1.   **Activating a Loyalty Card**

   a.   From the main menu, select Loyalty
   b.   Press "**F1**" for Activation
   c.   Swipe the card through the slot on the right side of the terminal
   d.   Enter the full Reference Number printed on the back of the card and press "**ENTER**"
   e.   Select "BUY ITEM" ("**F3**")if purchasing from consumer or select "SOLD ITEM" ("**F4**") if selling to consumer
   f.   Enter the amount of activation and press "**ENTER**"
   g.   Terminal begins Dialing / IP 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.   **Add Points**

   a.   From the main menu, select Loyalty
   b.   Press "**F2**" for Add Points
   c.   Swipe the card through the slot on the right side of the terminal or enter the card Reference Number printed on the back of the card and press "**ENTER**"
   d.   Select "BUY ITEM" ("**F3**")if purchasing from consumer or select "SOLD ITEM" ("**F4**") if selling to consumer
   e.   Enter the amount of the purchase and press "**ENTER**"
   f.   Terminal begins Dialing / IP 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.   **Performing a Balance Inquiry**

   a.   From the main menu, select Loyalty
   b.   Press "**F4**" for Balance Inquiry
   c.   Press "**F3**" for Balance Inquiry or "**F4**" for Card Detail
   d.   Swipe the card through the slot on the right side of the terminal or enter the card Reference Number printed on the back of the card and press "**ENTER**"
   e.   Terminal begins Dialing / IP sequence (Dialing, Connecting, Receiving, Transmitting etc.) It displays the balance on the screen if "**F3**" was selected or prints card report if "**F4**" was selected

4.   **Transferring a Card Balance**

   a.   From the main menu, select Loyalty
   b.   Press the purple key corresponding to the "MORE" option to go to the next menu
   c.   Press "**F1**" for Transfer
   d.   Swipe the card or enter the card Reference Number printed on the back of the card which the balance is to be transferred from and press "**ENTER**"
   e.   Swipe the card on which the balance is to be transferred to (**This card must be Active**)
   f.   Terminal begins Dialing / IP 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

5.   **Subtract** (to remove points directly)

   a.   From the main menu, select Loyalty
   b.   Press the purple key corresponding to the "MORE" option to go to the next menu

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c. Press "**F2**" for Subtract

d. Enter the Manager Password and press "**ENTER**"

e. Swipe the card through the slot on the right side of the terminal or enter the card Reference Number printed on the back of the card and press "**ENTER**"

f. Press "**F3**" to subtract points from the card balance or "**F4**" to enter the amount value of the points to subtract

g. Enter the number of points or the amount to subtract and press "**ENTER**"

h. Terminal begins Dialing / IP sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the sale receipt and prompt for the customer copy

6. **Miscellaneous Administrative Issues**

   a. **Reprint Receipt** (in case there was a printer problem)
      i.   From the main menu, select Loyalty
      ii. Press the purple key corresponding to the "MORE" option
      iii. Press "**F3**" for Reprint
      iv. Enter the Item Number to reprint a particular transaction or press "**ENTER**" to reprint the last transaction
         - If the Item Number is not available, run a Card Detail Report from the Balance Inquiry menu and the Item Number will be displayed on the receipt

   b. **Printing Reports**
      i.   From the main menu, select Loyalty
      ii. Press the purple key corresponding to the "MORE" option
      iii. Press "**F4**" for Reports
      iv. Press "**F1**" for Batch Summary, "**F2**" for Host Detail, or "**F3**" for Card Summary
      v.   Enter the required date in **mmddyy** format and press "**ENTER**"
      vi. Terminal begins Dialing / IP sequence (Dialing, Connecting, Receiving, Transmitting etc.) and prints the requested report

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

   a. From the main menu, select Loyalty
   b. Press the purple key corresponding to the "MORE" option twice
   c. Press "**F1**" for Range Act
   d. Enter the Manager Password and press "**ENTER**"
   e. Swipe the first card in the sequence through the slot on the right side of the terminal
   f. Swipe the last card in the sequence through the slot on the right side of the terminal
   g. Enter the amount of the purchase and press "**ENTER**"
   h. Terminal begins Dialing / IP 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

8. **Setting the Date/Time**

   a. Press "**F2**" and "**F4**" simultaneously
   b. Enter the password (1 ALPHA ALPHA 66831) and press "**ENTER**"
   c. Select "**F3**" for "CLOCK"
   d. Make changes to the date, or scroll down to change the time (in Military Time)
   e. Press "**ENTER**" when finished
   f. Select "**F4**" (RESTART) to exit System Mode