

## HYPERCOM OPTIMUM T4 SERIES

Customer Service: 800-201-0461  
24-Hour Technical Support: 800-632-1888

- Select the **GIFTCARD** button.
- Select **Gift**. Press **1** on keypad.

### ACTIVATION

**ACTION:**

1. Press 2 on keypad for Activate/Deactivate.
2. Press 1 on keypad to Activate.
3. Enter password if prompted\*, press green ENTER key.
4. Enter Cashier ID if prompted, press green ENTER key.
5. Swipe or manually key in card number.
6. Enter amount, press green ENTER key.

**DESCRIPTION:**

ACTIVATION: Places value on a card for the first time.

### ADD VALUE TO A CARD

**ACTION:**

1. Press 3 on keypad to Add Value.
2. Enter password if prompted\*, press green ENTER key.
3. Enter Cashier ID if prompted, press green ENTER key.
4. Swipe or manually key in card number.
5. Enter amount, press green ENTER key.

**DESCRIPTION:**

ADD VALUE: Increases the dollar value of an already active gift card by the amount entered.

### SALE (REDEEM A CARD)

**ACTION:**

1. Press 1 on keypad for Redeem Value.
2. Enter Cashier ID if prompted, press the green ENTER key.
3. Swipe or manually key in card number.
4. Enter amount, press green ENTER key.

### SALE (REDEEM A CARD) *continued*

**DESCRIPTION:**

SALE reduces the dollar value of a gift card by the amount entered.

NSF MESSAGE: If card value is less than the sale amount, an NSF receipt prints showing the available card balance.

SPLIT TENDER: When an "amount due" message is displayed, press any key. A receipt prints showing the amount due

### VOID A CARD TRANSACTION

**ACTION:**

1. Press 4 on keypad for void.
2. Enter password if prompted\*, press the green ENTER key.
3. Enter Cashier ID if prompted, press the green ENTER key.
4. Swipe or manually key in card number.
5. Enter Auth Code, press the green ENTER key.

**DESCRIPTION:**

VOID: Voids the last transaction.

HINT: To void older transactions, use "Add Value" or "Sale" to adjust card's balance to the correct amount. Make a note when you do this for accounting purposes.

### GET CARD BALANCE

**ACTION:**

1. Press 6 on keypad for Balance.
2. Enter Cashier ID if prompted, press the green ENTER key.
3. Swipe or manually key in card number.

**DESCRIPTION:**

BALANCE: Looks up the current value of gift card.

\*Passwords are as follows:  
Load/activate/deactivate = 222222  
Void = 12345

## DEACTIVATE A CARD

*(Card cannot be reused)*

### ACTION:

1. Press 5 on keypad for Activate/Deactivate.
2. Enter password if prompted\*, press green ENTER key.
3. Swipe or manually key in card number.

### DESCRIPTION:

DEACTIVATE: Permanently disables a card with an option to refund the balance to the customer.

## END OF DAY PROCEDURES

### ACTION:

1. Press 3 for Reports.
2. Press 1 for Totals.
3. Press 1 for Gift.
4. Press 1 for Current Day.  
Both Gift and Loyalty will be printed.  
Report will come from terminal.
5. Press "Yes" to clear the Gift/Loyalty card batch or press "No" not to clear the Gift/Loyalty card batch.

### DESCRIPTION:

IMPORTANT: Failure to delete the batch will eventually cause an "out of memory" condition which can result in terminal malfunction and loss of data.

\*Passwords are as follows:

Load/activate/deactivate = 222222

Void = 12345