

Link2500

Quick Reference Guide



Keyboard details and functionality

- The functions key accesses the different application menus
- The red key cancels the procedure in progress
- The yellow key cancels the last character
- The green key validates input selections and information. It is also used to switch on the terminal.

Link2500 device is equipped with a touch panel that allows you to capture functions and menus by The using your finger or a stylus.

Link2500

Quick Reference Guide

(Terminal is touch-screen capable.)



Sale

- | | |
|--|---|
| 1. Press F button. | 4. Insert/Swipe/Tap Card/Input Card#. |
| 2. Select Sale at main menu (touch screen). | 5. Terminal will show if transaction is approved or declined. |
| 3. Input amount and press ○ . | |

Sale (Tips Entry)

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|--|---|
| 1. Press F button. | 4. Input Tip Amount or press ○ to pass. |
| 2. Select Sale at main menu (touch screen). | 5. Insert/Swipe/Tap Card/Input Card#. |
| 3. Input amount and press ○ . | 6. Terminal will show if transaction is approved or declined. |

Tips Adjustment

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|--|---|
| 1. Press F button. | 6. Review selected transaction and press ○ . |
| 2. Select Tips Adjust at main menu (touch screen). | 7. Input Tip Amount and press ○ . |
| 3. Enter password and press ○ . | 8. Press ○ to confirm Tip Amount. |
| 4. Select Search record method: TRACE#/PAN/INVOIC#/TRANSACTION AMOUNT (touchscreen). | 9. Terminal will show if Tips Adjust is approved (offline). |
| 5. Enter TRC/PAN/INV/TXN AMT and press ○ . | |

Void

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|--|---|
| <ol style="list-style-type: none"> 1. Press F button. | <ol style="list-style-type: none"> 4. Press ○ to confirm transaction and amount. |
| <ol style="list-style-type: none"> 2. Select Void at main menu (touch screen). | <ol style="list-style-type: none"> 5. Terminal will show if transaction is approved or declined. |
| <ol style="list-style-type: none"> 3. Input Invoice#, then press ○. | |

Refund

(Refund function is only available for selected merchants)

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|--|--|
| <ol style="list-style-type: none"> 1. Press F button. | <ol style="list-style-type: none"> 4. Insert/Swipe/Tap Card/Input Card #. |
| <ol style="list-style-type: none"> 2. Select Refund at main menu (touch screen). | <ol style="list-style-type: none"> 5. Terminal will show if Refund is approved or declined. |
| <ol style="list-style-type: none"> 3. Input amount and press ○. | |

Offline Sale

(Offline function is only available for selected merchants)

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| <ol style="list-style-type: none"> 1. Press F button. | <ol style="list-style-type: none"> 7. Insert/Swipe/Tap Card/Input Card#. |
| <ol style="list-style-type: none"> 2. Scroll and select Offline at main menu (touch screen). | <ol style="list-style-type: none"> 8. Input the Auth code. |
| <ol style="list-style-type: none"> 3. Input password and press ○. | <ol style="list-style-type: none"> 9. Press ○. |
| <ol style="list-style-type: none"> 4. Input amount and press ○. | <ol style="list-style-type: none"> 10. Terminal will show Offline sale. |

Settlement

(Merchants are advised to choose 'Settle all hosts' for convenience)

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| <ol style="list-style-type: none"> 1. Press F button. | <ol style="list-style-type: none"> 5. (Settle All Hosts selected) – Terminal will do settlement for all card types. |
| <ol style="list-style-type: none"> 2. Scroll and select Settlement at main menu (touch screen). | <ol style="list-style-type: none"> 6. (Settle by Host selected) – Select host type. |
| <ol style="list-style-type: none"> 3. Input password and press ○. | <ol style="list-style-type: none"> 7. Terminal will only settle the specific host. |
| <ol style="list-style-type: none"> 4. Select Settle All Hosts or Settle By Host. | |

Pre-Auth

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| 1. Press F button. | 4. Input amount and press O . |
| 2. Scroll and select Pre-Auth at main menu (touch screen). | 5. Insert/Swipe/Tap/Input Card#. |
| 3. Select Pre-Auth . | 6. Terminal will show if Pre-Auth is approved or declined. |

Pre-Auth Completion (For Visa[®]/Mastercard[®]/JCB)

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| 1. Press F button. | 6. Input the Auth code and press O . |
| 2. Scroll and select Pre-Auth at main menu (touch screen). | 7. Input Invoice number and press O . |
| 3. Select Pre-Auth Comp (VM/J/D/A) (touch screen). | 8. Insert/Swipe/Tap Card/Input Card#. |
| 4. Input the Pre-Auth amount and press O . | 9. Pre-Auth Comp done. |
| 5. Input the new amount and press O . | |

Pre-Authcomp (For CUP)

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|---|--|
| 1. Press F button. | 6. Input the Auth code and press O . |
| 2. Scroll and select Pre-Auth at main menu (touch screen). | 7. Input Invoice number and press O . |
| 3. Select Pre-Auth comp CUP (touch screen). | 8. Insert/Swipe/Tap Card/Input Card#. |
| 4. Input the Pre-Auth amount and press O . | 9. Pre-Auth Comp CUP done. |
| 5. Input the new amount and press O . | |

Void Pre-Auth

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|---|--|
| 1. Press F button. | 5. Input the Auth code and press O . |
| 2. Scroll and select Pre-Auth at main menu (touch screen). | 6. Input Invoice number and press O . |
| 3. Select Void Pre-Auth (touch screen). | 7. Insert/Swipe/Tap Card/Input Card#. |
| 4. Input the Pre-Auth amount and press O . | 8. Void Pre-Auth done. |

View Any Transaction (By Trace #)

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| 1. Press F button. | 4. Select the Trace Number . |
| 2. Scroll and select Merchant (touch screen). | 5. Input Trace Number (TRC Number) and press O . |
| 3. Select Review (touch screen). | |

View Any Transaction (By Invoice #)

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| 1. Press F button. | 4. Select the Invoice Number . |
| 2. Scroll and select Merchant (touch screen). | 5. Input Invoice Number (INV No.) and press O . |
| 3. Select Review (touch screen). | |

View Any Transaction (By Amount)

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|--|---|
| 1. Press F button. | 4. Select the Transaction Amount . |
| 2. Scroll and select Merchant (touch screen). | 5. Input amount and press O . |
| 3. Select Review (touch screen). | |

View Any Transaction (By Card #)

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| 1. Press F button. | 4. Select Pan . |
| 2. Scroll and select Merchant (touch screen). | 5. Input Card # and press O . |
| 3. Select Review (touch screen). | |