

FD Series — FIRST DATA GIFT CARD

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

Activation	
PROMPT	ACTION
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 # and press [ENTER] .
DIALING . . .	Terminal communicates with host for approval.
PRINT CUST RECEIPT YES NO	Press [YES] to print customer receipt.
APPROVED #####	Press [CLEAR] to return to idle prompt.

Reload	
PROMPT	ACTION
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 # and press [ENTER] .
DIALING . . .	Terminal communicates with host for approval.
PRINT CUST RECEIPT YES NO	Press [YES] to print customer receipt.
APPROVED #####	Press [CLEAR] to return to idle prompt.

Redeem To redeem full or partial value from an account.	
PROMPT	ACTION
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 # and press [ENTER] .
DIALING . . .	Terminal communicates with host for approval.
PRINT CUST RECEIPT YES NO	Press [YES] to print customer receipt.
APPROVED #####	Press [CLEAR] to return to idle prompt.

Balance Transfer To transfer all the value from one card to another non-activated card.	
PROMPT	ACTION
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 # and press [ENTER] .
DIALING . . .	Terminal communicates with host for approval.
PRINT CUST RECEIPT YES NO	Press [YES] to print customer receipt.
APPROVED #####	Press [CLEAR] to return to idle prompt.

Balance Inquiry To determine the remaining value on a card.	
PROMPT	ACTION
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 with host for approval.
APPROVED #####	Press [CLEAR] to return to idle prompt.

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

Void	
PROMPT	ACTION
IDLE PROMPT	Press [GIFT] .
ACTIVATE RELOAD REDEEM BACK INQUIRY MORE	Press [MORE] .
CASHOUT TRANSFER VOID	Press [VOID] .
ACTIVATE RELOAD REDEEM BACK INQUIRY MORE	Press desired option.
SWIPE CARD	Swipe card or key account number and press [ENTER] .
VOID AMOUNT \$0.00	Key amount and press [ENTER] .
CLERK ID	Key clerk # and press [ENTER] .
DIALING . . .	Terminal communicates with host for approval.
PRINT CUST RECEIPT YES NO	Press [YES] to print customer receipt.
APPROVED #####	Press [CLEAR] to return to idle prompt.

Duplicate Receipt	
PROMPT	ACTION
IDLE PROMPT	Press [GIFT] .
ACTIVATE RELOAD REDEEM BACK INQUIRY MORE	Press [MORE] two (2) times.
REPRINT VIEW PRINT REPORT REPORT	Press [REPRINT] .
ENTER TRANS #	Key trans # and press [ENTER] .
PRINT CUST RECEIPT YES NO	Press [YES] to print customer receipt.
REPRINT VIEW PRINT REPORT REPORT	Press [CLEAR] three (3) times to return to idle prompt.

Close	
This is only necessary if Auto Close is disabled.	
PROMPT	ACTION
IDLE PROMPT	Press [GIFT] .
ACTIVATE RELOAD REDEEM BACK INQUIRY MORE	Press [MORE] two (2) times.
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.

View Transactions & Reports	
To view transactions and reports in the current Gift Card batch.	
PROMPT	ACTION
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] or press [PRINT 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 #} AUTH CODE ##### CLK ### TRACE ### AMOUNT \$0.00	Press right/left arrow for next transaction. Press [CLEAR] to return
NET CARD SERVER TOTAL DETAIL DETAIL	Press [CLEAR] four (4) times to return to idle prompt.

Cash Out	
Allows the consumer to receive the balance of the store value on an activated card as cash.	
PROMPT	ACTION
IDLE PROMPT	Press [GIFT] .
ACTIVATE RELOAD REDEEM BACK INQUIRY MORE	Press [MORE] .
CASHOUT TRANSFER VOID	Press [CASHOUT] .
SWIPE CARD	Swipe card or key account number and press [ENTER] .
CLERK ID	Key clerk # and press [ENTER] .
DIALING . . .	Terminal communicates with host for approval.
APPROVED ##### PAYOUT \$0.00	Terminal displays total payout amount.
PRINT CUST RECEIPT YES NO	Press [YES] to print customer receipt.
APPROVED #####	Press [CLEAR] to return to idle prompt.