

NOTE: SOME PROMPTS MAY VARY BASE ON THE TERMINAL SETUP.

ACTIVATION: Use this procedure to activate a gift card for a specific dollar amount.

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **2** and then press **Enter**

Terminal May Prompt:
ENTER CLERK/SERVER Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe Card
****Manual entry of card number is not allowed.**

AMOUNT \$0.00 Key dollar amount and press **Enter**

DIALING... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPR ##### SEQ ### Press **Cancel** to return to idle prompt.

REDEEM: Use this procedure to redeem (spend) a specific amount or the whole gift card amount.

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **1** and then press **Enter**

Terminal May Prompt:
ENTER CLERK/SERVER Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe card or key account number. Press **Enter** if account was manually keyed.

AMOUNT \$0.00 Key dollar amount and press **Enter**

DIALING... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPR ##### SEQ ### Press **Cancel** to return to idle prompt.

RELOAD: Use this procedure to reload/add any amount onto an already active gift card.

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **3** and then press **Enter**

Terminal May Prompt:
ENTER CLERK/SERVER Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe card or key account number. Press **Enter** if account was manually keyed.

AMOUNT \$0.00 Key dollar amount and press **Enter**

DIALING... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPR ##### SEQ ### Press **Cancel** to return to idle prompt.

CASHOUT: Use this procedure if a consumer wants the balance on their gift card given back to them in cash.

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **0** and then press **Enter**

1-CLSE 2-REPL 3-FUNC 4-CASH 5-RFUN 0-MORE Press **4** and then press **Enter**

Terminal May Prompt:
ENTER CLERK/SERVER Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe card or key account number. Press **Enter** if account was manually keyed.

AMOUNT \$0.00 Key dollar amount and press **Enter**

DIALING... Terminal will communicate to the host for approval.

PAYOUT \$\$.\$\$ Press **Enter**
CONTINUE PRESS ENTER

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPR ##### SEQ ### Press **Cancel** to return to idle prompt.

BALANCE TRANSFER: Use this procedure to transfer the balance from an old/defective card to a new inactive card. **Note: You cannot transfer funds to a card that is already active.**

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **0** and then press **Enter**

1-CLSE 2-REPL 3-FUNC 4-CASH 5-RFUN 0-MORE Press **2** and then press **Enter**

Terminal May Prompt:
ENTER CLERK/SERVER Key clerk/server number and press **Enter**

TYPE OLD CARD NUMBER Key account number and press **Enter**

SWIPE NEW CARD Swipe new card

DIALING... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPR ##### SEQ ### Press **Cancel** to return to idle prompt.

CLOSE: Use this procedure to close all Gift Card transactions.

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **0** and then press **Enter**

1-CLSE 2-REPL 3-FUNC 4-CASH 5-RFUN 0-MORE Press **1** and then press **Enter**

CLOSE BATCH? Y/N Press **Enter** for yes. The terminal will automatically return to the idle prompt.

BALANCE INQUIRY: Use this procedure to print the balance on any active gift card.

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **5** and then press **Enter**

Terminal May Prompt:
ENTER CLERK/SERVER Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe card or key account number. Press **Enter** if account was manually keyed.

DIALING... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPR ##### SEQ ### Press **Cancel** to return to idle prompt.

VOID: Use this procedure to void any Gift Card transaction in the current open batch

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **4** and then press **Enter**

Terminal May Prompt:
ENTER CLERK/SERVER Key clerk/server number and press **Enter**

SEQ # Key sequence number and press **Enter**

VOID? Y/N Press **Enter** for yes.
VOID <trans type> \$\$.\$\$

DIALING... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPR ##### SEQ ### Press **Cancel** to return to idle prompt.

REFUND: Use this procedure when merchandise is returned to the place of business. **Note: You cannot issue a refund to a card that is already active.**

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **0** and then press **Enter**

1-CLSE 2-REPL 3-FUNC 4-CASH 5-RFUN 0-MORE Press **5** and then press **Enter**

Terminal May Prompt:
ENTER CLERK/SERVER Key clerk/server number and press **Enter**

SWIPE CUSTOMER CARD Swipe Card
****Manual entry of card number is not allowed.**

AMOUNT \$0.00 Key dollar amount and press **Enter**

DIALING... Terminal will communicate to the host for approval.

TEAR NOW, PRESS ENTER Press **Enter** For customer copy.

APPR ##### SEQ ### Press **Cancel** to return to idle prompt.

DUPLICATE RECEIPT: Use this procedure to reprint any Gift Card transaction in the terminal.

Last Receipt

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **0** and then press **Enter**

1-CLSE 2-REPL 3-FUNC 4-CASH 5-RFUN 0-MORE Press **3** and then press **Enter**

1-REPRINT 2-REVIEW 3-REPORTS Press **1** and then press **Enter**

1-LAST 2-SEQ# Press **1** and then press **Enter**

TEAR NOW, PRESS ENTER Press **Enter** For customer copy. Terminal will automatically return to the idle prompt.

Any Receipt

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **0** and then press **Enter**

1-CLSE 2-REPL 3-FUNC 4-CASH 5-RFUN 0-MORE Press **3** and then press **Enter**

1-REPRINT 2-REVIEW 3-REPORTS Press **1** and then press **Enter**

1-LAST 2-SEQ# Press **2** and then press **Enter**

SEQ # Key sequence number and press **Enter**

TEAR NOW, PRESS ENTER Press **Enter** For customer copy. Terminal will automatically return to the idle prompt.

PRINT CLERK REPORTS: Use this procedure to print the transaction detail for Gift Card by clerk/server number.

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **0** and then press **Enter**

1-CLSE 2-REPL 3-FUNC 4-CASH 5-RFUN 0-MORE Press **3** and then press **Enter**

1-REPRINT 2-REVIEW 3-REPORTS Press **3** and then press **Enter**

1-SUMMARY 2-DETAIL 3-CLERK Press **3** and then press **Enter**

ENTER CLERK/SERVER Key clerk/server number and press **Enter**
Terminal will automatically return to the idle prompt.

PRINT DETAIL REPORT: Use this procedure to print the transaction detail for Gift Card.

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **0** and then press **Enter**

1-CLSE 2-REPL 3-FUNC 4-CASH 5-RFUN 0-MORE Press **3** and then press **Enter**

1-REPRINT 2-REVIEW 3-REPORTS Press **3** and then press **Enter**

1-SUMMARY 2-DETAIL 3-CLERK Press **2** and then press **Enter**
Terminal will automatically return to the idle prompt.

PRINT SUMMARY REPORT: Use this procedure to print the transaction totals for Gift Card.

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **0** and then press **Enter**

1-CLSE 2-REPL 3-FUNC 4-CASH 5-RFUN 0-MORE Press **3** and then press **Enter**

1-REPRINT 2-REVIEW 3-REPORTS Press **3** and then press **Enter**

1-SUMMARY 2-DETAIL 3-CLERK Press **1** and then press **Enter**
Terminal will automatically return to the idle prompt.

VIEW TRANSACTION DETAIL: Use this procedure to view all Gift Card transactions.

SWIPE CUSTOMER CARD Press **Function**

MERCHANT FUNCTION? Press **7** and then press **Enter**

1-SALE 2-ACT 3-ADDV 4-VOID 5-BAL 0-MORE Press **0** and then press **Enter**

1-CLSE 2-REPL 3-FUNC 4-CASH 5-RFUN 0-MORE Press **3** and then press **Enter**

1-REPRINT 2-REVIEW 3-REPORTS Press **2** and then press **Enter**

Terminal May Prompt:
ENTER CLERK/SERVER Key clerk/server number and press **Enter**

CLK: ## SEQ # ###
<trans type> \$\$.\$\$ Press **←**

CCCCCCCCCCCCC MONTH DD,YY HH:MM Press **Cancel** to return to idle prompt.

MERCHANT SERVICES NASHVILLE® HYPERCOM® T7/T7PLUS FIRST DATA GIFT CARD



QUICK REFERENCE GUIDE

Configuration 067

VOICE AUTHORIZATION NUMBERS

MC/VS _____

AX _____

DISCOVER/NOVUS _____

DC/CB _____

GIFT _____

CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____

Merchant ID (MID) _____

Terminal ID (TID) _____

Download Telephone Number _____

Touch Tone or Rotary Dial _____

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Suggestions@ProductEnhancements.com

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