

NOTE: SOME PROMPTS MAY VARY BASED ON THE TEMRINAL SETUP.

Activation: Use this function to activate a gift card.

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM | Press Activate |
| SWIPE CARD | Swipe card |
| ACTIVATE AMOUNT \$0.00 | Key amount and press Enter |
| CLERK ID | Key clerk number and press Enter |
| DIALING... | Terminal communicates to the host for approval. |
| PRINT CUSTOMER RECEIPT YES NO | Press Yes to print customer receipt. |
| APPROVED ##### | Press Clear to return to idle prompt |

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

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM | Press Redeem |
| SWIPE CARD | Swipe card or key account number and press Enter |
| REDEEM AMOUNT \$0.00 | Key amount and press Enter |
| CLERK ID | Key clerk number and press Enter |
| DIALING... | Terminal communicates to the host for approval. |
| PRINT CUSTOMER RECEIPT YES NO | Press Yes to print customer receipt. |
| APPROVED ##### | Press Clear to return to idle prompt |

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

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM | Press Reload |
| SWIPE CARD | Swipe card or key account number and press Enter |
| RELOAD AMOUNT \$0.00 | Key amount and press Enter |
| CLERK ID | Key clerk number and press Enter |
| DIALING... | Terminal communicates to the host for approval. |
| PRINT CUSTOMER RECEIPT YES NO | Press Yes to print customer receipt. |
| APPROVED ##### | Press Clear to return to idle prompt. |

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

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM BACK INQUIRY MORE | Press Inquiry |
| SWIPE CARD | Swipe card or key account number and press Enter |
| DIALING... | Terminal communicates to the host for information. |
| APPROVED ##### | Press Clear to return to idle prompt |

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

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM BACK INQUIRY MORE | Press More |
| CASHOUT TRANSFER VOID | Press Transfer |
| ENTER OLD CARD # | Key account number and press Enter |
| SWIPE NEW CARD | Swipe card |
| CLERK ID | Key clerk number and press Enter |
| DIALING... | Terminal communicates to the host for approval. |
| PRINT CUSTOMER RECEIPT YES NO | Press Yes to print customer receipt. |
| APPROVED ##### | Press Clear to return to idle prompt |

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

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM BACK MORE | Press More |
| INQUIRY TRANSFER VOID | Press More |
| CLOSE REPRINT SETUP | Press Close |
| CLOSE BATCH? YES NO | Press Yes |
| PRINTING REPORT... | Close report prints. |
| GIFT CARD BATCH CLOSE COMPLETE | Press Clear to return to idle prompt |

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

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM BACK INQUIRY MORE | Press More |
| CASHOUT TRANSFER VOID | Press More |
| REPRINT VIEW PRINT REPORT REPORT | Press Reprint |
| ENTER TRANS # | Key trans # press Enter |
| PRINT CUSTOMER RECEIPT YES NO | Press desired option |
| REPRINT VIEW PRINT REPORT REPORT | Press Clear three times to exit |

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

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM BACK INQUIRY MORE | Press More |
| CASHOUT TRANSFER VOID | Press More |
| REPRINT VIEW PRINT REPORT REPORT | Press Print Report |
| NET CARD SERVER TOTAL DETAIL DETAIL | Press desired option |
| TERMINAL MAY PROMPT: ENTER CLERK # | Key clerk number and press Enter |
| NET CARD SERVER TOTAL DETAIL DETAIL | Press Clear four times to exit |

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

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM BACK INQUIRY MORE | Press More |
| CASHOUT TRANSFER VOID | Press More |
| REPRINT VIEW PRINT REPORT REPORT | Press View Report |
| NET CARD SERVER TOTAL DETAIL DETAIL | Press desired option |
| TERMINAL MAY PROMPT: ENTER TRAN # CLERK ID | Key transaction number and press Enter Key clerk id and press Enter |
| (trans. type) (seq. number) AUTH CODE ##### CLK ### TRACE #### AMOUNT \$\$.\$\$ CCCCCCCCCCCCC < > | Press right/left arrow for next transaction or press Clear to return to idle prompt. |

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

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM BACK INQUIRY MORE | Press More |
| CASHOUT TRANSFER VOID | Press Void |
| ACTIVATE RELOAD REDEEM BACK CASH OUT | Press desired option |
| SWIPE CARD | Swipe card or key account number and press Enter |
| VOID AMOUNT \$0.00 | Key amount and press Enter |
| ENTER CLERK # | Key clerk number and press Enter |
| DIALING... | Terminal communicates to the host for approval. |
| PRINT CUSTOMER RECEIPT YES NO | Press Yes to print customer receipt. |
| APPROVED ##### | Press Clear 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.

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| IDLE PROMPT | Press Gift |
| ACTIVATE RELOAD REDEEM BACK INQUIRY MORE | Press More |
| CASHOUT TRANSFER VOID | Press Cash Out |
| SWIPE CARD | Swipe card or key account number and press Enter |
| ENTER CLERK # | Key clerk number and press Enter |
| DIALING... | Terminal communicates to the host for approval. |
| APPROVED ##### PAYOUT \$\$.\$\$ | Terminal displays total Payout amount. |
| PRINT CUSTOMER RECEIPT YES NO | Press Yes to print customer receipt. |
| APPROVED ##### PAYOUT \$\$.\$\$ | Press Clear to return to idle prompt. |

FIRST DATA GIFT CARD FD SERIES® QUICK REFERENCE GUIDE



Application ID: FDO1001

VOICE AUTHORIZATION NUMBERS

MC/VS _____
 AX _____
 DISCOVER/NOVUS _____
 OTHER _____
 CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____
 FDMSsm Merchant ID (MID) _____
 FDMSsm Terminal ID (TID) _____
 Download Telephone Number _____
 Touch Tone or Rotary Dial _____