

QUICK REFERENCE CARD



Nurit 2085 Series Restaurant / Retail Card Services Menu

ACTION		FUNCTION
1		Sale (redemption)
2		Activate Card
3		Add Points
4		Redeem Points
5		Refund (credit)
6	1	Void
6	2	Cash Out
6	3	De-Activate
7		Check Balance
8		Tips (gratuity)
9		Reprint Receipt
FUNCTION		DEFINITION
Sale / Points		Deducts a transaction amount from a card or add points.
Refund		Provides refunds (credit) to an account.
Void		Deletes a transaction which was run previously.
Balance		Prints a card balance.
Update Balance		Adds new monetary value to a cardholders account.
Reprint Receipt		Reprints the last transaction of the cardholder.
Daily Totals		Prints daily transaction totals for the merchant.
Cash Out		Redeem the total balance of the card.
DeActivate Card		Stop all activity on the card.
Tips		Deducts the specified tip amount from a card.
Redeem Points		Deducts point from card.

OPERATION PROCEDURES FOR GIFT / LOYALTY CARD PROGRAM

GIFT CARD UPDATE BALANCE

Gift Card Terminal

1. Swipe A Non-active Gift Card
2. Press 2 For Activate
3. Enter Server ID / Employee Code
4. Press Enter
5. Enter Gift Card Amount
6. Press Enter
7. Press 1 For Yes If Amount Is Correct
8. Give Gift Card With Receipt To Customer

GIFT CARD REDEMPTION

Gift Card Terminal

1. Swipe Customer's Gift Card Through Terminal
2. Press 1 For Sale
3. Enter Server ID / Employee Code
4. Press Enter
5. Enter Receipt Ticket # (optional)
6. Press Enter
7. Enter Sale Amount
8. Press 1 For Yes If Amount Is Correct
9. Press Enter
10. Receipt Will Print

GIFT CARD REFUND

1. Swipe Customer's Gift Card Through Terminal
2. Press 5 For Refund
3. Enter Server ID / Employee Code
4. Press Enter
5. Enter Receipt Ticket # (optional)
6. Press Enter
7. Enter Refund Amount
8. Press 1 For Yes If Amount Is Correct
9. Press Enter
10. Receipt Will Print

GIFT CARD VOID

1. Swipe Customer's Gift Card Through Terminal
2. Press 6 For Cancel Transaction
3. Press 1 For Void
4. Enter Server ID / Employee Code
5. Press Enter
6. Enter Reference #
7. Press Enter
8. Receipt Will Print

GIFT CARD BALANCE INQUIRY

1. Swipe Customer's Gift Card Through Terminal
2. Press 7 For Balance
3. Press Enter
4. Receipt Will Print

GIFT CARD DAILY TOTALS – ALL

1. Press Batch Alt On Gift Card Terminal
2. Press Enter
3. Press 1 For Daily Totals
4. Press Enter At Server ID / Employee Code Prompt
5. The Daily Totals Will Print On The Receipt

GIFT CARD DAILY TOTALS – BY EMPLOYEE

1. Press Batch Alt On Gift Card Terminal
2. Press Enter
3. Press 1 For Daily Totals
4. Enter Server ID / Employee Code
5. Press Enter
6. The Daily Totals Will Print On The Receipt

GIFT CARD CASH OUT

1. Swipe Customer's Gift Card Through Terminal
2. Press 6 For Cancel Transaction
3. Press 2 For Cash Out
4. Enter Server ID / Employee Code
5. Press Enter
6. Enter Receipt Ticket # (optional)
7. Press Enter
8. Receipt Will Print

GIFT CARD – DEACTIVATE CARD

1. Swipe Customer's Gift Card Through Terminal
2. Press 6 For Cancel Transaction
3. Press 3 For De-activate
7. Press Enter
8. Receipt Will Print

GIFT CARD - TIPS

1. Press 8 Key
2. Press Enter
3. Press 8 Key For Tip
4. Enter Server ID / Employee Code
5. Press Enter
6. Enter Reference #
7. Press Enter
8. Enter Tip Amount
8. Press Enter
9. Press 1 For Yes If Amount Is Correct
10. Receipt Will Print

FREQUENT GUEST - ADD POINTS

1. Swipe Customer's Gift Card Through Terminal
2. Press 3 For Add Points
3. Enter Server ID / Employee Code
4. Press Enter
5. Enter Receipt Ticket # (optional)
6. Press Enter
7. Enter Amount
8. Press 1 For Yes If Amount Is Correct
9. Receipt Will Print

FREQUENT GUEST - REDEEM POINTS

1. Swipe Customer's Gift Card Through Terminal
2. Press 4 For Redeem Points
3. Enter Server ID / Employee Code
4. Press Enter
5. Enter Receipt Ticket # (optional)
6. Press Enter
7. Enter Amount
6. Press Enter
8. Press 1 For Yes If Amount Is Correct
10. Receipt Will Print

Customer Service 866.242.1014
Balance Inquiry 877.273.5551