

All functions below start at the REPORTS Menu

REPRINT A RECEIPT (GIFT OR LOYALTY)

1. Press **1** for **REPRINT**
2. Press **1** to reprint last Gift/Loyalty Card transaction; or press **2** to reprint receipt for specific Invoice # (only available if Invoice # was entered during transaction).
3. Enter Invoice # and/or Select Customer or Merchant receipt

TRANSACTION DETAILS REPORT/CLOSE BATCH

1. Press **2** for **DETAILS**; enter Batch Password if prompted
2. Report prints
3. Press Enter to **CLOSE** the Batch, press Clear for no

BATCH REPORT/CLOSE BATCH

1. Press **3** for **BATCH**; enter Batch Password if prompted
2. Report prints totals for each transaction type.
3. Press Enter to clear the Batch, press Clear for no.

The batch report s will add Issue and Redeem transactions, and will subtract Credits to arrive at the Transaction Total.

The report will print Add/Use Points transactions, but not count them towards the Total.

BATCH REVIEW

1. Press **4** for **BATCH REVIEW**
2. Use buttons next to arrows to scroll through stored transactions
3. Use the REPRINT key on the terminal to reprint a receipt of displayed transaction
4. Select Customer or Merchant receipt



If further help is needed, contact the
TenderCard Helpdesk at
1-800-383-8280, Ext. 2

How to Use TenderCard™ with the Hypercom OPTIMUM T4100 Terminal



To access the TenderCard™ menu, press the button next to the **GIFT CARD** icon on the terminal's main screen, then:

- ◆ Press **1** for **Gift** menu
- ◆ Press **2** for **Loyalty** menu
- ◆ Press **3** to print **Reports** or to Batch

From the menu of any program in the terminal, press the **HOME** key to get back to the terminal's main screen.

All Gift Transactions start at the GIFT Menu

GIFT ISSUE (ACTIVATE/ADD VALUE)

1. Press **1** for **ISSUE**; enter password if prompted
2. Swipe card or manually enter card number
3. Enter dollar amount to add to card, press ENTER; Enter Invoice # and/or Clerk ID if prompted
4. Merchant receipt prints, press ENTER, then Customer receipt prints

GIFT REDEEM (SUBTRACT VALUE)

1. Press **2** for **REDEEM**, enter password if prompted
2. Swipe card or manually enter card number
3. Enter dollar amount to subtract from card, press ENTER; Enter Invoice # and/or Clerk ID if prompted
4. Merchant receipt prints, press ENTER, then Customer receipt prints

*If there are insufficient funds, a receipt will print with the card's available balance.

GIFT CREDIT (ADD VALUE TO EXISTING CARD)

1. Press **3** for **CREDIT**; enter password if prompted
2. Swipe card or manually enter card number
3. Enter dollar amount to add to card; press ENTER; Enter Invoice # and/or Clerk ID if prompted
4. Merchant receipt prints, press ENTER, then Customer receipt prints

GIFT BALANCE INQUIRY

1. Press **4** for **BALANCE**; enter password if prompted
2. Swipe card or manually enter card number; Enter Clerk ID if prompted
3. Merchant receipt prints with available balance; press ENTER, then Customer receipt prints

GIFT CLOSE CARD (VOID CARD)

1. Press **5** for **CLOSE CARD**; enter password if prompted
2. Swipe card or manually enter card number; Enter Clerk ID if prompted
3. Merchant receipt prints, press ENTER, then Customer receipt prints

After completing each transaction, use the ENTER key to return to the *Gift Card Menu* then press the HOME key for the *Main Menu*.

All Loyalty Transactions start at the LOYALTY Menu

LOYALTY ADD POINTS

1. Press **1** for **ADD POINTS**; enter password if prompted
2. Swipe card or manually enter card number
3. Enter points to be added to card (whole numbers only); press ENTER; Enter Invoice # and/or Clerk ID if prompted
4. Merchant receipt prints, press ENTER, then Customer receipt prints

LOYALTY USE POINTS

1. Press **2** for **USE POINTS**; enter password if prompted
2. Swipe card or manually enter card number
3. Enter points to be subtracted from card (whole numbers only); press ENTER; Enter Invoice # and/or Clerk ID if prompted
4. Merchant receipt prints, press ENTER, then Customer receipt prints

*If there are insufficient funds, a receipt will print with the card's available points balance.

LOYALTY BALANCE INQUIRY

1. Press **3** for **BALANCE**; enter password if prompted
2. Swipe card or enter card number; Enter Invoice # and/or Clerk ID if prompted
3. Merchant receipt prints, press ENTER, then Customer receipt prints

LOYALTY CLOSE CARD (VOID CARD)

1. Press **4** for **CLOSE CARD**; enter password if prompted
2. Swipe card or manually enter card number; Enter Invoice # and/or Clerk ID if prompted
3. Merchant receipt prints with available points balance; press ENTER, then Customer receipt prints

After completing each transaction, use the ENTER key to return to the *Gift Card Menu* then press the HOME key for the *Main Menu*.

Detailed reporting, including daily and monthly reports showing individual transactions and card balances,

are available online at

<http://myaccount.imatts.com>.

A user ID and password is required; contact TenderCard™.