

GIFT PROGRAM

ISSUANCE

Issue a new card or add value to an existing card

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "1" for ISSUANCE

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

Enter EXTERNAL REF # (if applicable; you can skip to next step)

Press "FUNC/ENTER"

Enter DOLLAR AMOUNT (no decimal point)

Press "FUNC/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 "FUNC/ENTER"

BALANCE INQUIRY

Check available value on card

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "4" for BALANCE INQUIRY

Enter "EMPLOYEE / MANAGER ID" (if applicable)

Press "FUNC/ENTER"

SALE/ REDEMPTION

Make a purchase using card value

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "2" for SALE/ REDEMPTION

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

Enter EXTERNAL REF # (if applicable; you can skip to next step)

Press "FUNC/ENTER"

Enter DOLLAR AMOUNT (no decimal point)

Press "FUNC/ENTER"

TIP REDEMPTION

Give tip using card value

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "7" for TIP REDEMPTION

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

Enter EXTERNAL REF # (if applicable; you can skip to next step)

Press "FUNC/ENTER"

Enter DOLLAR AMOUNT (no decimal point)

Press "FUNC/ENTER"

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

REPORTS

Run batch reports

***Note:** All reports must be run *before*

SETTLEMENT. Choose 1 report at a time.

Press "FUNC/ENTER"

Press "5" for PRINT REPORTS

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

Enter REPORT TYPE (vary by terminal):

Press "1" for FULL(all transactions)

Press "2" for SPECIFIC ID (all transactions for specified EMPLOYEE/MANAGER ID)

Press "3" for SPECIFIC REF# (reprint specified transaction)

SETTLEMENT

Settle batch

Press "9" for SETTLEMENT

Screen will display "ENTER SALES #"

(only if system is programmed to ask for EMPLOYEE/MANAGER ID)

Press "FUNC/ENTER"

ADJUST AMOUNT

Change value of card

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "9" for ADJUST AMOUNT

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

Enter EXTERNAL REF # (if applicable; you can skip to next step)

Press "FUNC/ENTER"

Enter ADJUSTMENT AMOUNT (no decimal;

to Debit an amount from card, press the " * " (star) key to get a " - " (minus) sign)

Press "FUNC/ENTER"

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

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "3" for VOID TRANSACTION

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

Enter EXTERNAL REF # (if applicable; you can skip to next step)

Press "FUNC/ENTER"

Enter BATCH #

Press "FUNC/ENTER"

Enter REF #

Press "FUNC/ENTER"

Enter DM TRAN#

Press "FUNC/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



The logo for POS Payment Systems features the letters "POS" in a large, bold, black font. The letter "S" is uniquely styled with a green-to-black gradient. Below "POS" is a thin horizontal line, followed by the words "PAYMENT SYSTEMS" in a smaller, black, all-caps sans-serif font.

LOYALTY PROGRAM

ENROLLMENT

Enroll a card at the terminal

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "8" for ENROLLMENT

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

Enter PHONE NUMBER (if asked)

Press "FUNC/ENTER"

ISSUANCE/ACCUMULATION

Add value accumulation to a card, new or existing

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "5" for LOYALTY ISSUANCE

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

Enter EXTERNAL REF # (if applicable; you can skip to next step)

Press "FUNC/ENTER"

Enter VALUE AMOUNT (no decimal; i.e. 25 points entered as 2500, not 25 or .25)

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)

Press "FUNC/ENTER"

BALANCE INQUIRY

Check available value on card

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "4" for BALANCE INQUIRY

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

REDEMPTION

Redeem accumulation from a card for an award

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "6" for LOYALTY REDEMPTION

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

Enter EXTERNAL REF # (if applicable; you can skip to next step)

Press "FUNC/ENTER"

Enter VALUE AMOUNT (no decimal; i.e. 25 points entered as 2500, not 25 or .25)

Press "FUNC/ENTER"

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***Note:** All reports must be run *before* SETTLEMENT. Choose 1 report at a time.

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Press "FUNC/ENTER"

Enter EXTERNAL REF # (if applicable; you can skip to next step)

Press "FUNC/ENTER"

Enter ADJUSTMENT AMOUNT (no decimal;

to Debit an amount from card, press the " * " (star) key to get a " - " (minus) sign)

Press "FUNC/ENTER"

VOID TRANSACTION

Void a transaction - must have transaction receipt; can only process voids in current batch

redemption

Swipe CARD or press "1" and manually enter the 16 digit card number found on the back of the gift card

Press "FUNC/ENTER"

Press "3" for VOID TRANSACTION

Enter EMPLOYEE/MANAGER ID (if asked)

Press "FUNC/ENTER"

Enter EXTERNAL REF # (if applicable; you can skip to next step)

Press "FUNC/ENTER"

Enter BATCH #

Press "FUNC/ENTER"

Enter REF #

Press "FUNC/ENTER"

Enter DM TRAN#

Press "FUNC/ENTER"



Quick Reference Guide
Verifone Tranz