HARBORTOUCH

GIFT CARD FUNCTIONS

GIFT CARD SALE

1. Turn key to REG
2. If quantity of product being sold is one, skip to step #4
3. If quantity of product being sold is greater than one, enter quantity using the Numeric Keypad and then press the **X For/Date Time** key
4. Press the Product/Department key corresponding to all of the products purchased or enter price using the Numeric Keypad
5. Press **SUBTOTAL** to display amount of sale
6. Press the Gift Card Sale button
7. Screen will display "Processing", external device will display "Swipe/Enter"
8. Swipe Card
9. Amount will display as well as asking to confirm or cancel
10. Press **1** on external device to confirm, press **2** to cancel
11. Device will connect and process card
12. Drawer will open and receipt will print

CHECK GIFT CARD BALANCE

1. Press "Gift Tender" in REG mode
2. The payment device will prompt to swipe card or enter the gift card number

MANUALLY ENTERED GIFT CARD SALE

1. Turn key to REG
2. If quantity of product being sold is one, skip to step #4
3. If quantity of product being sold is greater than one, enter quantity using the Numeric Keypad and then press the X For/Date Time key
4. Press the Product/Department key corresponding to all of the products purchased or enter price using the Numeric Keypad
5. Press **SUBTOTAL** to display amount of sale
6. Press the **ENTER** key. Screen will display "Account #"
7. Using Numeric Keypad, enter credit card number and press **ENTER** when complete
8. Screen will display "Enter EXP (MMYY)". Using Numeric Keypad, enter expiration (there is no actual exp date so use a future date)
9. Screen will display "Please Tender". Press the Gift Card Sale key
10. Screen will display "Processing" and credit card terminal will now prompt "1. Confirm" or "2. Cancel"
11. Press **1** on credit card terminal to confirm, press **2** to cancel
12. Device will connect and process card, the drawer will open and receipt will print

MISCELLANEOUS GIFT CARD TRANSACTIONS

To access all other gift transactions, press the "Gift Menu" key and follow the prompts on the payment device. This will give the following additional options:

1. Activation
2. Add Value
3. Void
4. Deactivate
5. Replace