

Gift Card



INGENICO AQUA 50 SERIES

Quick Reference Guide

MERCHANT SUPPORT: 1-888-381-8258, Press 1 **BALANCE / SALE BY PHONE:** 1-877-654-6937

- Select “Valutec” from Main Menu
- For Gift Transactions, Select Gift (1)
- For Loyalty transactions, Select Loyalty (2)

HOW TO

Activation (new card)

- ① Press **2** “ACTIVATE/DEACTIVATE”.
- ② Enter password (if applicable, press OK/Enter).
- ③ Enter Cashier ID if prompted, press enter.
- ④ Swipe or manually key card number.
- ⑤ Enter \$ Amount, press OK/Enter.
- ⑥ Verify amount by pressing Blue up arrow key + **3**.

Add Value to a Card

- ① Press **3** “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.
- ⑥ Verify Amount by pressing Blue up arrow key + **3**.

Sale (Restaurant sale) (redeem a card)

- ① Press **1** Sale.
- ② Press **1** tip receipt (Off Line).
- ③ Swipe or manually key card number.
- ④ Enter amount, press Enter.
- ⑤ “Off Line” “TIP” receipt will be printed to be presented to customer for a “Tip” amount.

- ① Press **1** Sale.
- ② Upon completion of printed “TIP” receipt.
- ③ Press **2** Sale Rest.
- ④ Swipe or manually key card number.
- ⑤ Enter amount, press Enter.
- ⑥ Enter tip amount, press Enter.
- ⑦ Verify Amount by pressing Blue up arrow key + **3**.

Sale (Redeem a card)

- ① Press **3** Sale.
- ② Enter Cashier ID if prompted, press Enter.
- ③ Swipe or manually key card number.
- ④ Verify Amount by pressing Blue up arrow key + **3**.

HOW TO

Void a Transaction

- ① Press **4** 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.

Get Card Balance

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

Host Reports

- ① Select **6** Totals.
- ② Enter Cashier ID if prompted, press enter.
- ③ Press either Current Day **1** or
- ④ Previous Day **2**.
- ⑤ Report will come from the host.

Deactivate a Card (card cannot be reused)

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

Replace a lost or damaged card

- ① Press **8** Replace.
- ② Press **3** Print Detail.
- ③ Press **1** All Transactions (Gift).
- ④ Press **2** All Clerk (Gift).
- ⑤ Gift transactions will be printed.
- ⑥ Report will come from the terminal.
- ⑦ Press yes to clear the Batch.
- ⑧ Press no not to clear the Batch. Press Blue up arrow key + 3.

End of Day Procedures

- ① Press **9** Replace.
- ② Press **3** Print Detail.
- ③ Press **1** All Transactions (Gift).
- ④ Press **2** All Clerk (Gift).
- ⑤ Gift transactions will be printed.
- ⑥ Report will come from the terminal.
- ⑦ Press yes to clear the Batch.
- ⑧ Press no not to clear the Batch. Press Blue up arrow key + 3.