

#### SELL/ACTIVATE A CARD

To sell or activate a card:

1. Press **[5]**.
2. Type your **user ID**.
3. Enter the **payment type** used for purchase.
4. Swipe the card.
5. Type the **amount** being added to the card.
6. Press **[ENTER]**

If **approved**, the terminal prints a receipt and displays an authorization number.

If **declined**, the terminal displays a denial code (see **Denial Codes**).

#### DEACTIVATE/CANCEL A CARD

Deactivating or cancelling a card will remove funds from a card.

1. Press **[6]**
2. Type your **user ID**.
3. Enter the **payment type** for refund.
4. Swipe the card.
5. Type the dollar amount you want to remove from the card.  
**Important!** This amount must equal the amount that was loaded!

If **approved**, the terminal will print a receipt verifying the amount removed from the card.

If **declined**, the terminal will display a denial code (see **Denial Codes**).

#### CHECK A CARD BALANCE

This function is used to obtain a current card balance for a cardholder.

1. Press **[8]**
2. Swipe the card.

The terminal will print a receipt with the card balance. If the transaction is not successful, the terminal will display a denial code.

#### ADD VALUE TO A CARD

To add additional value to a card:

1. Press **[7]**
2. Type your **user ID**.
3. Enter the **payment type** used for purchase.
4. Swipe the card.
5. Enter the **dollar amount** being added to the card.
6. Press **[ENTER]**

If **approved**, the terminal prints a receipt and displays an authorization number.

If **declined**, the terminal displays a denial code (see **Denial Codes**).

#### LOCK/UNLOCK THE TERMINAL

A unique password is required for locking and unlocking the terminal. The password for both unlocking and locking will be identical.

1. Press **[ENTER] + [5]**. The terminal displays the current **status** and prompts you to either **lock** or **unlock** the terminal.
2. Type the lock/unlock password.

When the terminal is locked, it will displayed the message **TERM LOCKED** if someone attempts to perform a transaction.

#### CLOSE OUT AT END OF THE DAY

To close out the terminal at the end of the day:

1. Press **[ENTER] + [1]**.
2. Select **Detail** and do not clear totals.
3. Run the report again choosing **totals** and then clear batch totals.

The terminal will display **Batch totals processing** and then run a continuous report of the daily activity. The reports must be run and the totals cleared at the end of each day to balance sales.

#### DENIAL CODES

Denial Code	Meaning
<b>0014</b>	Password invalid
<b>0041</b>	Not enough funds in the Program
<b>0043</b>	Activation amount is above the user limit
<b>0096</b>	Void Amount does not equal activation amount
<b>0097</b>	Void Activation – Card Activation not found
<b>0098</b>	Invalid username

#### ORDERING MORE SUPPLIES

To order more supplies, please call 1-800-859-5965.