Secure Payment Systems Electronic Gift Card Procedures

Terminal Procedures - VeriFone Zon Jr XL, Tranz 330 / 380 / 380 x 2 / 460

Note: if a Tranz device with **Electronic Check Truncation** then the Gift Card menu of functions appears on key # 9

Terminal Functionality	Prompting Sequence
(1) Activation	swipe card, enter reference #, enter amount
(2) Sale / Purchase	swipe card, enter amount
(3) Void / Credit	1-void …. enter item #, swipe card, enter amount 2-credit …. enter item #, swipe card, enter amount
(4) Inquiry	1 – balance inquiry (swipe card) 2 – card detail (swipe card)
(5) Host Detail Report	enter mmddyy (or press enter for current batch)
(6) Close Batch	close batch 1-yes 2-no
(7) Unused	reserved for SPS check authorization service
(8) Balance Increase / Balance Transfer	1 – bal increase swipe card, enter amount 2 – bal transfer swipe old card, swipe new card
(9) Reprint Receipt	enter item # (or press enter for last receipt)

o To replace a card with a bad mag strip activate a new card for $0 and perform a balance transfer to the new card. At the "swipe card 1" prompt you may manually enter the reference number on the back of the card with the bad mag strip.

For Customer Service: Dial 1-888-313-7842 then press 2 at the menu prompt

Use of Passwords:

To create Manager Passwords for control of card activations a Master Password must be entered when requested. The Master Password is downloaded into the terminal by Secure Payment Systems. If a "Master Password" is not loaded as a valid parameter in the download then a password is not required to activate a gift card. This "Manager Password" or "Master Password" allows the operator to proceed with an "Activation-Purchase Card" or "Activation-In-Store Credit". The password is not required for any other function.

To create Manager Passwords:

Press Function 4 -   **Terminal displays "Master Password" ?**
Owner enters 4 characters alpha/numeric
Terminal displays 4 masked characters as ****
Owner presses enter

Terminal displays

   1.   New Password / 2. Delete Password / 3. View Passwords

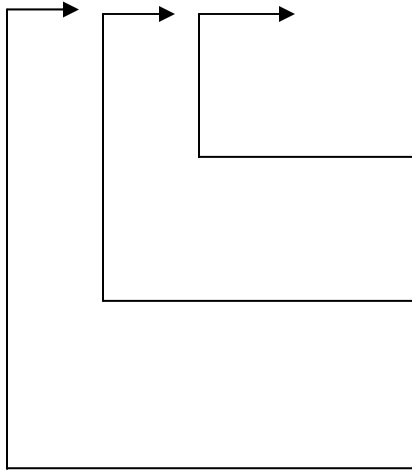 **If (1) then terminal displays: Enter Password**
Owner enters 4 characters alpha/numeric
Terminal displays 4 characters as entered (not masked)
Owner presses enter
Terminal displays **"Password Added"** and returns to above

If (2) then terminal displays: Enter Password
Owner enters 4 characters alpha/numeric
Terminal displays 4 characters as entered (not masked)
Owner presses enter
Terminal displays **"Password Deleted"** and returns to above

If (3) then terminal displays "View Passwords"
Owner presses enter
Terminal displays first stored 4 character password
Owner presses enter
Terminal displays next stored 4 character password
When finished the terminal returns to the password menu shown above