



Supported terminals: Tranz 330, 380, 420, 460 and POS 500 (STRONGBOX NETWORK)

YOUR MERCHANT # 3200 _____
 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: dgarza@datalinkonline.net

PURCHASE (SWIPED ENTRY)	
ACTION	TERMINAL DISPLAY
1. Swipe Card 2. Key amount of sale, press ENTER/FUNC 3. Please wait while terminal calls for approval and prints receipt 4. Transaction number and approval code are displayed. Reference number follows, if one is returned. The transaction is now complete. Press CLEAR to return to the idle prompt.	1. Day Date Time Purchase 2. Amount of Sale? 3. Processing . . . 4. TR = 00 AP = 123456 REF = 123456789012
**If additional prompts appear while entering a PURCHASE, refer to the OPTIONAL PROCESSING of the MagCard Plus Users' Manual. **Remember to enter the dollar amounts without the decimal. The terminal will automatically place the decimal.	
PRCHASE (MANUAL ENTRY)	
1. Press the PURCHASE key 1 2. Key in the account number; press ENTER/FUNC 3. Press ENTER/FUNC but be sure to imprint the card and attach the merchant copy of printed receipt to the imprinted sales slip. 4. Key in the card's expiration date; press ENTER/FUNC 5. Key in the amount of sale; press ENTER/FUNC 6. Please wait while terminal calls for approval and prints receipt 4. Transaction number and approval code are displayed. Reference number follows, if one is returned. The transaction is now complete. Press CLEAR to return to the idle prompt.	1. Day Date Time Purchase 2. Enter Account # 3. Imprint Card 4. Expire Date MMY 5. Amount of Sale? 6. Processing . . . 7. TR = 00 AP = 123456 REF = 123456789012
CREDIT/RETURN	
1. Press ENTER/FUNC then press the key 1 (CREDIT) 2. Swipe card or key in account number 3. If the card was not swiped, imprint the card, if present, press ENTER/FUNC 4. Enter the expiration date if the card was not swiped; press ENTER/FUNC 5. Enter the amount of the credit; press ENTER/FUNC 6. This message displays as the terminal prints a receipt. 7. The transaction number and transaction amount are displayed. Press CLEAR to return to the idle prompt.	1. Day Date Time Purchase 2. Enter Account # 3. Imprint Card 4. Expire Date MMY 5. Amount of Credit? 6. Processing . . . 7. TR = 999 CR
**If additional prompts appear while entering a CREDIT, refer to the OPTIONAL PROCESSING of the MagCard Plus Users' Manual **Remember to enter the dollar amounts without the decimal. The terminal will automatically place the decimal.	
FORCE	
1. Press FORCE key 2 2. Swipe card or key in account number 3. Press ENTER/FUNC if the card was not swiped through the terminal, imprint the card and attach the merchant copy of the printed receipt to the imprint sales slip. 4. If the card was not swiped through the terminal in the previous step, enter the card's expiration date; press ENTER/FUNC 5. Key in the amount of the force; press ENTER/FUNC 6. Enter the authorization code obtained from the voice authorization center; press ENTER/FUNC 7. Please wait while the receipt prints. 8. Transaction number and approval code are displayed. The transaction is now complete. Press CLEAR to return to the idle prompt.	1. Day Date Time Force 2. Enter Account # 3. Imprint Card 4. Expire Date MMY 5. Amount of Force? 6. Enter Auth Code 7. Processing . . . 8. TR = 00 AP = 123456
AUTH ONLY	
1. Press AUTH ONLY key 4 2. Swipe card or key in account number 3. Press ENTER/FUNC if the card was not swiped through the terminal, imprint the card and attach the merchant copy of the printed receipt to the imprint sales slip. 4. If the card was not swiped through the terminal in the previous step, enter the card's expiration date; press ENTER/FUNC 5. Key in the amount of the force; press ENTER/FUNC 6. Please wait while terminal calls for authorization and prints receipt 7. Approval is displayed. Reference number follows, if one is returned. . The transaction is now complete. Press CLEAR to return to the idle prompt.	1. Day Date Time Auth Only 2. Enter Account # 3. Imprint Card 4. Expire Date MMY 5. Amount of Auth? 6. Processing . . . 7. Approval # = 123456 REF = 123456789012

ACTION	TERMINAL DISPLAY
DEBIT	
<p>**Please note that you may not subscribe to this service. Also note that a printer must be available for your terminal if you are going to accept Debit Cards. You will also be required to obtain a PIN PAD. . Please contact Datalink Banckcard Services for additional information.</p>	
<ol style="list-style-type: none"> 1. Press the DEBIT Key 8 2. To initiate a debit transaction, press 1 and continue to next step. To initiate a reprint or void or to review debit totals, refer to MANAGER PROCEDURES. 3. Slide the debit card through the terminal. 4. Key in the amount of sale and press ENTER/FUNC 5. Key in the amount of cash back; press ENTER/FUNC. If no cash back is requested, key in 000; press ENTER/FUNC 6. Customer enters PIN on PIN keypad and press ENTER 7. If the transaction is approved, the terminal prints a receipt. 8. If the transaction is denied, a debit error code will appear. 9. The transaction is now complete. Press CLEAR to return to the idle prompt. 	<ol style="list-style-type: none"> 1. Day Date Time Debit Lynk 2. 1=DB 2=MGR 3=TOT 3. Slide Card 4. Expire Date MMY 5. Amount of Auth? 6. Processing . . . 7. Approval # = 123456 REF = 123456789012
REPRINT RECEIPT	
<ol style="list-style-type: none"> 1. Press ENTER/FUNC then press REPRINT/DISPLAY key 3 2. To reprint receipt, press 1 3. Enter the transaction number of the transaction to be printed then press ENTER/FUNC 4. Confirm the transaction number and type then press ENTER/FUNC 5. Confirm the card type and total amount then press ENTER/FUNC 6. Confirm the account number then press ENTER/FUNC 7. To reprint press ENTER/FUNC. The receipt will print. To stop the reprint, press 8. The reprint is now complete. Press CLEAR to return to the idle prompt. 	<ol style="list-style-type: none"> 1. Day Date Time 2. 1=Print 2=Display 3. Enter Tran # 4. #123 Sale 5. VISA \$\$\$\$.\$\$ 6. Acct NBR Follows 7. EXP = MM/YY 123456 8. Print Receipt? Printing . . . 9. End of Report
DISPLAY LAST RESPONSE	
<ol style="list-style-type: none"> 1. Press ENTER/FUNC then press REPRINT/DISPLAY key 3 2. To display the last response, press 2 3. The transaction number and approval code for the last transaction are displayed. The redisplay is now complete. Press CLEAR to return to idle prompt 	<ol style="list-style-type: none"> 1. Day Date Time 2. 1=Print 2=Display 3. TR=999 AP=123456
BATCH REPORTS	
<ol style="list-style-type: none"> 1. Press ENTER/FUNC then press the BATCH REPORTS key 2 2. To print the batch report, press 1. To display the patch report, press 2 3. To print or display the totals only, press 1. To print or display transaction details and totals; press 2. 4. If a detail report is displayed, press ENTER/FUNC to view the first transaction. 5. The information that follows will give the details about the transaction. Confirm and record all the information on each screen and press ENTER/FUNC to move to the next screen. 6. Display repeats with each transaction; press ENTER/FUNC 7. The Report is complete 8. If a totals report is displayed, the total number and amount of purchase transactions are displayed. Record this information; press ENTER/FUNC 9. The information that follows will display your total number and amount of 10. Credit transactions Record this information and press ENTER/FUNC 11. Each Card Type purchase Record this information and press ENTER/FUNC 12. Voided transactions Record this information and press ENTER/FUNC 13. Total Batch count and amount of purchase transactions. Record this information and press ENTER/FUNC 14. The report is now complete. Press CLEAR to return to idle prompt 	<ol style="list-style-type: none"> 1. Day Date Time Batch Rept 2. 1=Print 2=Display 3. 1=Total 2=Detail Printing . . . 4. Enter Tran # 5. ***** 6. TRN 124 SALE 7. End of Report 8. PUR 123 \$\$\$\$.\$\$ 9. ***** 10. CRD 123 \$\$\$\$.\$\$ 11. TYP 123 \$\$\$\$.\$\$ 12. VOID 123 \$\$\$\$.\$\$ 13. SET 123 \$\$\$\$.\$\$ 14. End of Report
VOID TRNASACTION	
<ol style="list-style-type: none"> 1. Press then press the VOID key 6 2. Enter Manager's password; press ENTER/FUNC (if this option is enabled) 3. To void a transaction, press 1. <i>You will see 9 = DELETE (DO NOT USE THIS UNLESS INSTRUCTED BY HELP DAESK!</i> 4. Enter the transaction number; press ENTER/FUNC 5. The transaction number and type are displayed. If this is the transaction to be voided, press ENTER/FUNC 6. Verify card type and total amount; press ENTER/FUNC 7. Verify the transaction's account number; press ENTER/FUNC 8. Verify the expirations date and auth code; press ENTER/FUNC 9. Verify that this is the correct transaction to be voided. Press ENTER/FUNC to continue with the void. Press CLEAR to abort the void and return to idle prompt 	<ol style="list-style-type: none"> 1. Day Date Time Void 2. MGR Password 3. 1=Print 2=Display 4. VOID Enter Tran # 5. TRAN 123 Follows #123 6. VISA \$\$\$\$.\$\$ 7. 1234567890123456 8. EXP=MM/YY 123456 9. TRAN# 123 Voided

ACTION	TERMINAL DISPLAY
EDIT TIP/EDIT AMOUNT	
Depending on how the terminal's system parameters are set, a transaction may be edited for tip amount, transaction amount or not at all. If a transaction is to be edited for both tip and amount, the first prompt seen will be ENTR 1 = Tip, 2 = AMT. You must edit tip and amount separately. Return to idle prompt when one is complete and return to step one to complete the other.	
<ol style="list-style-type: none"> 1. Press then press the EDIT TIP key 4 2. Press 1 to edit the tip amount 3. Enter the transaction number or press ENTER/FUNC to start at the beginning of batch 4. The transaction number and type are displayed; press ENTER/FUNC 5. Review the card type and total amount. As the terminal lists information about the card, press ENTER/FUNC to proceed. 6. Review the transaction's account number; press ENTER/FUNC 7. Review the expiration date and authorization number; press ENTER/FUNC 8. Review the employee number (if collected during the original transaction); press 9. Press ENTER/FUNC 10. Enter the tip amount; press ENTER/FUNC 11. Confirm the tip amount; press ENTER/FUNC 12. The transaction total, including tax and tip is displayed. To accept this amount press ENTER/FUNC 13. Please wait while the terminal updates the batch 14. To continue without printing a receipt, press ENTER/FUNC. To print a new receipt for the edited transaction, press 1. 15. Please wait while terminal prints receipt 16. The editing of this transaction is now complete. To edit another transaction, enter the transaction number; press ENTER/FUNC. To return to the idle prompt, press CLEAR. 	<ol style="list-style-type: none"> 1. Day Date Time Edit Tran 2. ENTR 1=Tip 2=AMT 3. Enter Tran # 4. TRAN 123 Follows #123 Sale 5. VISA \$\$\$\$\$.\$\$ 6. Acct NBR Follows 7. EXP = MM/YY 123456 8. Employee = 123456 9. Ticket # = 123 10. Tip is 0.00 11. Tip is \$\$.\$\$ 12. TOT is \$\$\$\$\$.\$\$ 13. Processing . . . 14. PRT RECEIPT? 1=Y 15. Printing . . . 16. Enter Tran #