1. **Activating a Loyalty Card**
   a. From the main menu, select **Loyalty**
   b. Press the key corresponding to **Activate**
   c. Swipe the card through the slot on the right side of the terminal
   d. Type in the full Reference Number printed on the back of the card and press “ENTER”
   e. Type in the amount of activation and press “ENTER”
   f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the activation receipt and prompt for the customer copy

2. **Adding Points (Purchase)**
   a. From the main menu, select **Loyalty**
   b. Press the key corresponding to **Purchase**
   c. Swipe the card through the slot on the right side of the terminal or type in the Reference Number printed on the back of the card and press “ENTER”
   d. Type in the amount of the purchase and press “ENTER”
   e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the purchase receipt and prompt for the customer copy

3. ** Redeeming a Reward Level**
   a. From the main menu, select **Loyalty**
   b. Press the key corresponding to **Redeem**
   c. Swipe the card through the slot on the right side of the terminal or type in the Reference Number printed on the back of the card and press “ENTER”
   d. Enter the level of reward and press “ENTER”
   e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a redemption receipt and prompt for the customer copy

4. **Performing a Balance Inquiry**
   a. From the main menu, select **Loyalty**
   b. Press the key corresponding to **Balance**
   c. Press the key corresponding to “Balance” to see the balance on the card OR Press the key corresponding to “Detail” to print the card detail report
   d. Swipe the card through the slot on the right side of the terminal or enter the Reference Number printed on the back of the card and press “ENTER”
   e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It displays the balance on the screen or prints a card detail report according to the choice made

5. **Transferring a Loyalty Card balance**
   a. From the main menu, select **Loyalty**
   b. Press the key corresponding to → to go to the next screen and then press the key corresponding to **Transfer**
   c. Swipe the card which the balance is to be transferred from
   d. Swipe the card on which the balance is to be transferred to (This card must be Activated)
   e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the balance transfer receipt and prompt for the customer copy
6. Subtract (To remove points directly)
   a. From the main menu, select Loyalty
   b. Press the key corresponding to ← to go to the next screen and then press the key corresponding to Subtract
   c. Type in the Manager Password and press “ENTER”
   d. Swipe the card through the slot on the right side of the terminal or type in the Reference Number printed on the back of the card and press “ENTER”
   e. Enter the amount of the purchase and press “ENTER”
   f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the subtract receipt and prompt for the customer copy

7. Reprint Receipt (in case there was a printer problem)
   a. From the main menu, select Loyalty
   b. Press the key corresponding to ← twice and then press the key corresponding to Reprint
   c. Enter the Item Number to reprint a particular transaction or press “ENTER” to reprint the last transaction
      i. If Item Number not available, run a Card Detail Report from the Balance Inquiry menu and the Item Number will be displayed on the receipt

8. Printing a Batch Summary or Host Detail Report
   a. From the main menu, select Loyalty
   b. Press the key corresponding to ← twice and then press the key corresponding to Reports
   c. Press the key corresponding to “Batch Sum” for Batch Summary Report or press the key corresponding to “Host Detail” for Host Detail Report
   d. Enter the required date in mmddyy format and press “ENTER” OR press “ENTER” for current information OR enter the 9 digit batch number and press “ENTER” to print a specific batch
   e. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) and prints the batch report

9. Range Activation (if enabled)
   a. From the main menu, select Loyalty
   b. Press the key corresponding to ← twice and then press the key corresponding to Range Act
   c. Type in the Manager Password and press “ENTER”
   d. Swipe the first card in the sequence through the slot on the right side of the terminal
   e. Swipe the last card in the sequence through the slot on the right side of the terminal
   f. Enter the amount to activate the range for and press “ENTER”
   g. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the Range Activation receipt and prompt for the customer copy