

## GIFT PROGRAM

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

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### ISSUANCE

Issue a new card or add value to an existing card  
**Press relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**  
Press "1" for GIFT  
Press "1" for ISSUANCE  
Enter DOLLAR AMOUNT (no decimal point)  
Press "ENTER"  
Enter PAYMENT TYPE (if applicable)  
Press "1" for Cash  
Press "2" for Credit  
Press "3" for Debit  
Press "4" for Complimentary  
Press "5" for Other (i.e. Check)  
Press "ENTER"

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### BALANCE INQUIRY

Check available value on card  
**Press relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**  
Press "1" for GIFT  
Press "4" for BALANCE INQUIRY  
Enter EMPLOYEE # (if applicable)  
Press "ENTER"

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### REDEMPTION / SALE

To make a purchase using card value  
**Press relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**  
Press "1" for GIFT  
Press "2" for REDEMPTION/SALE  
Enter EMPLOYEE # (if applicable)  
Press "ENTER"  
Enter DOLLAR AMOUNT (no decimal point)  
Press "ENTER"

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### TIP REDEMPTION

Give tip using card value  
**Press relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**  
Press "1" for GIFT  
Press "9" for TIP REDEMPTION  
Enter EMPLOYEE # (if applicable)  
Press "ENTER"  
Enter your REFERENCE # (if applicable)  
Press "ENTER"  
Enter DOLLAR AMOUNT (no decimal point)  
Press "ENTER"

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### REPORTS

Run batch reports  
**\*Note:** All reports must be run before a Close Batch is performed. Choose 1 report at a time.  
Press the "BATCH" Key  
Use the force key until you see "DM\_GL Gn"  
Enter EMPLOYEE # (if applicable)  
Enter REPORT TYPE:  
Press "1" to Close the Batch  
Press "2" for a Gift Report  
Press "3" for a Loyalty Report  
Press "4" for a Password Report  
Enter REPORT OPTION:  
Press "1" for Summary  
Press "2" for Detailed  
Press "3" for Detailed + Time

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### 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 relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**  
Press "1" for GIFT  
Press "3" for VOID TRANSACT  
Enter BATCH # from receipt  
Press "ENTER"  
Enter REF # from receipt  
Press "ENTER"  
Enter DM TRAN# from receipt  
Press "ENTER"

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### ADJUST AMOUNT

Change value of card  
**Press relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**  
Press "1" for GIFT  
Press "7" for ADJUST AMOUNT  
Enter EMPLOYEE # (if applicable)  
Press "ENTER"  
Enter ADJUSTMENT TYPE  
Press "1" for Credit (add value)  
Press "2" for Debit (subtract value)  
Enter ADJUSTMENT AMOUNT (no decimal)  
Press "ENTER"  
Enter your REFERENCE # (if applicable)  
Press "ENTER"

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**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**

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POS  
PAYMENT SYSTEMS

## LOYALTY PROGRAM

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### ENROLLMENT

Enroll a card at the terminal

**Press relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**

Press "2" for LOYALTY

Press "8" for ENROLLMENT

Enter EMPLOYEE # (if applicable)

Press "ENTER"

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### ACCUMULATION

Add value accumulation to a card, new or existing

**Press relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**

Press "2" for LOYALTY

Press "1" for ACCUMULATION

Enter EMPLOYEE # (if applicable)

Press "ENTER"

Enter DOLLAR AMOUNT (no decimal point)

Press "ENTER"

Enter PAYMENT TYPE:

Press "1" for Cash

Press "2" for Credit

Press "3" for Debit

Press "4" for Complimentary

Press "5" for Other (i.e. Check)

Enter your REFERENCE # (if applicable)

Press "ENTER"

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### BALANCE INQUIRY

Check available value on card

**Press relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**

Press "2" for LOYALTY

Press "4" for BALANCE INQUIRY

Enter EMPLOYEE # (if applicable)

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### REDEMPTION

Redeem accumulation from a card for an award

**Press relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**

Press "2" for LOYALTY

Press "2" for REDEMPTION/SALE

Enter EMPLOYEE # (if applicable)

Press "ENTER"

Enter value associated with the redemption

(no decimal; i.e. 25 points entered as

2500 on the terminal, not 25 or .25)

Press "ENTER"

Enter your REFERENCE # (if applicable)

Press "ENTER"

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### VOID TRANSACTION

Void a transaction

**\*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 relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**

Press "2" for LOYALTY

Press "3" for VOID TRANSACT

Enter BATCH # from receipt

Press "ENTER"

Enter REF # from receipt

Press "ENTER"

Enter DM TRAN# from receipt

Press "ENTER"

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### ADJUST AMOUNT

Change value of card

**Press relevant Hot Key and Swipe CARD or manually enter the 16 digit card number found on the back of the gift card**

Press "2" for LOYALTY

Press "7" for ADJUST AMOUNT

Enter EMPLOYEE # (if applicable)

Press "ENTER"

Enter ADJUSTMENT TYPE

Press "1" for Credit (add value)

Press "2" for Debit (subtract value)

Enter ADJUSTMENT AMOUNT (no decimal)

Press "ENTER"

Enter your REFERENCE # (if applicable)

Press "ENTER"



Quick Reference Guide  
Nurit 2085/3010