Secure Payment Systems
PRIMETREX GIFT CARD INSTRUCTIONS

1. **Activating a Gift Card**
   a. From the main menu, select Gift
   b. Press "**F2**" for Activation
   c. Press "**F1**" for Activate Purchase or "**F2**" for Activate Store Credit
   d. Swipe the card through the slot on the right side of the terminal
   e. Type in the full Reference Number printed on the back of the card and press "**OK**"
   f. Type in the amount of activation and press "**OK**"
   g. 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. **Performing a Sale transaction**
   a. From the main menu, select Gift
   b. Press "**F1**" for Sale
   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 "**OK**"
   d. Type in the amount of the sale and press "**OK**"
   e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the sale receipt and prompt for the customer copy

3. **Void Transaction (in case a transaction is to be cancelled)**
   a. From the main menu, select Gift
   b. Press the "**A1**" (Home) key and press "**F1**" for Void
   c. Enter the Item Number and press "**OK**"
      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
   d. Enter the amount to void and press "**OK**"
   e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the void receipt and prompt for the customer copy

4. **Performing a gift card credit**
   a. From the main menu, select Gift
   b. Press the "**A1**" (Home) key to go to the next menu
   c. Press "**F2**" for Credit
   d. Enter the Item Number and press "**OK**"
   e. Enter the amount to credit and press "**OK**"
   f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the credit receipt and prompt for the customer copy

5. **Performing a Balance Inquiry**
   a. From the main menu, select Gift
   b. Press "**F4**" for Balance Inquiry
   c. Press "**F1**" to see the balance on the card or "**F2**" to print the Card Detail
   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 "**OK**"
   e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It displays the balance on the screen if the "**F1**" option was selected or prints a card report if the "**F2**" option selected

6. **Batch Close**
   a. From the main menu, select Gift
   b. Press the "**A1**" (Home) key twice, to display the third menu
   c. Press "**F1**" for Batch Close
   d. Press "**F1**" to confirm
   e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It displays the balance on the screen if the "F1" option was selected or prints a card report if the "F2" option selected

7. **Performing a Balance Increase**
   a. From the main menu, select Gift
   b. Press "**F3**" for Balance Increase
   c. Press "**F1**" to Increase Purchase or "**F2**" to Increase Store Credit
   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 "**OK**"
   e. Enter the amount to Increase and press "**OK**"
   f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the balance increase receipt and prompt for the customer copy

8. **Transferring a gift card balance**
   a. From the main menu, select Gift
   b. Press the "**A1**" (Home) key to go to the next menu
   c. Press "**F3**" to select Balance Transfer
   d. Swipe the card which the balance is to be transferred from
   e. Swipe the card on which the balance is to be transferred to (This card must be Activated)
   f. 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

9. **Adjusting Card Balance**
   a. From the main menu, select Gift
   b. Press the "**A1**" (Home) key to go to the next menu
   c. Press "**F4**" for Adjust
   d. Enter the Manager Password and press "**OK**"
   e. Press "**F1**" to increase value or "**F2**" for remove value
   f. 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 "**OK**"
   g. Type in the amount of the adjustment and press "**OK**"
   h. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the adjustment receipt and prompt for the customer copy

10. **Reprint Receipt (in case there was a printer problem)**
    a. From the main menu, select Gift
    b. Press the "**A1**" (Home) key twice, to display the third menu
    c. Press "**F2**" for Reprint
    d. Enter the Item Number to reprint a particular transaction or press "**OK**" 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

11. **Printing a Batch Summary or Host Detail Report**
    a. From the main menu, select Gift
    b. Press the "**A1**" (Home) key twice, to display the third menu
    c. Press "**F3**" for Reports and "**F1**" for Batch Summary or "**F2**" for Host Detail
    d. Enter the required date in **mmddyy** format and press "**OK**" (or press "**OK**" for current information)
    e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) and prints the batch report

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