

To order *How to Use Gift Card* and *How to Balance Gift Card* quick reference guides specific to your terminal, contact the Help Desk at 1-800-859-5965

#### ACTIVATE OR RELOAD A GIFT CARD CARD

*Note: The transaction is denied if the amount entered exceeds the maximum activation limit.*

##### For terminals with Swipe Redeem

1. From **Main menu** select **Gift Card**.
2. Select **Activate**.
3. Swipe/key card # that begins **6034 1190**.  
*On some terminals swipe/key, then select Activate.*
4. Type **amount** to be added.
5. If prompted, type any valid **MM/YY**.
6. Follow any additional prompts.
7. Receipt prints the new balance.

##### For terminals without Swipe Redeem

1. Using a credit card transaction, type the card number beginning 6034 1170.
2. Type **amount** to be added.
3. If prompted, type any valid **MM/YY**.
4. Follow any additional prompts.
5. Receipt prints the new balance.

#### PURCHASE TRANSACTION USING GIFT CARD

*Notes:*

- *The transaction is denied if the amount entered exceeds the card balance.*
- *Any tip adjustment in excess of the card balance cannot be collected.*

1. Depending on the terminal, swipe/key card # that begins **6034 1190**.
2. Follow prompts, including keying the **sale amount**.
3. Receipt prints the **new balance**.

#### BALANCE INQUIRY

##### For terminals with Swipe Activation

1. From Main menu select **Gift Card**.
2. Select the **Balance** option.
3. Swipe/key card # that begins **6034 1190**.  
*On some terminals swipe/key, then select Balance.*
4. Follow any additional prompts.
5. Receipt prints the card balance.

#### VOID ACTIVATE OR VOID RELOAD

*Notes:*

- *The Void Activation must be the NEXT transaction after the activation and for the same amount as the Activation transaction.*
- *For the merchant's protection all Gift Card transactions affect the card balance immediately.*

##### For terminals with Swipe, Void Activate, or Void Reload

1. From Main menu select **Gift Card**.
2. Select **Void**.
3. Swipe/key card # that begins **6034 1190**.  
*On some terminals swipe/key, then select Void.*
4. Type **amount** keyed at Activation.
5. Follow any additional prompts.
6. Receipt prints the new balance.

##### For terminals without Swipe, Void Activate, or Void Reload

1. Using a credit card transaction, type the 16-digit card number beginning 6034 1190 and replace the 7th-8th digits with **82**. (6034 1182 xxxx xxxx)
2. Type **amount** keyed at Activation.
3. If prompted, type any valid **MM/YY** for expiration date.
4. Follow any additional prompts.
5. Receipt prints the new balance.