LINKPOINT 3000 QUICK REFERENCE GUIDE

L3FRR30
RESTAURANT
ETC TYPE 7 APPLICATION

Credit Sale

1 Press SALE key on the terminal.

- Select the left [▲] key for **DINE IN,** select the middle [▲] key for **BAR TAB** or select the right [▲] for **TAKE OUT.**

2 Swipe card through vertical slot as shown on terminal*

* If the magnetic stripe cannot be read by the terminal, a sales slip must be imprinted with the credit card information to verify that the card was present at the time of the transaction. Failure to imprint the card may result in a chargeback.
- Key in card number and press **ENTER.**
- Key in card expiration date press **ENTER.**
 (Example: for December 2005, enter 1205.)

3 CVV2 Indicator - Choose the appropriate Value.*

* This step may be skipped if card was swiped.
0 = Skip   1 = Present
2 = Can't Read   9 = Not Present

NOTE:If option "1 = Present"was chosen you will be prompted to enter the CVV2 value on the card.

- Key in the CVV2 value and press **ENTER.**

4 Enter transaction data,then press ENTER.

NOTE:Prompting messages vary based on card type And setup. Terminal may display the following prompts:

- Imprint Required   If card is present make an imprint
                         Of card with manual imprinter

- Enter Server ID?   Key the appropriate information
                         then Press **ENTER.** Press **ENTER**
                         to skip.

5 Key in dollar amount of transaction, then press ENTER.

NOTE:Prompting messages vary based on card type And setup. Terminal may display the following prompts:

- Invoice Number?   Key the appropriate information
                         then Press **ENTER.** Press
                         ENTER to skip.

6 Transaction complete - Sale Captured.

- Receipt prints if transaction is approved. Wail till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press **CLEAR.**

Authorization Only

1 Press the [X] key labeled AUTH ONLY on the terminal.

2 Swipe card through vertical slot as shown on terminal*.

* If the magnetic stripe cannot be read by the terminal, a sales slip must be imprinted with the credit card information to verify that the card was present at the time of the transaction. Failure to imprint the card may result in a chargeback.
- Key in card number and press **ENTER.**
- Key in card expiration date press **ENTER.**
 (Example: for December 2005, enter 1205.)

3 Key in dollar amount of transaction,then press ENTER.

4 Transaction complete - Sale captured.

- Receipt prints if transaction is approved. Wail till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press **CLEAR.**

Credit Ticket Only

When given an approval code by an operator, you must complete a Credit Ticket Only transaction to enter item into terminal and print receipt for customer to sign.

1 Press the [-] key labeled OFFLINE on the terminal.

2 Swipe card through vertical slot as shown on terminal*

* If the magnetic stripe cannot be read by the terminal, a sales slip must be imprinted with the credit card information to verify that the card was present at the time of the transaction. Failure to imprint the card may result in a chargeback.
- Key in card number and press **ENTER.**
- Key in card expiration date press **ENTER.**
 (Example: for December 2005, enter 1205.)

3 Enter transaction data, then press ENTER.

NOTE:Prompting messages vary based on card type And setup. Terminal may display the following prompts:

- Server ID?   Key the appropriate information
                     then Press **ENTER.** Press
                     ENTER to skip.

4 Key in dollar amount of transaction, then press ENTER.

NOTE:Prompting messages vary based on card type And setup. Terminal may display the following prompts:

- Tip Amount?   Key the appropriate information
                     then Press **ENTER.**
- Invoice Number?   Key the appropriate information
                     then Press **ENTER.** Press
                     ENTER to skip.
- Approval Code?   Key in approval code previously
                     obtained via voice authorization
                     or through an auth only transaction
                     and Press **ENTER.**

5 Transaction complete - Ticket captured.

- Receipt prints if transaction is approved. Wail till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press **CLEAR.**

Credit Return

1 Press the key labeled RETURN on the terminal.

- Select the left [▲] key to choose **CREDIT.** (This screen displays only when debit card returns are enabled.)

2 Swipe card through vertical slot as shown on terminal*.

* If the magnetic stripe cannot be read by the terminal, a sales slip must be imprinted with the credit card information to verify that the card was present at the time of the transaction. Failure to imprint the card may result in a chargeback.
- Key in card number and press **ENTER.**
- Key in card expiration date press **ENTER.**
 (Example: for December 2005, enter 1205.)

3 Enter transaction data, then press ENTER.

NOTE:Prompting messages vary based on card type And setup. Terminal may display the following prompts:

- Server ID?   Key the appropriate information
                     then Press **ENTER.** Press
                     ENTER to skip.

4 Key in dollar amount of transaction, then press ENTER.

NOTE:Prompting messages vary based on card type
And setup. Terminal may display the following prompts:

- Invoice Number? Key the appropriate information then Press **ENTER**. Press **ENTER** to skip.

5 Transaction complete - Return captured.

- Receipt prints if transaction is approved. Wail till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press **CLEAR**.

Debit Sale

1 Press the key labeled ATM/DEBIT on the terminal.

2 Key in dollar amount of transaction, then press ENTER.

NOTE:Prompting messages vary based on card type
And setup. Terminal may display the following prompts:

- Cash Back? Press the left [▲] for yes or press The right [▲] for no
- Cash Back Amount? Enter the amount of cash to be given back to the cardholder and press **ENTER.**
- Tip? Advise the customer to enter the tip amount on the PIN pad. This message displays if the customer is prompted to enter the tip on the PIN pad.

3 Swipe card through vertical slot as shown on terminal*.

NOTE:All debit card transactions must be swiped.Debit card numbers may not be entered manually.

4 Customer enters PIN at the pinpad, then press ENTER.

NOTE:Prompting messages vary based on card type
And setup. Terminal may display the following prompts:

- Server ID? Key the appropriate information then Press **ENTER**. Press **ENTER** to skip.
- Invoice Number? Key the appropriate information then Press **ENTER**. Press **ENTER** to skip.

5 Transaction complete - Debit Sale captured.

- Receipt prints if transaction is approved. Wail till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press **CLEAR**.

Debit Return

1 Press the key labeled RETURN on the terminal.

- Select the Right [▲] key to choose **DEBIT**. (This screen displays only when debit card returns are enabled.)

2 Swipe card through vertical slot as shown on terminal*.

NOTE:All debit card transactions must be swiped.Debit card numbers may not be entered manually.

3 Customer enters PIN at the pinpad,then press ENTER.

NOTE:Prompting messages vary based on card type and setup. Terminal may display the following prompts:

- Server ID? Key the appropriate information then Press **ENTER**. Press **ENTER** to skip.
- Invoice Number? Key the appropriate information then Press **ENTER**. Press **ENTER** to skip.

4 Transaction complete - Debit Return captured.

- Receipt prints if transaction is approved. Wail till finished.
- Have customer sign receipt and place in cash register drawer.
- Terminal displays transaction response. Press **CLEAR**.

Additional Terminal Functions

▶ Tip adjust.

- Press the **[+]** key labeled **ADJUST**.
- Press the center [▲] key to select **TIP**.
- Respond to the prompts displayed by choosing the appropriate [▲] key to complete the desired function.

▶ Void.

- Press the key labeled **VOID.**
- Key in the item number displayed on the receipt or found in the item review and press **ENTER** or press **ENTER** for the first item.
- The first line displays the item number, the transaction type and the dollar amount.
- Press the left [▲]key to see the previous item, the middle [▲] key to choose the next item number, the right [▲]key to enter a new item number, or press **ENTER** to select the displayed item.
- Press the right [▲] key to display more information regarding this transaction or press the left [▲] key to initiate void**.**
- Press **ENTER** to confirm the void.

▶ View transaction, print reports, confirm totals.

- Press the key labeled **REVIEW.**
- Press the left [▲] key to select **ITEM.** Press the middle [▲] key to select **TOTALS.** Press the right [▲]key to select **PRINT.**
- Respond to the prompts displayed by choosing the appropriate [▲] key to complete the desired function.

▶ Reprint receipt.

- Press the [--] key labeled **PRINT**.
- Key in the item number to print a duplicate receipt and press **ENTER.**

▶ Close batch.

- Press the key labeled **CLOSE.**
- Press the left [▲] key to print a report or the right [▲] key to skip this step.
  NOTE:All reports must be printed prior to settlement. If your terminal is set for AU TO CLOSE, it will automatically close and print a closing report at the preset time each day.
- Key in the total batch amount and press **ENTER.**

Card Name	Merchant Number	Phone Number
Amex:		
Diners:		
Discover:		
VISA/MC:		
Customer Support:		

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