

Use the onscreen “Next” and “Prev” buttons to navigate the Home Menu

1. Activating a Gift Card

- a. From the main menu, select SPS Gift
- b. Touch the “**ACTIVATE**” icon for Activation
- c. Touch “**Regular**” for Activate Purchase or “**In-Store Credit**” for Activate Store Credit
- d. Swipe the card through the slot on the right side of the terminal
- e. Using the keypad, type in the full Reference Number printed on the back of the card and press the green ENTER key
- f. Using the keypad, type in the amount of activation and press the green ENTER key
- g. The terminal will display an approval

2. Performing a Sale transaction

- a. From the main menu, select SPS Gift
- b. Touch the “**SALE**” icon for Sale
- c. Swipe the card through the slot on the right side of the terminal or press the green ENTER key to type the Reference Number printed on the back of the card and press the green ENTER key
- d. Using the keypad, type the amount of the sale and press the green ENTER key
- e. The terminal will display an approval

3. Void Transaction (to cancel a transaction)

- a. From the main menu, select SPS Gift
- b. Touch the “**VOID**” icon for Void
- c. Using the keypad, type the Item Number of the transaction to be voided and press the green ENTER key
- d. Using the keypad, type the amount to void and press the green ENTER key
- e. The terminal will display an approval

4. Performing a gift card credit (to refund part of a transaction)

- a. From the main menu, select SPS Gift
- b. Touch the “**CREDIT**” icon for Credit
- c. Using the keypad, type the Item Number of the transaction to be amended and press the green ENTER key
- d. Using the keypad, type the amount to credit and press the green ENTER key
- e. The terminal will display an approval

5. Performing a Balance Inquiry

- a. From the main menu, select SPS Gift
- b. Touch the “**BALANCE**” icon for Balance Inquiry
- c. Swipe the card through the slot on the right side of the terminal or press the green ENTER key to type the Reference Number printed on the back of the card and press the green ENTER key
- d. The terminal will display the card balance

6. Batch Close

- a. From the main menu, select SPS Gift
- b. Touch the “**CLOSE BATCH**” icon for Batch Close
- c. Touch the “OK” button icon to confirm

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7. Performing an Add Value

- a. From the main menu, select SPS Gift
- b. Touch the “**ADD VALUE**” icon for Balance Increase
- c. Touch “**Add Value (Regular)**” to Increase by Purchase or “**Add Value (Store Credit)**” to Increase by Store Credit
- d. Swipe the card through the slot on the right side of the terminal or press the green ENTER key to type in the Reference Number printed on the back of the card and press the green ENTER key
- e. Enter the amount to Increase and press the green ENTER key
- f. The terminal will display an approval

8. Transferring a gift card balance

- a. From the main menu, select SPS Gift
- b. Touch the “**TRANSFER**” icon for Balance Transfer
- c. Swipe the card the balance will be transferred from through the slot on the right side of the terminal or press the green ENTER key to type the Reference Number printed on the back of the card and press the green ENTER key
- d. Swipe the card the balance will be transferred to through the slot on the right side of the terminal or press the green ENTER key to type the Reference Number printed on the back of the card and press the green ENTER key (This card must be Activated)
- e. The terminal will display an approval

9. Adjusting Card Balance

- a. From the main menu, select SPS Gift
- b. Touch the “**ADJUST**” icon for Adjust
- c. Enter the Merchant Password and touch the onscreen “OK” button
- d. Touch “**Increment**” to increase balance or “**Decrement**” to decrease balance
- e. Swipe the card through the slot on the right side of the terminal or press the green ENTER key to type the Reference Number printed on the back of the card and press the green ENTER key
- f. Using the keypad, type in the amount of the adjustment and press the green ENTER key
- g. The terminal will display an approval

10. Cash Back

- a. From the main menu, select SPS Gift
- b. Touch the “**ADJUST**” icon for Adjust
- c. Enter the Merchant Password and touch the onscreen “OK” button
- d. Touch “**Cash Back**”
- e. Swipe the card through the slot on the right side of the terminal or press the green ENTER key to type the Reference Number printed on the back of the card and press the green ENTER key
- f. Press the green ENTER key to accept the amount shown for Cash Back (press the red CANCEL key to cancel)
- g. The terminal will display an approval