

ADD/DELETE USER	
Screen Prompt	Actions
All users have to be added to the terminal first then logged on to load Gift cards.	
Main Menu	1. Select User Admin [F#]
Admin Password	2. Admin password + [ENTER]
User Admin Menu	3. Select • Add [F#] • Delete [F#] • Password Chg
Enter User ID	4. User ID + [ENTER] To Add go to next step To Delete Skip to # 9
User Name	5. Username + [ENTER]
Enter Password	6. Password + [ENTER]
Re-Enter Password	7. Password + [ENTER]
Add Another?	8. Yes – add another user [F#] No – return to main menu [F#]
Confirm Delete User?	9. Yes [F#] No [F#]
Delete Another User ?	10. Yes – delete another user [F#] No – return to main menu [F#]

LOG ON/OFF	
Screen Prompt	Actions
Main Menu	1. Select Log/Off [F#]
Enter User ID	2. User ID + [ENTER]
Enter Password	3. Password + [ENTER]
Log On/Off User	4. Select: Log On [F#] Log Off [F#]
5. Terminal will display user logged on or off.	

LOAD, RELOAD AND MULTI CARD	
Screen Prompt	Actions
Main Menu	1. Select Load,Reload,or Multi
Enter User	2. User ID + [ENTER]
Select Tender	3. Select tender type: • Cash • Check • CR/DB • Split
Enter Amount	4. Amount + [ENTER]
Enter Service Fee	5. Service fee + [ENTER]
<if prompted>	
Swipe Card	6. Swipe card.
Manual transaction: Press [ENTER] to enter card number and exp. date	
7. Terminal dials for an approval	
Print Merchant Copy?	8. Yes [F#] No [F#]
<if prompted>	
Print Gift Receipt?	9. Yes [F#] No [F#]
<if prompted>	
Note: Loads and Reloads go to step 10. Multi loads go to step 9.	
Another Card?	10. Yes [F#] No [F#]
11. Terminal returns to main menu.	

BALANCE INQUIRY	
Screen Prompt	Action
Main Menu	1. Select Balance Inquiry .
Enter User ID	2. User ID + [ENTER]
Swipe Card	3. Swipe card.
Manual transaction: Press [ENTER] to enter card number and exp. date	
4. Terminal starts dialing	

ACTIVATE ONLY	
Screen Prompt	Actions
Main Menu	1. Select Activate Only
Enter User ID	2. User ID + [ENTER]
Swipe Card	3. Swipe card.
Manual transaction: Press [ENTER] to enter card number and exp. date	
4. Terminal starts dialing	
Print Merchant Copy?	5. Yes [F#] No [F#]
<if prompted>	
Print Gift Receipt?	6. Yes [F#] No [F#]
<if prompted>	
7. Terminal returns to main menu	

VOID CARD	
Screen Prompt	Action
Main Menu	1. Select Void Card
Enter User ID	2. User ID + [ENTER]
Void Last Trans?	3. Yes [F#] No [F#]
If NO is selected	4. Sequence no. + [ENTER]
Terminal displays transaction	5. Select: Yes [F#] No [F#] Next – view all transactions [F#]
6. Terminal starts dialing	
Print Merchant Copy?	7. Yes [F#] No [F#]
<if prompted>	
Print Gift Receipt?	8. Yes [F#] No [F#]
<if prompted>	
9. Terminal returns to main menu.	

REPORTS	
Screen Prompt	Action
Press Report Key	1. Select report type : • Detail • Summary • User • User Listing
Note: If User Listing is selected, type password + [ENTER] .	
2. Reports prints.	
Clear Totals <except for User Listing>	3. Yes [F#] No [F#]
4. Terminal returns to Report Menu . Press the red cancel key to return to main menu.	

CASHLYNK ERROR CODES	
Error Code	Meaning
Unsupported Card	Card is not a valid ShopLynk card
Invalid Password	Password Incorrect
Invalid User ID	User ID not in table
User Not Found	User ID not in table
Seq# Not Found	Seq number not found when reprint attempted
No Response	Last response message cleared
Cannot Connect	Communication error
No Resp Fr Host	Communication error
Lost Comm w/Host	Communication error
Duplicate Input	Card already swiped
15 Card Max	A 15 card limit on multi-active request