

Secure Payment Systems

Nurit 2085 / 2085+ / 3000 / 3020 GIFT CARD INSTRUCTIONS

SECURE payment systems customer service 888-313-7842

1. **Press the Payment Mode button to scroll through the payment options to find SPS Gift Card:**

- a. Credit
- b. Debit
- c. **SPS Gift Card**

2. **At the SPS Gift Card payment option you will see displayed: SPS Gift Card: Swipe Card ...**

Please swipe the gift card to be activated or used ... You will see: SPS Gift Card 1. Activation

- i. Press 1 or "Enter" to "**Activate**" a new gift card.

You will see "**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"

Enter Ref Num – Manually type the Activation Reference Number printed on back of the gift card

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

- ii. Press 2 to run a "**Sale/Purchase**" using a previously issued gift card. Type the amount and then press enter.
- iii. Press 3 to "**Void**" a previous transaction (if the batch is still open). You will be asked to enter the Item number of the original transaction as well as the \$ amount ... when completed you will see "**Transmitting, Void Accepted**" and a Void receipt will be printed for your records
- iv. Press 4 to "**Credit**" all or part of a previous transaction. You will be asked to enter the Item number of the original transaction as well as the \$ amount to be credited ... when completed you will see "**Transmitting, Credit Accepted**" and a Credit receipt will be printed for your records

v. Press 5 to run a "**Balance Inquiry**" on an existing gift card (a receipt is not printed for this option).

vi. Press 6 to run a "**Card Detail**" report displaying all historical transactions run on that given card.

vii. Press 7 to perform a "**Balance Increase**" for cardholders wishing to put added value on the card.

viii. Press 8 to perform a "**Balance Transfer**" for cardholders wishing to transfer their balance to another gift card of the same retail chain. You will be asked to swipe Card 2 (the card you want the funds to go into).

Note: You may use the arrow buttons to cycle thru all the above options. Simply press Enter at the desired choice.

3. **SPS Batch Close / Host Detail Report / Reprint Receipt Functions / Manager Password Creation**

- a. Press **Batch/Alt** Button ... You will see displayed: "**Choose Host**"
- b. Press the down arrow button to select **SPSGFT** then press Enter
- c. Select the desired function by pressing the down arrow button (or up arrow when reaching the end)

- i. **Close Batch** - press Enter ... you will see "Close Batc

h?" Enter = Yes Escape = No

- ii. **Force Close** - press Enter ... you will see "Force Close?" Enter = Yes Escape = No

iii. **Host Detail** - press Enter ... you will see "Date: **MMDDYY**"
Press Enter for today's batch or type in a date for a report of a different batch date

iv. **Reprint** - press Enter ... you will see "Item Number"
Type in the desired item number of the receipt desired and then press Enter

v. **Password** : Press enter to display "**Master Pass**" Type in the Master Password and press enter:

- 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

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