

# Gift Card



EXADIGM

## Quick Reference Guide

MERCHANT SUPPORT: 1-888-381-8258

BALANCE / SALE BY PHONE: 1-877-654-6937

### Gift Card Transactions

Prior to a gift card transaction, press Gift option from the Valutec menu.

#### HOW TO

##### Retail Sale

- ① Press (1) Sale
- ② Swipe or manually key card number
- ③ Enter amount, press enter

##### Restaurant Sale

- ① Press (1) Sale
- ② Press (2) Final Sale
- ③ Swipe or manually key card number
- ④ Enter amount, press enter
- ⑤ Enter tip amount, press enter

##### Restaurant Tip Receipt

- ① Press **1** Sale.
- ② Press **1** tip receipt (Off Line).
- ③ Swipe or manually key card number.
- ④ Enter amount, press Enter.

##### Activation

- ① Press **2** Activation.
- ② Enter tip amount, press enter
- ③ Swipe or manually key card number
- ④ Enter amount, press enter

##### Add Value

- ① Press **3** Add Value
- ② Enter password, press enter
- ③ Swipe or manually key card number
- ④ Enter amount, press enter

##### Balance Inquiry

- ① Press **5** Balance
- ② Swipe or manually key card number

##### Host Total

- ① Press **6** Totals
- ② Press **1** for Current Day Totals or Press **2** for Previous Day Totals

##### Replace

- ① Press **5** Replace
- ② Enter the password, press enter
- ③ Swipe or key new card number, press enter
- ④ Swipe or key old car number, press enter