

Activation: Use this function to activate a gift card.

IDLE PROMPT	Touch Gift
ACTIVATE RELOAD REDEEM	Touch Activate
SWIPE CARD	Swipe card
ACTIVATE AMOUNT \$0.00	Key amount and press Enter
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch Yes to print customer receipt.
APPROVED #####	Press Clear to return to idle prompt

Redeem: Use this function to redeem full or partial value from an account.

IDLE PROMPT	Touch Gift
ACTIVATE RELOAD REDEEM	Touch Redeem
REDEEM PRE POST AUTH AUTH	Touch Redeem
SWIPE CARD	Swipe card or key account number and press Enter
REDEEM AMOUNT \$0.00	Key amount and press Enter
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch Yes to print customer receipt.
APPROVED #####	Press Clear to return to idle prompt

Reload: Use this function to add more value to an already activated card.

IDLE PROMPT	Touch Gift
ACTIVATE RELOAD REDEEM	Touch Reload
SWIPE CARD	Swipe card or key account number and press Enter
RELOAD AMOUNT \$0.00	Key amount and press Enter
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch Yes to print customer receipt.
APPROVED #####	Press Clear to return to idle prompt.

Balance Inquiry: Use this function to determine the remaining value on a card.

IDLE PROMPT	Touch Gift
CASH INQUIRY TRANSFER OUT	Touch Inquiry
SWIPE CARD	Swipe card or key account number and press Enter
DIALING...	Terminal communicates to the host for information.
APPROVED #####	Press Clear to return to idle prompt

Balance Transfer: Use this function to transfer all the value from one card to another non-activated card.

IDLE PROMPT	Touch Gift
CASH INQUIRY TRANSFER OUT	Touch Transfer
ENTER OLD CARD #	Key account number and press Enter
SWIPE NEW CARD	Swipe card
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch Yes to print customer receipt.
APPROVED #####	Press Clear to return to idle prompt

Close: Use this function to clear all the current Gift Card transactions in the terminal.

IDLE PROMPT	Touch Gift
CLOSE VOID MORE	Touch Close
CLOSE BATCH? YES NO	Touch Yes
PRINTING REPORT...	Close report prints.
GIFT CARD BATCH CLOSE COMPLETE	Press Clear to return to idle prompt

Duplicate Receipt: Use this function to reprint any transaction in the current Gift Card batch.

IDLE PROMPT	Touch Gift
CLOSE VOID MORE	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch Reprint
ENTER TRANS #	Key trans # press Enter
PRINT CUSTOMER RECEIPT YES NO	Touch desired option
REPRINT VIEW PRINT RPRT RPRT	Press Clear three times to exit

Reports: Use this function to print a report of transactions in the current Gift Card batch.

IDLE PROMPT	Touch Gift
CLOSE VOID MORE	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch Print Reports
NET CARD SERVER TOTAL DETAIL BATCH HISTORY	Touch desired option
TERMINAL MAY PROMPT: ENTER CLERK/SERVER #	Key clerk /server number and press Enter
NET CARD SERVER TOTAL DETAIL BATCH HISTORY	Press Clear to exit

View Transactions: Use this function to view transactions in the current Gift Card batch.

IDLE PROMPT	Touch Gift
CLOSE VOID MORE	Touch More
REPRINT VIEW PRINT RPRT RPRT	Touch View Reports
NET CARD SERVER TOTAL DETAIL DETAIL	Touch desired option
TERMINAL MAY PROMPT: ENTER TRAN # CLERK/SERVER ID	Key transaction number and press Enter Key clerk /server id and press Enter
{trans. type} {seq. number} AUTH CODE ##### CLK ### TRACE #### AMOUNT \$\$.\$\$ CCCCCCCCCCCCCCCC < >	Touch right/left arrow for next transaction or press Clear to return to idle prompt.

Cash Out: This function allows the consumer to receive all of the stored value on an activated card as cash.

IDLE PROMPT Touch **Gift**

CASH INQUIRY TRANSFER OUT Touch **Cash Out**

SWIPE CARD Swipe card or key account number and press **Enter**

DIALING... Terminal communicates to the host for approval.

APPROVED #####
PAYOUT \$\$. \$\$ Terminal displays total Payout amount.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED #####
PAYOUT \$\$. \$\$ Press **Clear** to return to idle prompt.

Void: Use this procedure to void a previous Gift Card transaction in the current batch.

IDLE PROMPT Touch **Gift**

CLOSE VOID MORE Touch **Void**

ENTER TRANS # Key transaction number and press **Enter**

VS SALE 00000 #####
SRV 0000 TRACE #####
AMOUNT \$0.00
XXXXXXXXXXXXXXXXXX
<PREV VOID NEXT> Touch **Void**

VOID TRANS? YES NO Touch **Yes**

DIALING... Terminal communicates to the host for approval.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

Pre Auth: Use this function to obtain pre-authorization for an estimated amount.

IDLE PROMPT Touch **Gift**

ACTIVATE RELOAD REDEEM Touch **Redeem**

REDEEM PRE POST AUTH AUTH Touch **Pre Auth**

SWIPE CARD Swipe card or key account number and press **Enter**

PRE-AUTH AMOUNT \$0.00 Key pre-auth amount and press **Enter**

DIALING... Terminal communicates to the host for approval.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

Post Auth: Use this function to capture a Voice Authorization or Authorization Only in the current, unsettled batch.

IDLE PROMPT Touch **Gift**

ACTIVATE RELOAD REDEEM Touch **Redeem**

REDEEM PRE POST AUTH AUTH Touch **Post Auth**

ENTER TRANS # Key trans # and press **Enter**

CONFIRM TRANS TRANS # ####

YES NO Touch **Yes** to confirm transaction

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

DIALING... Terminal communicates to the host for approval.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

FIRST DATA GIFT CARD FD 400® QUICK REFERENCE GUIDE

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