

Secure Payment Systems  
**HYPERCOM OPTIMUM LOYALTY CARD INSTRUCTIONS**

Rev 4.0

- 1. Activating a Loyalty Card**
  - a. From the main menu, select **Loyalty**
  - b. Press the key corresponding to **Activate**
  - c. Swipe the card through the slot on the right side of the terminal
  - d. Type in the full Reference Number printed on the back of the card and press "**ENTER**"
  - e. Type in the amount of activation and press "**ENTER**"
  - f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the activation receipt and prompt for the customer copy
  
- 2. Adding Points (Purchase)**
  - a. From the main menu, select **Loyalty**
  - b. Press the key corresponding to **Purchase**
  - c. Swipe the card through the slot on the right side of the terminal or type in the Reference Number printed on the back of the card and press "**ENTER**"
  - d. Type in the amount of the purchase and press "**ENTER**"
  - e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the purchase receipt and prompt for the customer copy
  
- 3. Redeeming a Reward Level**
  - a. From the main menu, select **Loyalty**
  - b. Press the key corresponding to **Redeem**
  - c. Swipe the card through the slot on the right side of the terminal or type in the Reference Number printed on the back of the card and press "**ENTER**"
  - d. Enter the level of reward and press "**ENTER**"
  - e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a redemption receipt and prompt for the customer copy
  
- 4. Performing a Balance Inquiry**
  - a. From the main menu, select **Loyalty**
  - b. Press the key corresponding to **Balance**
  - c. Press the key corresponding to "**Balance**" to see the **balance** on the card **OR** Press the key corresponding to "**Detail**" to print the **card detail** report
  - d. Swipe the card through the slot on the right side of the terminal or enter the Reference Number printed on the back of the card and press "**ENTER**"
  - e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It displays the balance on the screen or prints a card detail report according to the choice made
  
- 5. Transferring a Loyalty Card balance**
  - a. From the main menu, select **Loyalty**
  - b. Press the key corresponding to → to go to the next screen and then press the key corresponding to **Transfer**
  - c. Swipe the card which the balance is to be transferred from
  - d. Swipe the card on which the balance is to be transferred to (This card must be Activated)
  - e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the balance transfer receipt and prompt for the customer copy

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**6. Subtract ( To remove points directly)**

- a. From the main menu, select **Loyalty**
- b. Press the key corresponding to → to go to the next screen and then press the key corresponding to **Subtract**
- c. Type in the Manager Password and press **“ENTER”**
- d. Swipe the card through the slot on the right side of the terminal or type in the Reference Number printed on the back of the card and press **“ENTER”**
- e. Enter the amount of the purchase and press **“ENTER”**
- f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the subtract receipt and prompt for the customer copy

**7. Reprint Receipt (in case there was a printer problem)**

- a. From the main menu, select **Loyalty**
- b. Press the key corresponding to → twice and then press the key corresponding to **Reprint**
- c. Enter the Item Number to reprint a particular transaction or press **“ENTER”** to reprint the last transaction
  - i. If Item Number not available, run a Card Detail Report from the Balance Inquiry menu and the Item Number will be displayed on the receipt

**8. Printing a Batch Summary or Host Detail Report**

- a. From the main menu, select **Loyalty**
- b. Press the key corresponding to → twice and then press the key corresponding to **Reports**
- c. Press the key corresponding to **“Batch Sum”** for **Batch Summary Report** or press the key corresponding to **“Host Detail”** for **Host Detail Report**
- d. Enter the required date in **mmddyy** format and press **“ENTER”** OR press **“ENTER”** for current information OR enter the 9 digit batch number and press **“ENTER”** to print a specific batch
- e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) and prints the batch report

**9. Range Activation (if enabled)**

- a. From the main menu, select **Loyalty**
- b. Press the key corresponding to → twice and then press the key corresponding to **Range Act**
- c. Type in the Manager Password and press **“ENTER”**
- d. Swipe the first card in the sequence through the slot on the right side of the terminal
- e. Swipe the last card in the sequence through the slot on the right side of the terminal
- f. Enter the amount to activate the range for and press **“ENTER”**
- g. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the Range Activation receipt and prompt for the customer copy