

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 \$\$\$  
CONTINUE PRESS ENTER 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  
VOID <trans type> \$\$\$ Press **Enter** for yes.

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 \_\_\_\_\_

By choosing our terminal applications, you are taking advantage of industry leading Interactive Technology, which ensures the integrity of your transaction flow. We have taken great care and effort to create applications that are robust and fast, yet easy to use. Our goal is to continue this tradition by listening to you. If you have any suggestions on features or functionality of our products, please e-mail us at

[Suggestions@ProductEnhancements.com](mailto:Suggestions@ProductEnhancements.com)

Please note that this is not a customer service line. Your message may not be responded to, but will be carefully read and considered as a potential enhancement.