

The terminal **must** be batched out at the end of **each** day.

ISSUANCE

Activate/Issue a new card
Press **"CARD VERIFY"**
Press **"3"** for GIFT
Press **"ENTER"**
Press **"1"** for ACTIVATE
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Enter EMPLOYEE # (if applicable)
Press **"ENTER"**
Enter DOLLAR AMOUNT (no decimal point)
Press **"ENTER"**

ADD VALUE

Add value to a card
Press **"CARD VERIFY"**
Press **"3"** for GIFT
Press **"ENTER"**
Press **"2"** for ADD VALUE
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Enter EMPLOYEE # (if applicable)
Press **"ENTER"**
Enter DOLLAR AMOUNT (no decimal point)
Press **"ENTER"**

BALANCE INQUIRY

Check available value on card
Press **"CARD VERIFY"**
Press **"3"** for GIFT
Press **"ENTER"**
Press **"5"** for BALANCE INQUIRY
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Enter EMPLOYEE # (if applicable)
Press **"ENTER"**

SALE/ REDEMPTION

Make a purchase using card value
Press **"CARD VERIFY"**
Press **"3"** for GIFT
Press **"ENTER"**
Press **"3"** SALE
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Enter EMPLOYEE # (if applicable)
Press **"ENTER"**
Enter DOLLAR AMOUNT (no decimal point)
Press **"ENTER"**

VOID TRANSACTION

Void a transaction - must have transaction receipt;
can only process voids in current batch
Press **"VOID"** key
Enter the **invoice number** found on the
printed receipt
Press **"ENTER"**
Press **"ENTER"** to confirm

REPORTS

Print reports
***Note:** All reports must be run before a Close
Batch is performed. Choose 1 report at a time.
Press the **"REPORTS"** key
Enter REPORT TYPE:
Press **"3"** to AUDIT
Press **"4"** for a SUMMARY
Press **"5"** for a HISTORY
Press **"6"** for a PERFORM
Press **"ENTER"**

SETTLEMENT/BATCH OUT

Settle/Batch out the activity for the day
***Note:** All reports must be run before a Close
Batch is performed. Choose 1 report at a time.
Press the **"SETTLEMENT"** key
Enter the password (default password is 0000)
Press **"ENTER"**
Press **"ENTER"** to confirm
Press **"ENTER"** to confirm
Press **"4"** DMARK

REFUND

Refund value to a card
Press **"CARD VERIFY"**
Press **"3"** for GIFT
Press **"ENTER"**
Press **"4"** for REFUND
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Press **"ENTER"**
Enter EMPLOYEE # (if applicable)
Press **"ENTER"**
Enter DOLLAR AMOUNT (no decimal point)
Press **"ENTER"**

TRANSFER CARD BALANCE

Transfer a value from one card to another
Press **"CARD VERIFY"**
Press **"3"** for GIFT
Press **"ENTER"**
Press **"6"** for "TRF BALANCE"
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Press **"ENTER"**

Connecting: Terminal will dial out, process
transaction, and receipt will print.

- If you do not receive a connection after a
few minutes, there might be a problem with
the terminal or host site. Please check all
connections to the terminal.

If there is an error:

- If the host line is busy, the screen will ask if
you wish to reconnect; you can reconnect as
many times until you get an answer.

If the card is declined:

- Check the card value by processing a
Balance Inquiry. If there is sufficient card
value, try swiping the gift card again and
processing your transaction. If the card is
still being declined, there may be a problem
with the card itself.

Technical Support at 1-877-676-9772

POS
PAYMENT SYSTEMS

LOYALTY PROGRAM

ENROLLMENT

Enroll a card at the terminal
Press **"CARD VERIFY"**
Press **"4"** for LOYALTY
Press **"ENTER"**
Press **"2"** for ISSUE
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Enter EMPLOYEE # (if applicable)
Press **"ENTER"**
Enter PHONE #
Press **"ENTER"**

ACCUMULATION

Add value accumulation to a card, new or existing
Press **"CARD VERIFY"**
Press **"4"** for LOYALTY
Press **"ENTER"**
Press **"1"** for ACCUMULATION
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Press **"ENTER"**
Enter VALUE AMOUNT (no decimal; i.e. 25 points
entered as 2500, not 25 or .25)
Press **"ENTER"**

BALANCE INQUIRY

Check available value of card
Press **"CARD VERIFY"**
Press **"4"** for LOYALTY
Press **"ENTER"**
Press **"5"** for BALANCE INQUIRY
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card

REDEMPTION

Redeem value of card
Press **"CARD VERIFY"**
Press **"4"** for LOYALTY
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Press **"ENTER"**
Enter VALUE AMOUNT (no decimal; i.e. 25 points
entered as 2500, not 25 or .25)
Press **"ENTER"**

REFUND

Refund value to a card
Press **"CARD VERIFY"**
Press **"4"** for LOYALTY
Press **"ENTER"**
Press **"4"** for REFUND
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the
card
Press **"ENTER"**
Enter VALUE AMOUNT (no decimal; i.e. 25 points
entered as 2500, not 25 or .25)
Press **"ENTER"**

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Enter the password (default password is 0000)
Press **"ENTER"**
Press **"ENTER"** to confirm
Press **"ENTER"** to confirm
Press **"4" DMARK**

VOID TRANSACTION

Void a transaction - must have transaction receipt
***Note:** You can only void a transaction in the
current batch. If the transaction occurred on
the previous day, you must perform either an
adjustment amount, an issuance, or a
redemption
Press **"VOID"** key
Enter the **invoice number** found on the
printed receipt
Press **"ENTER"**
Press **"ENTER"** to confirm

TRANSFER CARD BALANCE

Transfer a value from one card to another
Press **"CARD VERIFY"**
Press **"4"** for LOYALTY
Press **"ENTER"**
Press **"6"** for TRF BALANCE
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Press **"ENTER"**
Swipe **"GIFT CARD"** or manually enter the 16
digit card number found on the back of the card
Press **"ENTER"**



Quick Reference Guide Hypercom T-Series