

GIFT CARD TRANSACTIONS

Quick Reference Guide

Verifone Omni Series

VALUAPP Program

Customer Service: 1-888-381-8258 | Sale/Balance By Phone: 1-877-654-6937

Select the **Valutec** icon.

Select GIFT (F1)

HOW TO	DESCRIPTION
ACTIVATE	Press F2 next to Activate. LOAD PASSWORD or press 1 and Enter. Put in clerk number if requested. Press green key (enter). Swipe/Enter Card #. Enter amount and press green key (enter).
REDEEM VALUE	Press F1 next to Redeem Value. Put in clerk number if requested. Press green key (enter). Swipe/Enter Card #. Enter amount and press green key (enter). Enter Tip Amount if requested and press green key (enter).
ADD VALUE	Press F3 next to Add Value. LOAD PASSWORD or press 1 and Enter. Put in clerk number if requested. Press green key (enter). Swipe/Enter Card #. Enter amount and press green key (enter).
VOID	Press F4 next to Void LOAD PASSWORD or press 1 and Enter. Put in clerk number if requested. Press green key (enter). Swipe/Enter Card #. Enter Auth Code. Press green key (enter).
DE-ACTIVATE	Press More from the bottom tool bar. Press F1 next to De-Activate. LOAD PASSWORD or press 1 and Enter. Put in clerk number if requested. Press green key (enter). Swipe/Enter Card #.
CARD BALANCE	Press More from the bottom tool bar. Press F2 next for Balance Put in clerk number if requested. Press green key (enter). Swipe/Enter Card #.
HOST REPORTS	Select Totals. Select Report.