

## Quick Reference Guide

Application: CONFIG 690 01.07.00

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>GIFT CARD ACTIVATION</b>	1. SWIPE CARD FOR SALE	1. Press the <b>[1]</b> key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the left <b>[▲]</b> key.
	3. GC ACTIVATE ENTER PASSWORD	3. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	4. GC ACTIVATE SWIPE CARD	4. Swipe the gift card.
	5. GC ACTIVATE ENTER CLERK ID #	5. Key in the employee ID, press <b>[ENTER]</b> .
	6. GC ACTIVATE ENTER AMOUNT	6. Key in gift card amount and press <b>[ENTER]</b> .
	7. GC ACTIVATE DIALING...	7. Please wait...
	8. GC ACTIVATE PRINTING...	8. Please wait for merchant receipt copy to print. Tear off the receipt copy.
	9. GC ACTIVATE TEAR NOW, PRESS ENTER	9. Either press <b>[ENTER]</b> to print a customer receipt copy or wait for copy to print.
	10. GC ACTIVATE APPROVED	10. Press <b>[CLEAR]</b> to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>GIFT CARD REDEMPTION</b>	1. SWIPE CARD FOR SALE	1. Press the <b>[1]</b> key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the middle <b>[▲]</b> key.
	3. GC REDEEM ENTER PASSWORD	3. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	4. GC REDEEM SWIPE CARD	4. Either swipe the gift card or key in the card account number and press <b>[ENTER]</b> .
	5. GC REDEEM ENTER CLERK ID #	5. Key in the employee ID, press <b>[ENTER]</b> .
	6. GC REDEEM ENTER AMOUNT	6. Key in the amount of the gift card transaction, press <b>[ENTER]</b> .
	7. GC REDEEM DIALING...	7. Please wait...
	8. GC REDEEM COLLECT \$XX.XX	8. If the redemption amount is more than the available card balance, this prompt appears. Collect amount displayed, press <b>[ENTER]</b> .
	9. GC REDEEM PRINTING...	9. Please wait for merchant receipt copy to print. Tear off the receipt copy.
	10. GC REDEEM TEAR NOW, PRESS ENTER	10. Either press <b>[ENTER]</b> to print a customer receipt copy or wait for copy to print.
	11. GC REDEEM APPROVED	11. Press <b>[CLEAR]</b> to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
<b>GIFT CARD RELOAD</b>	1. SWIPE CARD FOR SALE	1. Press the <b>[1]</b> key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the right <b>[▲]</b> key.
	3. GIFT CARD RELOAD BAL OTHER	3. Press the left <b>[▲]</b> key.
	4. GC RELOAD ENTER PASSWORD	4. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	5. GC RELOAD SWIPE CARD	5. Either swipe the gift card or key in the card account number and press <b>[ENTER]</b> .
	6. GC RELOAD ENTER CLERK ID #	6. Key in the employee ID, press <b>[ENTER]</b> .
	7. GC RELOAD ENTER AMOUNT	7. Key in the amount to be added to the gift card, press <b>[ENTER]</b> .
	8. GC RELOAD DIALING...	8. Please wait...
	9. GC RELOAD PRINTING...	9. Please wait for merchant receipt copy to print. Tear off the receipt copy.
	10. GC RELOAD TEAR NOW, PRESS ENTER	10. Either press <b>[ENTER]</b> to print a customer receipt copy or wait for copy to print.
	11. GC RELOAD APPROVED	11. Press <b>[CLEAR]</b> to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
GIFT CARD BALANCE INQUIRY	1. SWIPE CARD FOR SALE	1. Press the [1] key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the right [▲] key.
	3. GIFT CARD RELOAD BAL OTHER	3. Press the middle [▲] key.
	4. GC BALANCE ENTER PASSWORD	4. If prompted, key in the appropriate password, press [ENTER].
	5. GC BALANCE SWIPE CARD	5. Either swipe the gift card or key in the gift card number and press [ENTER].
	6. GC BALANCE ENTER CLERK ID #	6. Key in the employee ID, press [ENTER].
	7. GC BALANCE DIALING...	7. Please wait, the terminal will display several messages.
	8. GC BALANCE BAL = \$XXX.XX	8. Please wait for the balance receipt to print. Press [CLEAR] to exit function. Only customer receipt copy will print.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
GIFT CARD BALANCE TRANSFER	1. SWIPE CARD FOR SALE	1. Press the [1] key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the right [▲] key.
	3. GIFT CARD RELOAD BAL OTHER	3. Press the right [▲] key.
	4. GIFT CARD TXFER VOID OTHER	4. Press the left [▲] key.
	5. GC TRANSFER ENTER PASSWORD	5. If prompted, key in the appropriate password, press [ENTER].
	6. GC TRANSFER ENTER OLD CARD #	6. Key in the gift card account number, located on the back of the card, from which the balance will be taken and press [ENTER].
	7. GC TRANSFER SWIPE NEW CARD	7. Swipe the gift card to which the balance will be transferred.
	8. GC TRANSFER ENTER CLERK ID #	8. Key in the employee ID, press [ENTER].
	9. GC TRANSFER DIALING...	9. Please wait, the terminal will display several messages.
	10. GC TRANSFER PRINTING...	10. Please wait...
	11. GC TRANSFER TEAR NOW, PRESS ENTER	11. Either press [ENTER] to print a customer receipt copy or wait for copy to print.
	12. GC TRANSFER APPROVED	12. Press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
GIFT CARD VOID	1. SWIPE CARD FOR SALE	1. Press the [1] key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the right [▲] key.
	3. GIFT CARD RELOAD BAL OTHER	3. Press the right [▲] key.
	4. GIFT CARD TXFER VOID OTHER	4. Press the middle [▲] key.
	5. GC VOID ENTER PASSWORD	5. If prompted, key in the appropriate password, press [ENTER].
	6. GC VOID ENTER SEQUENCE #	6. Key in sequence number of the transaction to be voided, press [ENTER].
	7. VOID SEQ # X? AMOUNT \$XX.XX	7. If the correct transaction is displayed, press [ENTER], if the correct transaction is not displayed, press [CLEAR] and repeat step 6.
	8. GC VOID ENTER CLERK ID #	8. Key in the employee ID, press [ENTER].
	9. GC VOID DIALING...	9. Please wait, the terminal will display several messages.
	10. GC VOID PRINTING...	10. Please wait...
	11. GC VOID TEAR NOW, PRESS ENTER	11. Either press [ENTER] to print a customer receipt copy or wait for copy to print.
	12. GC VOID APPROVED	12. Press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
GIFT CARD REFUND	1. SWIPE CARD FOR SALE	1. Press the [1] key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the right [▲] key.
	3. GIFT CARD RELOAD BAL OTHER	3. Press the right [▲] key.
	4. GIFT CARD TXFER VOID OTHER	4. Press the right [▲] key.
	5. GIFT CARD REFUND CASH OTHER	5. Press the left [▲] key.
	6. GC REFUND ENTER PASSWORD	6. If prompted, key in the appropriate password, press [ENTER].
	7. GC REFUND SWIPE CARD	7. Swipe the gift card.
	8. GC REFUND ENTER AMOUNT	9. Key in the amount of the refund, press [ENTER].
	9. GC REFUND ENTER CLERK ID #	8. Key in the employee ID, press [ENTER].
	10. GC REFUND DIALING...	10. Please wait...
	11. GC REFUND PRINTING...	11. Please wait for merchant receipt copy to print. Tear off the receipt copy.
	12. GC REFUND TEAR NOW, PRESS ENTER	12. Either press [ENTER] to print a customer receipt copy or wait for copy to print.
	13. GC REFUND APPROVED	13. Press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
GIFT CARD CASHOUT	1. SWIPE CARD FOR SALE	1. Press the [1] key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the right [▲] key.
	3. GIFT CARD RELOAD BAL OTHER	3. Press the right [▲] key.
	4. GIFT CARD TXFER VOID OTHER	4. Press the right [▲] key.
	5. GIFT CARD REFUND CASH OTHER	5. Press the middle [▲] key.
	6. GC CASHOUT ENTER PASSWORD	6. If prompted, key in the appropriate password, press [ENTER].
	7. GC CASHOUT SWIPE CARD	7. Either swipe the gift card or key in the gift card number and press [ENTER].
	8. GC CASHOUT ENTER CLERK ID #	8. Key in the employee ID, press [ENTER].
	9. GC CASHOUT DIALING...	9. Please wait...
	10. GC CASHOUT PRINTING...	10. Please wait for merchant receipt copy to print. Tear off the receipt copy.
	11. GC CASHOUT TEAR NOW, PRESS ENTER	11. Either press [ENTER] to print a customer receipt copy or wait for copy to print.
	12. GC CASHOUT PAYOUT \$ XX.XX	12. Pay the customer the displayed amount and press [CLEAR] to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
GIFT CARD REPRINT	1. SWIPE CARD FOR SALE	1. Press the [1] key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the right [▲] key.
	3. GIFT CARD RELOAD BAL OTHER	3. Press the right [▲] key.
	4. GIFT CARD TXFER VOID OTHER	4. Press the right [▲] key.
	5. GIFT CARD REFUND CASH OTHER	5. Press the right [▲] key.
	6. GIFT CARD BATCH PRINT	6. Press the right [▲] key.
	7. GC REPRINT ENTER PASSWORD	7. If prompted, key in the appropriate password, press [ENTER].
	8. GC REPRINT ENTER SEQUENCE #	8. Key in sequence number of the transaction to be reprinted, press [ENTER].
	9. GC REPRINT PRINTING...	9. Please wait for merchant receipt copy to print.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
GIFT CARD REPORTS	1. SWIPE CARD FOR SALE	1. Press the <b>[1]</b> key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the right <b>[▲]</b> key.
	3. GIFT CARD RELOAD BAL OTHER	3. Press the right <b>[▲]</b> key.
	4. GIFT CARD TXFER VOID OTHER	4. Press the right <b>[▲]</b> key.
	5. GIFT CARD REFUND CASH OTHER	5. Press the right <b>[▲]</b> key.
	6. GIFT CARD BATCH PRINT	6. Press the left <b>[▲]</b> key.
	7. GIFT CARD REPORT CLEAR	7. Press the left <b>[▲]</b> key.
	8. GIFT CARD TOTAL DETAIL CLERK	8. Either press the left <b>[▲]</b> key to print a total report, the middle <b>[▲]</b> key to print a detail report or right <b>[▲]</b> key to print an employee report.
	9. GC REPORT TYPE ENTER PASSWORD	9. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	10. GC CLERK REPORT ENTER CLERK ID #	10. Key in the employee ID, press <b>[ENTER]</b> or simply press <b>[ENTER]</b> to print a report for all employees.
	11. GC REPORT TYPE PRINTING...	11. Please wait for the report to print.
	12. GIFT CARD TOTAL DETAIL CLERK	12. Please wait for the report to print. Either press the appropriate <b>[▲]</b> key to print another report or press <b>[CLEAR]</b> to exit function.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
GIFT CARD CLEAR BATCH	1. SWIPE CARD FOR SALE	1. Press the <b>[1]</b> key.
	2. GIFT CARD ACT REDEEM OTHER	2. Press the right <b>[▲]</b> key.
	3. GIFT CARD RELOAD BAL OTHER	3. Press the right <b>[▲]</b> key.
	4. GIFT CARD TXFER VOID OTHER	4. Press the right <b>[▲]</b> key.
	5. GIFT CARD REFUND CASH OTHER	5. Press the right <b>[▲]</b> key.
	6. GIFT CARD BATCH PRINT	6. Press the left <b>[▲]</b> key.
	7. GIFT CARD REPORT CLEAR	7. Press the right <b>[▲]</b> key.
	8. GC CLEAR BATCH ENTER PASSWORD	8. If prompted, key in the appropriate password, press <b>[ENTER]</b> .
	9. GC CLEAR BATCH ARE YOU SURE?	9. Press <b>[ENTER]</b> to clear batch or <b>[CLEAR]</b> to exit function.
	10. GC CLEAR BATCH PRINTING...	10. Please wait for the batch report to print.
	11. GC CLEAR BATCH BATCH CLEARED	11. Press <b>[CLEAR]</b> to exit function.

## IMPORTANT REMINDERS

Pressing the **[CLOSE]** key will also begin the close feature for Gift Card.

The Auto Close feature will also close a Gift Card batch.

For additional information, please visit our Web site at:

**[www.linkpoint.com](http://www.linkpoint.com)**