

TRANSACTION REPORTS

1. Press Reports key, then press 3 for AUDIT REPORT. This will print a list of all transactions in the terminal. Gift Refund transactions will be subtracted from Gift Sale transactions to arrive at the "Total". Issue/Activation transactions are not counted towards the "Total".
2. Press Reports key, then press 4 for SUMMARY REPORT. This will give a total for each transaction type. The "Total" printed on the report receipt subtracts Refunds from Sales. Issue/Activations are not counted towards the "Total".

Credit, Debit, Check and Gift Totals will be combined when printing reports and performing the SETTLE function.

Detailed reporting, including daily and monthly reports showing individual transactions, 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 Hypercom



To Access the TENDERCARD™ GIFT CARD MENU

1. Press FUNCTION 38
2. Press ENTER
3. Press the Arrow key to scroll through functions

To Access the TENDERCARD™ LOYALTY CARD MENU

1. Press FUNCTION 39
2. Press ENTER
3. Press the Arrow key to scroll through functions

GIFT ACTIVATE (ADD VALUE)

1. Press FUNCTION 38, ENTER
2. Press 1 for ACTIVATE, ENTER
3. Swipe card or enter card #, press ENTER
4. Enter dollar amount to be loaded onto card, ENTER
5. Wait for Approval; Receipt prints
6. Press CANCEL to return to main menu

GIFT REDEEM/SALE (SUBTRACT VALUE)

1. Press FUNCTION 38, ENTER
2. Press 3 for SALE, ENTER
3. Swipe card or enter card #, press ENTER
4. Enter dollar amount to be subtracted from card, press ENTER
5. Wait for approval; Receipt prints
6. Press CANCEL to return to main menu

****If in Restaurant mode, a tip and total line will print on the receipt. However, Tip Adjustments are *not* supported. Tips must be rung in as a separate sale.**

GIFT CREDIT (REFUND EXISTING CARD)

1. Press FUNCTION 38, ENTER
2. Press 4 for REFUND, ENTER
3. Swipe card or enter card #, press ENTER
4. Enter dollar amount to be put back on card, ENTER
5. Wait for approval; Receipt prints
6. Press CANCEL to return to main menu

GIFT BALANCE INQUIRY

1. Press FUNCTION 38, ENTER
2. Press 5 for BALANCE INQUIRY, ENTER
3. Swipe card or enter card #, press ENTER
4. Balance will show on screen
5. Receipt prints showing balance available

LOYALTY ACTIVATE/ADD POINTS

1. Press FUNCTION 39, ENTER
2. Press 1 for ACCUMULATION, ENTER
3. Swipe card or enter card #, press ENTER
4. Enter number of points to be added to card, ENTER
*Enter points as dollar amount, but use whole numbers only; *i.e.* 50 points entered as 50.00
5. Wait for approval; Receipt prints
6. Press CANCEL to return to main menu

LOYALTY REDEEM/USE POINTS

1. Press FUNCTION 39, ENTER
2. Press 3 for REDEEM, ENTER
3. Swipe card or enter card #, press ENTER
4. Enter # of points to be subtracted from card, ENTER
*Enter points as dollar amount in whole numbers only; *i.e.* 50 points as 50.00
5. Wait for approval; Receipt prints
6. Press CANCEL to return to main menu

Note: LOYALTY CARD balance inquiries are not available via this terminal. This function is available online through MyAccount at <http://myaccount.imatts.com>. A user ID and password is required; contact TenderCard.