

# Secure Payment Systems

## THALES TALENTO GIFT CARD INSTRUCTIONS

SECURE payment systems customer service 888-313-7842

### 1. Press the # 5 button to scroll through the payment options:

- a. **Activate** (for issuing/activating a new card)
- b. **Sale** (for when a customer wants to use their card to make a purchase)
- c. **Void** (for when a customer returns merchandise purchased using a card or for when a customer wants to reverse an activation prior to a batch closing)

Pressing the → button allows you to view three more options:

- d. **Bal Inq/Card Detail** (for performing a balance inquiry or printing historical transaction data for a given card)
- e. **Detail Report** (for printing detail transaction data relating to the current open batch)
- f. **Increase/Transfer** (for performing a balance increase or balance transfer function)

Pressing the → button allows you to view two more options:

- g. **Reprint** (this feature is not functional; however, for a duplicate receipt of the last transaction run on the machine please select the blue "Reprint Last" key)
- h. **Mgr Password** (for creating/viewing/deleting manager passwords to control card activations)

### 2. ACTIVATION – Please press the blue button underneath Activation

"Master / MGR Password" (if this option is turned on). Please type a password and press enter.

- 1. **Purchase Card** – Press 1 if the customer is purchasing a gift card
- 2. **Store Credit** - Press 2 if the customer is being given a gift card as a "store credit" / "refund"

**Please Swipe the Card** (If a bad read the card may not be manually entered on an activation)

**Enter Reference #** – Manually type the Activation Reference Number and press enter

**Total \$ Amount** - Please type in the Activation amount and then press enter

**Displayed Amount OK ?** **Cancel** if NO / **Enter** if YES

### 3. SALE – Press the blue button underneath Sale and then please swipe the card to display:

- a. **Total \$ Amount** type the \$ amount, press enter: **Displayed \$ Amount OK ?** **Cancel** if NO / **Enter** if YES

### 4. Void – Press the blue button underneath Void to view the display: **1 = Void / 2 = Credit**

- a. **Press either 1 (Void) or 2 (Credit)** **Note:** A void can be performed only if the batch is still open
- b. **Enter Item #** then press enter
- c. **Total \$ Amount** type the \$ amount, press enter: **Displayed \$ Amount OK ?** **Cancel** if NO / **Enter** if YES

### 5. Balance Inquiry / Card Detail History – Press the blue button underneath Inq/Detail, and then select either:

- a. **1 = Balance Inquiry** – Swipe Card to view the current real-time card balance
- b. **2 = Card Detail** – Swipe Card to view a printed report displaying all historical transactions for the card

### 6. Host Detail Report – Press the blue button underneath Detail Report ... Either enter the date mmddyy of the batch detail you wish to view or press enter for today's open batch (you do not need to enter the date for an open batch).

### 7. Balance Increase / Balance Transfer – Press the blue button underneath INC/XFER and then select from:

- a. **1 = Balance Increase** - Swipe Card,  
**Total \$ Amount** type the \$ amount, press enter: **Displayed \$ Amount OK ?** **Cancel** if NO / **Enter** if YES
- b. **2 = Balance Transfer** - Swipe Old Card, then Swipe New Card

### 8. Reprint – Press the blue button underneath Reprint, type in the item number, and then press Enter

### 9. Mgr Password – Press the blue button underneath Mgr Psswr, and enter the Master Password to view:

- a. **New Password** – Press enter to create a Manager Password
- b. **Delete Password** – Press enter to delete an existing Manager Password
- c. **View Passwords** – Press enter to view existing Manager Passwords

### 10. Batch Close - Press the Close Button ... You will see displayed: **"Are You Sure"** Please press Yes. The terminal will dial all host processors, close all open credit/debit/check/gift batches and print the batch closing summaries.

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