

LOYALTY ACCOUNT ACTIVATION. Use this procedure to activate a loyalty account at the point of sale terminal.

IDLE PROMPT Touch **Loyalty**

SALE REDEEM ADD Touch **Add**

LOYALTY ADD SWIPE CARD Swipe Card

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

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

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

LOYALTY CASH TRANSACTION. Use this function to perform a cash transaction when a loyalty card is present.

IDLE PROMPT Touch **Loyalty**

SALE REDEEM ADD Touch **Sale**

LOYALTY SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

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

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

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

LOYALTY SALE FINAL AMOUNT \$0.00 Press **Clear** to return to idle prompt

POINTS REDEMPTION. Use this procedure when a loyalty account is used to redeem points for payment.

IDLE PROMPT Touch **Loyalty**

SALE REDEEM ADD Touch **Redeem**

LOYALTY REDEEM SWIPE CARD Swipe card or manually key card number and press **Enter**

ENTER # OF POINTS Key number of points and press **Enter**

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

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

LOYALTY REDEEM COMPLETE Press **Clear** to return to idle prompt

LOYALTY REPRINT Use this function to reprint the last loyalty transaction stored in the terminal's memory.

IDLE PROMPT Touch **Loyalty**

REPORTS REPRINT INQUIRY Touch **Reprint**

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

Press **Clear** to return to idle prompt

LOYALTY INQUIRY Use this function to perform an Inquiry about the status of an account.

IDLE PROMPT Touch **Loyalty**

REPORTS REPRINT INQUIRY Touch **Inquiry**

LOYALTY INQUIRY SWIPE CARD Swipe card or manually key card number and press **Enter**

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

LOYALTY INQUIRY COMPLETE Press **Clear** to return to idle prompt

LOYALTY REPORT. Use this function to print a POS status report for loyalty transactions.

IDLE PROMPT Touch **Loyalty**

REPORTS REPRINT INQUIRY Touch **Reports**

DIALING..... Terminal communicates with the host

LOYALTY REPORT COMPLETE Press **Clear** to return to idle prompt

Credit Card Payment with Separate Loyalty Card Used for Loyalty. Use this function to make a purchase using credit card and a standalone loyalty card is present.

IDLE PROMPT Touch **Credit**

SALE REFUND FORCE Touch **Sale**

CREDIT SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

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

LOYALTY CARD PRESENT? Touch **Yes**

LOYALTY SWIPE CARD Swipe card or manually key card number and press **Enter**
If customers credit card is setup as loyalty, you will reswipe the credit card

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

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt

APPROVED OK 0000-00 Press **Clear** to return to idle prompt

LOYALTY REVERSAL. Use this function to reverse a previously approved loyalty award transaction.

IDLE PROMPT Touch **Loyalty**

BACK REVERSAL Touch **Reversal**

REVERSE SALE SWIPE CARD Swipe card or manually key card number and press **Enter**

SELECT LID Key the loyalty transaction ID press **Enter**

DIALING..... Terminal communicates with the host

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

LOYALTY REVERSAL COMPLETE Press **Clear** to return to idle prompt

Debit Card Payment with Separate Loyalty Card Used for Loyalty. Use this function to make a purchase using debit card and a standalone loyalty card is present.

IDLE PROMPT Touch **Debit**

SALE REFUND Touch **Sale**

DEBIT SALE SWIPE CARD Swipe debit card

EDS DEBIT SALE ENTER AMOUNT \$0.00 Key amount and press **Enter**

CASH BACK AMT \$0.00 Key cash back amount and press **Enter**

PLEASE ENTER PIN Key pin number and press **Enter** Do not ask customer for the PIN

LOYALTY CARD PRESENT? Touch **Yes**

LOYALTY SWIPE CARD Swipe card or manually key card number and press **Enter**
If customers debit card is setup as loyalty, you will reswipe the debit card

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

PRINT CUST RECEIPT YES NO Touch **Yes** to print customer receipt

APPROVED OK 0000-00 Press **Clear** to return to idle prompt

**FIRST DATA
FD 400
QUICK REFERENCE GUIDE**

Loyalty
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