



Supported terminals: T7P, T7PLUS, T77, T7E (STRONGBOX NETWORK)

YOUR MERCHANT # 32_____

Help Desk: 214-343-4242

24-Hour/After Hours Help Desk: 1-888-999-6477

Voice Authorization for Visa/MC 1-800-944-1111 - Bank ID 089900

Supplies: lmajors@datalinkonline.net

<i>FUNTION</i>	<i>ACTION</i>	<i>TERMINAL DISPLAY</i>
SALE	1. Swipe card through reader 2. Key amount of sale; press ENTER 3. No action while terminal processes transaction. 4. Record auth number or code; press ENTER	DATE TIME 1. SWIPE CUSTOMER CARD [CARD TPYE] SALE 2. AMOUNT \$\$.\$\$ 3. DIALING NOW PROCESSING NOW 4. APPROVAL #####
REFUND	1. Press REFUND key. 2. Swipe card through reader. 3. Key amount of sale; press ENTER . 4. No action while terminal processes transaction.	DATE TIME 1. SWIPE CUSTOMER CARD REFUND 2. SWIPE CUSTOMER CARD [CARD TPYE] REFUND 3. AMOUNT \$\$.\$\$ 4. DIALING NOW PROCESSING NOW
OFFLINE (VOICE AUTH)	1. Press OFFLINE key. 2. Swipe card through reader. 3. Key amount of sale; press ENTER . 4. Key approval code; press ENTER 5. Transaction is stored.	DATE TIME 1. SWIPE CUSTOMER CARD **OFFLINE MODE** 2. ENTER ACCOUNT NUMBER [CARD TPYE] OFFL 3. AMOUNT \$\$.\$\$ 4. ENTER APPROVAL CODE 5. TRANSACTION ACCEPTED
VOID	1. Press VOID key 2. Key in invoice number from original transaction; press ENTER 3. Invoice number and amount display 4. If correct, press ENTER . If not correct, press CLEAR to return to idle prompt.	DATE TIME 1. SWIPE CUSTOMER CARD 2. ENTER INVOICE NUMBER [INVOICE #] \$\$.\$\$ 3. CORRECT? YES OR NO 4. TRANSACTION ACCEPTED
ADJUST	1. Press ADJUST key. 2. Key in invoice # from original transaction; press ENTER 3. A) Total amount displays If correct, press ENTER . If not correct, press CLEAR to return to idle prompt. B) Enter new amount C) If correct, press ENTER . If not correct, press CLEAR to enter new amount.	DATE TIME 1. SWIPE CUSTOMER CARD ADJUST 2. ENTER INVOICE NUMBER [TOTAL] \$\$.\$\$ 3. A) CORRECT? YES OR NO B) NEW AMOUNT? \$\$.\$\$ C) CORRECT? YES OR NO
MANUAL CARD ENTRY	1. A) Enter card number manually; press ENTER B) Enter expiration date of the card; press ENTER 2. Take imprint of customer's card 3. Key amount of sale; press ENTER 4. No action while terminal processes transaction 5. Record auth number and code; press ENTER .	DATE TIME 1. A) ##### B) EXPIRATION DATE MMY [CARD TPYE] [SALE] 2. TAKE IMPRINT OF CARD 3. AMOUNT \$\$.\$\$ 4. DIALING NOW PROCESSING NOW 5. APPROVAL #####

<i>FUNTION</i>	<i>ACTION</i>	<i>TERMINAL DISPLAY</i>
BATCH REVIEW	<ol style="list-style-type: none"> 1. Press BATCH REVIEW key. 2. Press ENTER to view transactions by invoice number in descending order. Press CLEAR to view transactions in ascending order. 3. Press BACKSPACE (←) to view detail of individual transaction. 4. Press BACKSPACE (←) to view more detail of a transaction. 	<p>DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD INV: [INVOICE] 2. [TRANS TYPE \$\$.\$\$ APPROVAL ##### 3. CARD NUMBER SEQUENCE NO. #### 4. DATE TIME
BATCH SETTLEMENT	<ol style="list-style-type: none"> 1. Press SETTLEMENT key. 2. Key in your password (0000); press ENTER. 3. To settle all card types, press ENTER. To settle specific card types, key in Host number, press ENTER. Host numbers may be viewed by pressing FUNTION 8. 4. No action while terminal is processing. 5. Press ENTER to accept value displayed or CLEAR to return to idle prompt. 6. Press ENTER to accept value displayed or CLEAR to return to idle prompt. 7. Terminal connects to host to transmit batch information. This displays when process is complete. 	<p>DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD [CARD TPYE] SETTLE 2. ENTER PASSWORD 3. HOST NUMBER (ID#) SCANNING BATCH 4. PLEASE WAIT SALES TOTAL \$\$.\$\$ 5. CORRECT? YES OR NO REFUNDS TOTAL \$\$.\$\$ 6. CORRECT? YES OR NO BATCH NUMBER ##### 7. RECONCILE COMPLETE
REPORTS	<ol style="list-style-type: none"> 1. Press REPORTS key 2. Key in report number; press ENTER. Printer generates report. 	<p>DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD 2. 3=AUDIT 4=SUMMARY 5=O TABS
REPRINT RECEIPT	<ol style="list-style-type: none"> 1. Press REPRINT key. 2. Key in invoice number of original transaction; press ENTER or press ENTER for last transaction. 3. Printer generates receipt. 	<p>DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD REPRINT INVOICE 2. ENTER INVOICE NUMBER [ITOTAL] \$\$.\$\$ 3. REPRINT COMPLETE
DISPLAY TOTALS	<ol style="list-style-type: none"> 1. Press TOTALS key. 2. No action while terminal processes request. 3. Total values display. Pres BACKSPACE (←) to toggle between displays of Net Refund Totals and Net Sales Totals for a card type. 4. Press ENTER to review net sales for next card type or CLEAR to review previous card type totals. 	<p>DATE TIME</p> <ol style="list-style-type: none"> 1. SWIPE CUSTOMER CARD 2. SCANNING BATCH PLEASE WAIT TOTALS \$\$.\$\$ 3. ## ITEMS TOTALS \$\$.\$\$ 4. ## ITEMS

IF YOUR TERMINAL DISPLAYS THE FOLLOWING:

PLEASE CALL:	A call to the authorizer is required to complete the transaction. Merchant must perform an offline entry to create a transaction for settlement.
DECLINED:	Transaction has been declined by bank or bank network/



(800) 649-7999