

# LinkPoint 9000 Retail

## Quick Reference Card



Application Version: 1.02

| FUNCTION                | DISPLAY MESSAGE                                       | OPERATOR ACTION  |
|-------------------------|---|--|
| <b>SALE</b><br>(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><br>(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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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.   |