

CashLynk on Tranz 330/380
Quick Reference Card
Help Desk: 1-800-859-5965

LOGGING ON / OFF

To log in after a period of activity or log out:

1. Press **[7]**
2. **User ID** + **[ENTER]**
3. Press **[1]** to log on
or
Press **[3]** to log off.
4. **Password** + **[ENTER]**

SELLING A GIFT CARD

To sell a gift card:

1. Press **[1]** (activation)
2. **User ID** + **[ENTER]**
3. Select **Payment Type**.
4. Swipe the **Gift Card**.
5. **Purchase Amt** + **[ENTER]**

If **approved**, the terminal prints a receipt and displays an authorization number.

If **declined**, the terminal displays a denial code (see **Denial Codes**).

SELLING MULTIPLE GIFT CARDS

To load and sell multiple gift cards:

1. Press **[5]**
2. **User ID** + **[ENTER]**
3. Swipe the first card.
4. Type the **Dollar Amt** to load + **[ENTER]**
5. Swipe the next card.
6. Type the **Dollar Amt** to load + **[ENTER]**
7. Repeat steps 5-6 until all cards are loaded.

If **approved**, the terminal prints a receipt and displays an authorization number.

If **declined**, the terminal displays a denial code (see **Denial Codes**).

REFUNDING/CANCELING A SALE

To remove funds from a gift card:

1. Press
2. **User ID** +
3. Enter **Payment Type** for the refund.
4. Swipe the **Gift Card**.
5. Enter amount to be refunded +
Important! This amount must equal the amount that was loaded!

If **approved**, the terminal prints a receipt and displays an authorization number.

If **declined**, the terminal displays a denial code (see **Denial Codes**).

ACTIVATING ONLY

To prepare an Internet card for use on property:

1. Press
2. **User ID** +
3. Swipe the Gift Card.

CHECKING A CARD'S BALANCE

To check a card balance:

1. Press **[4]**
2. Swipe the Gift Card. The card balance is printed on a receipt.

Note: If the transaction is unsuccessful, a denial code is displayed.

REPRINTING A RECEIPT

To reprint a receipt:

1. Press **Function/Enter**.
2. Press **[2]**
3. Press **[1]** to print the last receipt, or type the sequence number.

PRINTING SUMMARY TOTALS

To print the current day's activity:

1. Press
2. Press
3. Press for **Detail Listing**.
4. Press for **Summary Totals**.