



Hypercom T4200 Series  
Gift Quick Reference Card  
Help Desk: 1-800-859-5965

GIFT SALE	
Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Swipe card.
<b>Or Key Manually</b>	
Swipe Customer Card Or Enter Card Number	2. Card num. + <b>(Enter)</b>
Enter Password <If prompted>	3. Password + <b>(Enter)</b>
Enter Cashier/Server Number <If prompted>	4. Cashier/Server num. + <b>(Enter)</b>
Enter Table I.D. Number <If prompted>	5. Table I.D. num. + <b>(Enter)</b>
Enter Ticket Number <If prompted>	6. Ticket num. + <b>(Enter)</b>
Amount \$x.xx	7. Sale amount + <b>(Enter)</b>
Tip Amount \$x.xx <If prompted>	8. Tip amount + <b>(Enter)</b>
Total \$x.xx Correct? Yes or No	9. Select an option: • If total is correct, press <b>(Enter)</b> • If total is incorrect, press <b>(Clear)</b> and return to Step 7.
Enter Invoice Number <If prompted>	10. Invoice num. + <b>(Enter)</b>
Comms	11. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	12. Press <b>(Enter)</b> for customer receipt.

GIFT VOID SALE	
Screen Prompt	Action
<b>Note:</b> If the Invoice Number is unknown, you must void using the <b>Batch Review</b> instructions.	
Swipe Customer Card Or Enter Card Number	1. Press <b>(Enter)</b> . Select <b>Batch</b> and then scroll to <b>Void</b> .
Enter Password <If prompted>	2. Password + <b>(Enter)</b>
Last Invoice	3. Select an option: • To retrieve last transaction processed, select <b>Last</b> and skip step 4. • To retrieve a transaction by invoice number, select <b>Invoice</b> .
Enter Invoice Number	4. Invoice num. + <b>(Enter)</b>
INV:xxxxxx \$x.xx Correct? Yes or No	5. Press <b>(Yes)</b> to void the transaction.
Comms	6. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	7. Press <b>(Enter)</b> for customer receipt.

GIFT ACTIVATION	
Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Press <b>(Enter)</b> . Select <b>Transaction</b> and then scroll to <b>Gift</b> .
Add Value Activate Balance Inquiry Void Add Value	2. Select <b>Activate</b> .
Enter Password <If prompted>	3. Password + <b>(Enter)</b>
Swipe Customer Card Or Enter Card Number	4. Swipe card.
Or Key Manually	
Enter Card Number Or Swipe Customer Card	5. Card num. + <b>(Enter)</b>
Enter Cashier/Server Number <If prompted>	6. Cashier/Server num. + <b>(Enter)</b>
Amount \$x.xx	7. Activate amount + <b>(Enter)</b>
Enter Invoice Number <If prompted>	8. Invoice num. + <b>(Enter)</b>
Comms	9. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	10. Press <b>(Enter)</b> for customer receipt.

GIFT ADD VALUE	
Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Press <b>(Enter)</b> . Select <b>Transaction</b> and then scroll to <b>Gift</b> .
Add Value Activate Balance Inquiry Void Add Value	2. Select <b>Add Value</b> .
Enter Password <If prompted>	3. Password + <b>(Enter)</b>
Swipe Customer Card Or Enter Card Number	4. Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	5. Card num. + <b>(Enter)</b>
Enter Cashier/Server Number <If prompted>	6. Cashier/Server num. + <b>(Enter)</b>
Amount \$x.xx	7. Add Value amount + <b>(Enter)</b>
Enter Invoice Number <If prompted>	8. Invoice num. + <b>(Enter)</b>
Comms	9. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	10. Press <b>(Enter)</b> for customer receipt.

GIFT VOID ADD VALUE	
Screen Prompt	Action
<b>Note:</b> A Gift Void Add Value must be the next transaction performed on the gift card after a Gift Add Value and the same amount to be successful. Gift Void Activations are performed using this same method and follow the same rules.	
Swipe Customer Card Or Enter Card Number	1. Press <b>(Enter)</b> . Select <b>Transaction</b> and then scroll to <b>Gift</b> .
Add Value Activate Balance Inquiry Void Add Value	2. Scroll to <b>Void Add Value</b> and select.
Enter Password <If prompted>	3. <b>Password + (Enter)</b>
Swipe Customer Card Or Enter Card Number	4. Swipe card.
<b>Or Key Manually</b>	
Swipe Customer Card Or Enter Card Number	5. <b>Card num. + (Enter)</b>
Enter Cashier/Server Number <If prompted>	6. <b>Cashier/Server num. + (Enter)</b>
Amount \$x.xx	7. <b>Add Value amount + (Enter)</b>
Enter Invoice Number <If prompted>	8. <b>Invoice num. + (Enter)</b>
Comms	9. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	10. Press <b>(Enter)</b> for customer receipt.

GIFT PARTIAL AUTHORIZATION SALE	
Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Swipe card.
<b>Or Key Manually</b>	
Swipe Customer Card Or Enter Card Number	2. <b>Card num. + (Enter)</b>
Enter Password <If prompted>	3. <b>Password + (Enter)</b>
Enter Cashier/Server Number <If prompted>	4. <b>Cashier/Server num. + (Enter)</b>
Enter Table I.D. Number <If prompted>	5. <b>Table I.D. num. + (Enter)</b>
Enter Ticket Number <If prompted>	6. <b>Ticket num. + (Enter)</b>
Amount \$x.xx	7. <b>Transaction amount + (Enter)</b>
Tip Amount \$x.xx <If prompted>	8. <b>Tip amount + (Enter)</b>
Total \$x.xx Correct? Yes or No	9. Select an option: •If total is correct, press <b>(Enter)</b> •If total is incorrect, press <b>(Clear)</b> and return to Step 7.
Enter Invoice Number <If prompted>	10. <b>Invoice num. + (Enter)</b>
<b>Comms</b>	
Total Exceeds Card Value AMOUNT DUE= \$x.xx Reject Accept	11. Select an option: •To return partially authorized funds to the card, select <b>Reject</b> . No Receipt prints when <b>Reject</b> is selected. •To accept partial authorized amount and print the receipt, select <b>Accept</b> .
Press Any Key to Print Customer Receipt	12. Press <b>(Enter)</b> for customer receipt.

GIFT BALANCE INQUIRY	
Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press <b>(Enter)</b> . Select <b>Transaction</b> and then scroll to <b>Gift</b> .
Add Value Activate Balance Inquiry Void Add Value	2. Select <b>Balance Inquiry</b> .
Enter Password <If prompted>	3. <b>Password + (Enter)</b>
Swipe Customer Card Or Enter Card Number	4. Swipe card.
<b>Or Key Manually</b>	
Swipe Customer Card Or Enter Card Number	5. <b>Card num. + (Enter)</b>
Enter Cashier/Server Number <If prompted>	6. <b>Cashier/Server num. + (Enter)</b>
Comms	7. Terminal contacts Host and receipt prints.

REPORTS	
Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press <b>(Reports)</b> .
Enter Password <If prompted>	1. <b>Password + (Enter)</b>
Audit Summary Cashier/Server Tips - Restaurant Mode Tip Discount - Restaurant Mode Reprint Open Tabs - Restaurant Mode Performance Configuration History	2. Select <b>report type</b>
<b>Audit Report (Detail + Totals)</b>	
All Hosts RBSLYNK Cash AMEX PIP <If Active>	3. Select desired host.
Scanning Batch	4. Terminal prints reports.
<i>Continued in next column..</i>	
<b>Summary Report (Totals Only)</b>	
Scanning Batch	5. Terminal prints report.

BATCH SETTLE	
Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1.Press <b>(Settle)</b>
Enter Password <If prompted>	2. <b>Password + (Enter)</b>
Scanning Batch	<i>Terminal scans for batch totals</i>
Sales Total \$X.XX Correct?	3. Press <b>Yes</b> to confirm.
Refund Total \$X.XX Correct?	4. Press <b>Yes</b> to confirm.
Comms	<i>Terminal contacts hosts</i>
Batch Closed	<i>Settlement is complete</i>
Scanning Batch	<i>Settlement report is printed</i>