

NOTE: SOME PROMPTS MAY VARY BASE ON THE TERMINAL SETUP.

ACTIVATION: Use this procedure to activate a gift card for a specific dollar amount.

SWIPE CARD FOR SALE Press **1**

ACT REDEEM OTHER Press **↑** under **ACT**

SWIPE CARD

SWIPE CARD

Terminal May Prompt: ENTER CLERK/SERVER#

Key clerk/server number and press **Enter**

ENTER AMOUNT Key dollar amount and press **Enter**

DIALING.... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPROVED Press **Clear** to return to idle prompt.

REDEEM: Use this procedure to redeem (spend) a specific amount or the whole gift card amount.

SWIPE CARD FOR SALE Press **1**

ACT REDEEM OTHER Press **↑** under **REDEEM**

SWIPE CARD

Swipe card or key account number. Press **Enter** if account was manually keyed.

Key clerk/server number and press **Enter**

Terminal May Prompt: ENTER CLERK/SERVER#

ENTER AMOUNT Key dollar amount and press **Enter**

DIALING.... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPROVED Press **Clear** to return to idle prompt.

RELOAD: Use this procedure to reload/add any amount onto an already active gift card.

SWIPE CARD FOR SALE Press **1**

ACT REDEEM OTHER Press **↑** under **OTHER**

RELOAD BAL OTHER Press **↑** under **RELOAD**

SWIPE CARD

Swipe card or key account number. Press **Enter** if account was manually keyed.

Key clerk/server number and press **Enter**

Terminal May Prompt: ENTER CLERK/SERVER#

ENTER AMOUNT Key dollar amount and press **Enter**

DIALING.... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPROVED Press **Clear** to return to idle prompt.

VOID: Use this procedure to void any Gift Card transaction in the current open batch.

SWIPE CARD FOR SALE Press **1**

ACT REDEEM OTHER Press **↑** under **OTHER**

RELOAD BAL OTHER Press **↑** under **OTHER**

TXFER VOID OTHER Press **↑** under **VOID**

ENTER SEQUENCE# Key sequence number and press **Enter**

VOID SEQ## Press **Enter**

AMOUNT \$\$. \$\$

Terminal May Prompt: ENTER CLERK/SERVER#

Key clerk/server number and press **Enter**

DIALING.... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPROVED Press **Clear** to return to idle prompt.

BALANCE TRANSFER: Use this procedure to transfer the balance from an old/defective card to a new inactive card. The new card will become active once the terminal completes the transfer. **Note: You cannot transfer funds to a card that is already active.**

SWIPE CARD FOR SALE Press **1**

ACT REDEEM OTHER Press **↑** under **OTHER**

RELOAD BAL OTHER Press **↑** under **OTHER**

TXFER VOID OTHER Press **↑** under **TXFER**

ENTER OLD CARD# Key old card number and press **Enter**

SWIPE NEW CARD

SWIPE CARD

Terminal May Prompt: ENTER CLERK/SERVER#

Key clerk/server number and press **Enter**

DIALING.... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPROVED Press **Clear** to return to idle prompt.

REFUND: Use this procedure when merchandise is returned to the place of business. **Note: You cannot issue a refund to a card that is already active.**

SWIPE CARD FOR SALE Press **1**

ACT REDEEM OTHER Press **↑** under **OTHER**

RELOAD BAL OTHER Press **↑** under **OTHER**

TXFER VOID OTHER Press **↑** under **OTHER**

REFUND CASH OTHER Press **↑** under **REFUND**

SWIPE CARD

SWIPE CARD

Terminal May Prompt: ENTER CLERK/SERVER#

Key clerk/server number and press **Enter**

ENTER AMOUNT Key dollar amount and press **Enter**

Terminal May Prompt: ENTER CLERK/SERVER#

Key clerk/server number and press **Enter**

DIALING.... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPROVED Press **Clear** to return to idle prompt.

DUPLICATE RECEIPT: Use this procedure to reprint any Gift Card transaction in the terminal.

SWIPE CARD FOR SALE Press **1**

ACT REDEEM OTHER Press **↑** under **OTHER**

RELOAD BAL OTHER Press **↑** under **OTHER**

TXFER VOID OTHER Press **↑** under **OTHER**

REFUND CASH OTHER Press **↑** under **OTHER**

BATCH PRINT Press **↑** under **PRINT**

ENTER SEQUENCE# Key sequence number and press **Enter**

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPROVED Press **Clear** to return to idle prompt.

CLOSE BATCH: Use this procedure to clear/close the Gift Card batch.

SWIPE CARD FOR SALE	Press 1
ACT REDEEM OTHER ↑ ↑ ↑	Press ↑ under OTHER
RELOAD BAL OTHER ↑ ↑ ↑	Press ↑ under OTHER
TXFER VOID OTHER ↑ ↑ ↑	Press ↑ under OTHER
REFUND CASH OTHER ↑ ↑ ↑	Press ↑ under OTHER
BATCH PRINT ↑ ↑	Press ↑ under BATCH
REPORT CLEAR ↑ ↑	Press ↑ under CLEAR
ARE YOU SURE?	Press Enter
BATCH CLEARED	Press Clear to return to idle prompt.

CASHOUT: Use this procedure when the customer wants to receive cash for the remaining balance on the Gift Card.

SWIPE CARD FOR SALE	Press 1
ACT REDEEM OTHER ↑ ↑ ↑	Press ↑ under OTHER
RELOAD BAL OTHER ↑ ↑ ↑	Press ↑ under OTHER
TXFER VOID OTHER ↑ ↑ ↑	Press ↑ under OTHER
REFUND CASH OTHER ↑ ↑ ↑	Press ↑ under CASH
SWIPE CARD	Swipe card or key account number. Press Enter if account was manually keyed.
Terminal May Prompt: ENTER CLERK/SERVER#	Key clerk/server number and press Enter
DIALING...	Terminal will communicate to the host for approval.
TEAR NOW, PRESS ENTER	Press Enter For customer copy.
PAYOUT \$\$\$	Press Clear to return to idle prompt.

BALANCE INQUIRY: Use this procedure get the current balance on a Gift Card.
Note: Only the Customer Copy will print.

SWIPE CARD FOR SALE	Press 1
ACT REDEEM OTHER ↑ ↑ ↑	Press ↑ under OTHER
RELOAD BAL OTHER ↑ ↑ ↑	Press ↑ under BAL
SWIPE CARD	Swipe card or key account number. Press Enter if account was manually keyed.
Terminal May Prompt: ENTER CLERK/SERVER#	Key clerk/server number and press Enter
DIALING...	Terminal will communicate to the host for approval.
BAL \$\$\$	Press Clear to return to idle prompt.

PRINT REPORTS: Use this procedure to print a report for detail or totals for all Gift Card transactions.

SWIPE CARD FOR SALE	Press 1
ACT REDEEM OTHER ↑ ↑ ↑	Press ↑ under OTHER
RELOAD BAL OTHER ↑ ↑ ↑	Press ↑ under OTHER
TXFER VOID OTHER ↑ ↑ ↑	Press ↑ under OTHER
REFUND CASH OTHER ↑ ↑ ↑	Press ↑ under OTHER
BATCH PRINT ↑ ↑	Press ↑ under BATCH
REPORT CLEAR ↑ ↑	Press ↑ under REPORT
TOTAL DETAIL SERVER ↑ ↑ ↑	Press ↑ under desired option. Press Clear to return to idle prompt. Note: Clerk/Server option will prompt for clerk/server number.

MERCHANT SERVICES NASHVILLE LINKPOINT® 3000/AIO FIRST DATA® GIFT CARD



QUICK REFERENCE GUIDE

Configuration 690

VOICE AUTHORIZATION NUMBERS

MC/VS	_____
AX	_____
DISCOVER/NOVUS	_____
DC/CB	_____
GIFT	_____
CUSTOMER SUPPORT	_____

PROGRAMMING INFORMATION

Merchant Number	_____
Merchant ID (MID)	_____
Terminal ID (TID)	_____
Download Telephone Number	_____
Touch Tone or Rotary Dial	_____

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