

Press the key below **MORE** until **Batch>** displays

REPRINT A RECEIPT (GIFT OR LOYALTY)

1. Press the key below **MORE** until **Batch>** displays
2. Press the key next to **Batch>**
3. Press the key next to **Review Batch**
4. Press the key under **NEXT** until the desired transaction is displayed
5. Press the key under **PRINT**—both Merchant and Customer receipt will print

BATCH CLOSE

1. Press the key below **MORE** until **Batch>** displays
2. Press the key to the right of **Batch>**
3. Press the key to the right of **Close Batch**; Enter password if prompted

This will clear all TenderCard transactions stored in the terminal. This function will also print a **Batch Totals** report.

Detailed reporting, including daily and monthly reports and card activity, are available online at <http://myaccount.imatts.com>.

A user ID and password is required; contact TenderCard.




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

- NOTES -

How to Use TenderCard with the Omni VX 520 POS Terminal



To access the TenderCard menu, press the button to the right of **TENDERCARD** at the terminal's main screen.

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

Note: The ENTER key = 

GIFT ISSUE/ACTIVATE (ADD VALUE)

1. Press the key to the right of **ISSUE**; enter password if prompted
2. Swipe card or enter card number
3. Enter dollar amount to add to card, press ENTER; Enter Clerk ID if prompted
4. Merchant receipt prints, then Customer receipt prints
5. Press * to return to Terminal's main menu

GIFT REDEEM (SUBTRACT VALUE)

1. Press the key to the right of **REDEEM**
 2. Swipe card or enter card number
 3. Enter dollar amount to subtract from card, press ENTER; Enter Clerk ID if prompted
 4. Merchant receipt prints, then Customer receipt prints
 5. Press * to return to Terminal's main menu
- *If there are insufficient funds, a receipt will print with the card's available balance; or, if 'Amount Due Processing' is enabled, the transaction will be authorized, and the terminal will display an amount due and print an amount due on the receipt.

GIFT BALANCE INQUIRY

1. Press the key to the right of **INQUIRY**
2. Swipe card or enter card number; Enter Clerk ID if prompted
3. Customer receipt prints with current balance
4. Press * to return to Terminal's main menu

Reminder: Press  to go back to your Credit Card application!

Press the key below MORE for Loyalty Menu

LOYALTY ACTIVATE/ADD POINTS

1. Press the key to the right of **ADD POINTS**
2. Swipe card or enter card number
3. Enter points to be added to card (whole numbers only); press ENTER; Enter Clerk ID if prompted
4. Merchant receipt prints; then Customer receipt prints
5. Press * to return to Terminal's main menu

LOYALTY USE POINTS

1. Press the key to the right of **USE POINTS**
2. Swipe card or enter card number
3. Enter points to be subtracted from card (whole numbers only); press ENTER; Enter Clerk ID if prompted
4. Merchant receipt prints; then Customer receipt prints
5. Press * to return to Terminal's main menu

LOYALTY BALANCE INQUIRY

1. Press the key to the right of **PTS INQUIRY**
2. Swipe card or enter card number; Enter Clerk ID if prompted
3. Customer receipt prints with available points balance
4. Press * to return to Terminal's main menu

TRANSACTION REPORTS

Press the key to the right of **Reports>**

Select the key next to the desired function:

- ◆ **Batch Totals**—Prints a report of transaction type counts and Totals (this report will also print when performing the Close Batch function)
- ◆ **Batch Detail**—Prints a detailed list of all transactions, amounts, and Totals

The batch reports will add Issue and Redeem transactions, and subtract Credit transactions to arrive at the Total.

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