTCH TTL RPRT	4. Press the <b>[■]</b> key for <b>[TTL RPRT]</b> .
	5. IND CARD GRND TTL OPER	5. Press the <b>[■]</b> key for <b>[GRND TTL]</b> .
	6. PASSWORD (optional)	6. Key in the password and press <b>[OK]</b> .
	7. CURRENT 1ST 2ND 3RD	7. Press the <b>[■]</b> key for <b>[CURRENT]</b> .
	8. PRINTING...	8. One copy of a totals report will print.