

**Activation:** Use this function to activate a gift card.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
ACTIVATE RELOAD REDEEM	Touch <b>Activate</b>
SWIPE CARD	Swipe card
ACTIVATE AMOUNT \$0.00	Key amount and touch <b>Enter</b>
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch <b>Yes</b> to print customer receipt.
APPROVED #####	Touch <b>Clear</b> to return to idle prompt

**Redeem:** Use this function to redeem full or partial value from an account.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
ACTIVATE RELOAD REDEEM	Touch <b>Redeem</b>
SWIPE CARD	Swipe card or key account number and touch <b>Enter</b>
REDEEM AMOUNT \$0.00	Key amount and touch <b>Enter</b>
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch <b>Yes</b> to print customer receipt.
APPROVED #####	Touch <b>Clear</b> to return to idle prompt

**Reload:** Use this function to add more value to an already activated card.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
ACTIVATE RELOAD REDEEM	Touch <b>Reload</b>
SWIPE CARD	Swipe card or key account number and touch <b>Enter</b>
RELOAD AMOUNT \$0.00	Key amount and touch <b>Enter</b>
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch <b>Yes</b> to print customer receipt.
APPROVED #####	Touch <b>Clear</b> to return to idle prompt.

**Balance Inquiry:** Use this function to determine the remaining value on a card.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
ACTIVATE RELOAD REDEEM INQUIRY TRANSFER VOID	Touch <b>Inquiry</b>
SWIPE CARD	Swipe card or key account number and touch <b>Enter</b>
DIALING...	Terminal communicates to the host for information.
APPROVED #####	Touch <b>Clear</b> to return to idle prompt

**Balance Transfer:** Use this function to transfer all the value from one card to another non-activated card.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
ACTIVATE RELOAD REDEEM INQUIRY TRANSFER VOID	Touch <b>Transfer</b>
ENTER OLD CARD #	Key account number and touch <b>Enter</b>
SWIPE NEW CARD	Swipe card
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch <b>Yes</b> to print customer receipt.
APPROVED #####	Touch <b>Clear</b> to return to idle prompt

**Close:** Use this function to clear all the current Gift Card transactions in the terminal.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
<BACK MORE>	Touch <b>More</b>
CASHOUT VIEW PRINT REPORT REPORT CLOSE REPRINT SETUP	Touch <b>Close</b>
CLOSE BATCH? YES NO	Touch <b>Yes</b>
PRINTING REPORT...	Close report prints.
GIFT CARD BATCH CLOSE COMPLETE	Touch <b>Clear</b> to return to idle prompt

**Duplicate Receipt:** Use this function to reprint any transaction in the current Gift Card batch.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
<BACK MORE>	Touch <b>More</b>
CASHOUT VIEW PRINT REPORT REPORT CLOSE REPRINT SETUP	Touch <b>Reprint</b>
ENTER TRANS #	Key trans # and touch <b>Enter</b>
PRINT CUSTOMER RECEIPT YES NO	Touch desired option
CASHOUT VIEW PRINT REPORT REPORT CLOSE REPRINT SETUP	Touch <b>X</b> two times to exit

**Reports:** Use this function to print a report of transactions in the current Gift Card batch.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
<BACK MORE>	Touch <b>More</b>
CASHOUT VIEW PRINT REPORT REPORT CLOSE REPRINT SETUP	Touch <b>Print Report</b>
NET TOTALS CARD DETAILS SERVER DETAILS BATCH HISTORY	Touch desired option
TERMINAL MAY PROMPT: CLERK ID	Key clerk id and touch <b>Enter</b>
NET TOTALS CARD DETAILS SERVER DETAILS BATCH HISTORY	Touch <b>X</b> three times to exit

**View Transactions:** Use this function to view transactions in the current Gift Card batch.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
<BACK MORE>	Touch <b>More</b>
CASHOUT VIEW PRINT REPORT REPORT CLOSE REPRINT SETUP	Touch <b>View Report</b>
NET CARD SERVER TOTAL DETAIL DETAIL	Touch desired option
TERMINAL MAY PROMPT: ENTER TRAN # CLERK ID	Key transaction number and touch <b>Enter</b> Key clerk id and touch <b>Enter</b>
(trans. type) (seq. number) AUTH CODE ##### CLE ### TRACE #### TRACE #### AMOUNT \$\$.\$ < PREV NEXT > <BACK	Touch right/left arrow for next transaction or touch <b>X</b> to return to idle prompt

**Cash Out:** This function allows the consumer to receive all of the stored value on an activated card as cash.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
<BACK MORE>	Touch <b>More</b>
CASHOUT VIEW PRINT REPORT REPORT CLOSE REPRINT SETUP	Touch <b>Cash Out</b>
SWIPE CARD	Swipe card or key account number and touch <b>Enter</b>
DIALING...	Terminal communicates to the host for approval.
APPROVED ##### PAYOUT \$\$.\$	Terminal displays total payout amount.
PRINT CUSTOMER RECEIPT YES NO	Touch <b>Yes</b> to print customer receipt.
APPROVED ##### PAYOUT \$\$.\$	Touch <b>Clear</b> to return to idle prompt.

**Void:** Use this procedure to void a previous Gift Card transaction in the current batch.

IDLE PROMPT	Touch <b>Gift</b>
TERMINAL MAY PROMPT: PARENT CHILD	Touch desired option
ACTIVATE RELOAD REDEEM INQUIRY TRANSFER VOID <BACK MORE>	Touch <b>Void</b>
VOID ACTIVATE VOID RELOAD VOID REDEEM VOID CASHOUT	Touch desired option
SWIPE CARD	Swipe card or key account number and touch <b>Enter</b>
VOID AMOUNT \$0.00	Key amount and touch <b>Enter</b>
DIALING...	Terminal communicates to the host for approval.
PRINT CUSTOMER RECEIPT YES NO	Touch <b>Yes</b> to print customer receipt.
APPROVED #####	Touch <b>Clear</b> to return to idle prompt

## FIRST DATA GIFT CARD FD300® QUICK REFERENCE GUIDE



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