

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

IDLE PROMPT	Touch <b>Gift</b>
ACTIVATE RELOAD REDEEM	Touch <b>Activate</b>
SWIPE CARD	Swipe card
ACTIVATE AMOUNT \$0.00	Key amount and press <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 #####	Press <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>
ACTIVATE RELOAD REDEEM	Touch <b>Redeem</b>
REDEEM PRE POST AUTH AUTH	Touch <b>Redeem</b>
SWIPE CARD	Swipe card or key account number and press <b>Enter</b>
REDEEM AMOUNT \$0.00	Key amount and press <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 #####	Press <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>
ACTIVATE RELOAD REDEEM	Touch <b>Reload</b>
SWIPE CARD	Swipe card or key account number and press <b>Enter</b>
RELOAD AMOUNT \$0.00	Key amount and press <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 #####	Press <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>
CASH INQUIRY TRANSFER OUT	Touch <b>Inquiry</b>
SWIPE CARD	Swipe card or key account number and press <b>Enter</b>
DIALING...	Terminal communicates to the host for information.
APPROVED #####	Press <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>
CASH INQUIRY TRANSFER OUT	Touch <b>Transfer</b>
ENTER OLD CARD #	Key account number and press <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 #####	Press <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>
CLOSE VOID MORE	Touch <b>Close</b>
CLOSE BATCH? YES NO	Touch <b>Yes</b>
PRINTING REPORT...	Close report prints.
GIFT CARD BATCH CLOSE COMPLETE	Press <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>
CLOSE VOID MORE	Touch <b>More</b>
REPRINT VIEW PRINT RPRT RPRT	Touch <b>Reprint</b>
ENTER TRANS #	Key trans # press <b>Enter</b>
PRINT CUSTOMER RECEIPT YES NO	Touch desired option
REPRINT VIEW PRINT RPRT RPRT	Press <b>Clear</b> three 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>
CLOSE VOID MORE	Touch <b>More</b>
REPRINT VIEW PRINT RPRT RPRT	Touch <b>Print Reports</b>
NET CARD SERVER TOTAL DETAIL BATCH HISTORY	Touch desired option
TERMINAL MAY PROMPT: ENTER CLERK/SERVER #	Key clerk /server number and press <b>Enter</b>
NET CARD SERVER TOTAL DETAIL BATCH HISTORY	Press <b>Clear</b> to exit

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

IDLE PROMPT	Touch <b>Gift</b>
CLOSE VOID MORE	Touch <b>More</b>
REPRINT VIEW PRINT RPRT RPRT	Touch <b>View Reports</b>
NET CARD SERVER TOTAL DETAIL DETAIL	Touch desired option
TERMINAL MAY PROMPT: ENTER TRAN # CLERK/SERVER ID	Key transaction number and press <b>Enter</b> Key clerk /server id and press <b>Enter</b>
{trans. type} {seq. number} AUTH CODE ##### CLK ### TRACE #### AMOUNT \$\$.\$\$ CCCCCCCCCCCCCCCC < >	Touch right/left arrow for next transaction or press <b>Clear</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 **Gift**

CASH INQUIRY TRANSFER OUT Touch **Cash Out**

SWIPE CARD Swipe card or key account number and press **Enter**

DIALING... Terminal communicates to the host for approval.

APPROVED #####  
PAYOUT \$\$. \$\$ Terminal displays total Payout amount.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED #####  
PAYOUT \$\$. \$\$ Press **Clear** to return to idle prompt.

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

IDLE PROMPT Touch **Gift**

CLOSE VOID MORE Touch **Void**

ENTER TRANS # Key transaction number and press **Enter**

VS SALE 00000 #####  
SRV 0000 TRACE #####  
AMOUNT \$0.00  
XXXXXXXXXXXXXXXXXX  
<PREV VOID NEXT> Touch **Void**

VOID TRANS? YES NO Touch **Yes**

DIALING... Terminal communicates to the host for approval.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

**Pre Auth:** Use this function to obtain pre-authorization for an estimated amount.

IDLE PROMPT Touch **Gift**

ACTIVATE RELOAD REDEEM Touch **Redeem**

REDEEM PRE POST AUTH AUTH Touch **Pre Auth**

SWIPE CARD Swipe card or key account number and press **Enter**

PRE-AUTH AMOUNT \$0.00 Key pre-auth amount and press **Enter**

DIALING... Terminal communicates to the host for approval.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

**Post Auth:** Use this function to capture a Voice Authorization or Authorization Only in the current, unsettled batch.

IDLE PROMPT Touch **Gift**

ACTIVATE RELOAD REDEEM Touch **Redeem**

REDEEM PRE POST AUTH AUTH Touch **Post Auth**

ENTER TRANS # Key trans # and press **Enter**

CONFIRM TRANS TRANS # ####  
#####  
YES NO Touch **Yes** to confirm transaction

SALE AMOUNT \$0.00 Key amount and press **Enter**

DIALING... Terminal communicates to the host for approval.

PRINT CUSTOMER RECEIPT YES NO Touch **Yes** to print customer receipt.

APPROVED ##### Press **Clear** to return to idle prompt

# FIRST DATA GIFT CARD FD 400® QUICK REFERENCE GUIDE

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