



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>
<b>SALE</b>	<ol style="list-style-type: none"> <li>1. Swipe card through reader</li> <li>2. Key amount of sale; press <b>ENTER</b></li> <li>3. No action while terminal processes transaction.</li> <li>4. Record auth number or code; press <b>ENTER</b></li> </ol>	<p>DATE _____ TIME</p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD [CARD TPYE] SALE</li> <li>2. AMOUNT        \$.\$.</li> <li>3. DIALING NOW   PROCESSING NOW</li> <li>4. APPROVAL #####</li> </ol>
<b>REFUND</b>	<ol style="list-style-type: none"> <li>1. Press <b>REFUND</b> key.</li> <li>2. Swipe card through reader.</li> <li>3. Key amount of sale; press <b>ENTER</b>.</li> <li>4. No action while terminal processes transaction.</li> </ol>	<p>DATE _____ TIME</p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD REFUND</li> <li>2. SWIPE CUSTOMER CARD [CARD TPYE] REFUND</li> <li>3. AMOUNT        \$.\$.</li> <li>4. DIALING NOW   PROCESSING NOW</li> </ol>
<b>OFFLINE (VOICE AUTH)</b>	<ol style="list-style-type: none"> <li>1. Press <b>OFFLINE</b> key.</li> <li>2. Swipe card through reader.</li> <li>3. Key amount of sale; press <b>ENTER</b>.</li> <li>4. Key approval code; press <b>ENTER</b></li> <li>5. Transaction is stored.</li> </ol>	<p>DATE _____ TIME</p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD **OFFLINE MODE**</li> <li>2. ENTER ACCOUNT NUMBER [CARD TPYE] OFFL</li> <li>3. AMOUNT        \$.\$.</li> <li>4. ENTER APPROVAL CODE</li> <li>5. TRANSACTION ACCEPTED</li> </ol>
<b>VOID</b>	<ol style="list-style-type: none"> <li>1. Press <b>VOID</b> key</li> <li>2. Key in invoice number from original transaction; press <b>ENTER</b></li> <li>3. Invoice number and amount display</li> <li>4. If correct, press <b>ENTER</b>. If not correct, press <b>CLEAR</b> to return to idle prompt.</li> </ol>	<p>DATE _____ TIME</p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD</li> <li>2. ENTER INVOICE NUMBER [INVOICE #]     \$.\$.</li> <li>3. CORRECT? YES OR NO</li> <li>4. TRANSACTION ACCEPTED</li> </ol>
<b>ADJUST</b>	<ol style="list-style-type: none"> <li>1. Press <b>ADJUST</b> key.</li> <li>2. Key in invoice # from original transaction; press <b>ENTER</b></li> <li>3. A) Total amount displays If correct, press <b>ENTER</b>. If not correct, press <b>CLEAR</b> to return to idle prompt. B) Enter new amount C) If correct, press <b>ENTER</b>. If not correct, press <b>CLEAR</b> to enter new amount.</li> </ol>	<p>DATE _____ TIME</p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD ADJUST</li> <li>2. ENTER INVOICE NUMBER [TOTAL]         \$.\$.</li> <li>3. A) CORRECT? YES OR NO  B) NEW AMOUNT? \$.\$. C) CORRECT? YES OR NO</li> </ol>
<b>MANUAL CARD ENTRY</b>	<ol style="list-style-type: none"> <li>1. A) Enter card number manually; press <b>ENTER</b> B) Enter expiration date of the card; press <b>ENTER</b></li> <li>2. Take imprint of customer's card</li> <li>3. Key amount of sale; press <b>ENTER</b></li> <li>4. No action while terminal processes transaction</li> <li>5. Record auth number and code; press <b>ENTER</b>.</li> </ol>	<p>DATE _____ TIME</p> <ol style="list-style-type: none"> <li>1. A) ##### B) EXPIRATION DATE MMY [CARD TPYE] [SALE]</li> <li>2. TAKE IMPRINT OF CARD</li> <li>3. AMOUNT        \$.\$.</li> <li>4. DIALING NOW   PROCESSING NOW</li> <li>5. APPROVAL #####</li> </ol>

<i>FUNTION</i>	<i>ACTION</i>	<i>TERMINAL DISPLAY</i>
<b>BATCH REVIEW</b>	<ol style="list-style-type: none"> <li>1. Press <b>BATCH REVIEW</b> key.</li> <li>2. Press <b>ENTER</b> to view transactions by invoice number in descending order. Press <b>CLEAR</b> to view transactions in ascending order.</li> <li>3. Press <b>BACKSPACE</b> (←) to view detail of individual transaction.</li> <li>4. Press <b>BACKSPACE</b> (←) to view more detail of a transaction.</li> </ol>	<p>DATE <span style="float: right;">TIME</span></p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD INV: [INVOICE]</li> <li>2. [TRANS TYPE    \$.\$.] APPROVAL #####</li> <li>3. CARD NUMBER SEQUENCE NO. ####</li> <li>4. DATE <span style="float: right;">TIME</span></li> </ol>
<b>BATCH SETTLEMENT</b>	<ol style="list-style-type: none"> <li>1. Press <b>SETTLEMENT</b> key.</li> <li>2. Key in your password (0000); press <b>ENTER</b>.</li> <li>3. To settle all card types, press <b>ENTER</b>. To settle specific card types, key in Host number, press <b>ENTER</b>. Host numbers may be viewed by pressing <b>FUNTION 8</b>.</li> <li>4. No action while terminal is processing.</li> <li>5. Press <b>ENTER</b> to accept value displayed or <b>CLEAR</b> to return to idle prompt.</li> <li>6. Press <b>ENTER</b> to accept value displayed or <b>CLEAR</b> to return to idle prompt.</li> <li>7. Terminal connects to host to transmit batch information. This displays when process is complete.</li> </ol>	<p>DATE <span style="float: right;">TIME</span></p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD [CARD TPYE]    SETTLE</li> <li>2. ENTER PASSWORD</li> <li>3. HOST NUMBER (ID#) SCANNING BATCH</li> <li>4. PLEASE WAIT</li> <li>5. SALES TOTAL   \$.\$.</li> <li>6. CORRECT? YES OR NO REFUNDS TOTAL \$.\$.</li> <li>6. CORRECT? YES OR NO BATCH NUMBER #####</li> <li>7. RECONCILE COMPLETE</li> </ol>
<b>REPORTS</b>	<ol style="list-style-type: none"> <li>1. Press <b>REPORTS</b> key</li> <li>2. Key in report number; press <b>ENTER</b>. Printer generates report.</li> </ol>	<p>DATE <span style="float: right;">TIME</span></p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD</li> <li>2. 3=AUDIT           4=SUMMARY 5=0 TABS</li> </ol>
<b>REPRINT RECEIPT</b>	<ol style="list-style-type: none"> <li>1. Press <b>REPRINT</b> key.</li> <li>2. Key in invoice number of original transaction; press <b>ENTER</b> or press <b>ENTER</b> for last transaction.</li> <li>3. Printer generates receipt.</li> </ol>	<p>DATE <span style="float: right;">TIME</span></p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD REPRINT INVOICE</li> <li>2. ENTER INVOICE NUMBER [ITOTAL]       \$.\$.</li> <li>3. REPRINT COMPLETE</li> </ol>
<b>DISPLAY TOTALS</b>	<ol style="list-style-type: none"> <li>1. Press <b>TOTALS</b> key.</li> <li>2. No action while terminal processes request.</li> <li>3. Total values display. Pres <b>BACKSPACE</b> (←) to toggle between displays of Net Refund Totals and Net Sales Totals for a card type.</li> <li>4. Press <b>ENTER</b> to review net sales for next card type or <b>CLEAR</b> to review previous card type totals.</li> </ol>	<p>DATE <span style="float: right;">TIME</span></p> <ol style="list-style-type: none"> <li>1. SWIPE CUSTOMER CARD</li> <li>2. SCANNING BATCH PLEASE WAIT TOTALS       \$.\$.</li> <li>3. ## ITEMS TOTALS       \$.\$.</li> <li>4. ## ITEMS</li> </ol>

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/