Secure Payment Systems
Omni/Vx GIFT CARD INSTRUCTIONS

1. Activating a Gift Card
   a. From the main menu, select Gift
   b. Press "F2" for Activation
   c. Press "F3" for Activate Purchase or "F4" for Activate Store Credit
   d. Swipe the card through the slot on the right side of the terminal and press "ENTER"
   e. Type in the full Reference Number printed on the back of the card and press "ENTER"
   f. Type in the amount of activation and press "ENTER"
   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 "ENTER"
   d. Type in the amount of the sale and press "ENTER"
   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 purple key corresponding to the "MORE" key and press "F1" for Void
   c. Enter the Item Number and press "ENTER"
   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 "ENTER"

4. Crediting a gift card sale
   a. From the main menu, select Gift
   b. Press the purple key corresponding to the "MORE" option to go to the next menu
   c. Press "F2" for Credit
   d. Enter the Item Number and press "ENTER"
   e. Enter the amount to credit and press "ENTER"
   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 "F2" to see the balance on the card or "F4" to print the Card Detail
   d. If CASH BACK is enabled, press "F1" to see Purchased value or press "F2" to see Store Credit value
   e. 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 "ENTER"
   f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It displays the balance on the screen if the "F3" option was selected or prints a card report if the "F4" option selected

6. Performing a Balance Increase
   a. From the main menu, select Gift
   b. Press "F3" for Balance Increase
   c. Press "F3" to Increase Purchase or "F4" 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 "ENTER"
   e. Enter the amount to Increase and press "ENTER"
   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

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7. Transferring a gift card balance
   a. From the main menu, select Gift
   b. Press the purple key corresponding to the “MORE” option 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

8. Reprint Receipt (in case there was a printer problem)
   a. From the main menu, select Gift
   b. Press the purple key corresponding to the “MORE” option until Gift-3 menu appears on screen
   c. Press “F2” for Reprint
   d. Enter the Item Number to reprint a particular transaction or press “ENTER” 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

9. Batch Close
   a. From the main menu, select Gift
   b. Press the purple key corresponding to the “MORE” option until Gift-3 menu appears on screen
   c. Press “F1” for Close
   d. Press “F1” to confirm Batch Close

10. Printing Reports
    a. From the main menu, select Gift
    b. Press the purple key corresponding to the “MORE” option until Gift-3 menu appears on screen
    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 “ENTER”
    e. Enter the 9-digit Batch Number and press “ENTER” to print a specific batch
    f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) and prints the Batch Summary Report

11. Adjusting the balance of a Gift Card (To add or remove value as neither Purchase nor Store Credit)
    a. From the main menu, select Gift
    b. Press the purple key corresponding to the “MORE” option to go to the next menu
    c. Press “F3” for Adjust and enter the Manager Password and press “ENTER”
    d. Press “F3” for Increase or “F4” for Decrease
       (If mandated by State Law, Cash Back is also available on this menu)
    e. 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 “ENTER”
    f. Enter the amount to Adjust and press “ENTER”
    g. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the balance adjustment receipt and prompt for the customer copy

12. Range Activation (If allowed, to activate from 2 to 100 cards with the same value)
    a. From the main menu, select Gift
    b. Press the purple key corresponding to the “MORE” option until Gift-3 menu appears on screen
    c. Press “F4” for Range Act, enter the Manager Password and press “ENTER”
    d. Press “F3” for Purchase or press “F4” for Store Credit
    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 to Activate the range for and press “ENTER”
    h. Press “F3” to confirm the amount shown on the display
    i. Terminal begins Dialing 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

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