

GIFT CARD

Quick Reference Guide

HYPERCOM Optimum T4 Series

www.valutec.net | Merchant Support: 1-888-381-8258
Sale/Balance By Phone: 1-877-654-6937

Select the **Valutec** icon.

Select Gift. Press **1** on keypad.



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HOW TO

DESCRIPTION

REPLACE A LOST OR DAMAGED CARD

(Replaces old card with new)

- 1) Press **7** for Replace.
- 2) Enter password if prompted, press **ENTER**.
- 3) Enter Cashier ID if prompted, press **ENTER**.
- 4) Swipe or manually key card number.
- 5) Enter manually the old card number.

“**REPLACE**” deactivates a lost or damaged card and transfers the balance to a new card.

NOTE: You must have the card number of the lost or damaged card.

DEACTIVATE A CARD

(Card cannot be reused)

- 1) Press **2** Activate/Deactivate.
- 2) Press Deactivate.
- 3) Enter password if prompted, press **ENTER**.
- 4) Enter Cashier ID if prompted, press **ENTER**.
- 5) Press **1** Refund.
- 6) Swipe or manually key card number.
- 7) Enter amount, press **ENTER**.

“**DEACTIVATE**” permanently disables a card with an option to refund the balance to the customer.

END OF DAY PROCEDURES

- 1) Press **8** Special Functions.
 - 2) Press **3** Print Detail or **4** Summary.
 - 3) Press **1** Gift.
 - 4) Press **1** All Transaction or **2** Transactions by Cashier.
- Both Gift and Loyalty will be printed.
Report will come from terminal.
- 5) Press “Yes” to clear the Gift/Loyalty card batch.
 - 6) Press “No” not to clear Gift/Loyalty card batch.

IMPORTANT: failure to delete the batch will eventually cause an “out of memory” condition which can result in terminal malfunction and loss of data.

HOW TO

DESCRIPTION

ACTIVATION

(Sell a new card)

- 1) Press **2** on keypad Activate/Deactivate.
- 2) Press **1** on keypad to Activate.
- 3) Enter password if prompted, press **ENTER**.
- 4) Enter Cashier ID if prompted, press **ENTER**.
- 5) Swipe or manually key in card number.
- 6) Enter amount, press **ENTER**.

“**ACTIVATION**” places value on a card for the first time

ADD VALUE

(Add value to a card)

- 1) Press **3** on keypad to add value.
- 2) Enter password if prompted, press **ENTER**.
- 3) Enter Cashier ID if prompted, press **ENTER**.
- 4) Swipe or manually key card number.
- 5) Enter amount, press **ENTER**.

“**ADD VALUE**” increases the dollar value of an already-active gift card by the amount entered.

SALE

(Redeem a card)

- 1) Press **1** on keypad for sale.
- 2) Enter Cashier ID if prompted, press **ENTER**.
- 3) Swipe or manually key card number.
- 4) Enter amount, press **ENTER**.

“**SALE**” reduces the dollar value of a gift card by the amount entered.

NSF Message: If card value is less than the sale amount, a NSF receipt prints showing the available card balance.

Split Tender: when an “amount due” message is displayed, press any key. A receipt prints showing the amount due.

VOID A CARD TRANSACTION

- 1) Press **4** on keypad for void.
- 2) Enter password if prompted, press **ENTER**.
- 3) Enter Cashier ID if prompted, press **ENTER**.
- 4) Swipe or manually key card number.
- 5) Enter Auth Code, press **ENTER**.

“**VOID**” voids the last transaction.

HINT: to void older transactions, use “Add Value” or “Sale” to adjust card’s balance to the correct amount. Make a note when you do this for accounting purposes.

GET CARD BALANCE

- 1) Press **5** for Balance.
- 2) Enter Cashier ID if prompted, press **ENTER**.
- 3) Swipe or manually key card number.

“**BALANCE**” looks up the current value of gift card.

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