

Secure Payment Systems

PRIMETREX IP LOYALTY CARD INSTRUCTIONS

Rev 3.0

1. **Activating a Loyalty Card**
 - a. From the main menu, select Loyalty
 - b. Press "**F1**" for Activation
 - c. Swipe the card through the slot on the right side of the terminal
 - d. Enter the full Reference Number printed on the back of the card and press "**ENTER**"
 - e. Enter 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 "**F2**" for Purchase
 - c. Swipe the card through the slot on the right side of the terminal or enter the card Reference Number printed on the back of the card and press "**ENTER**"
 - d. Enter 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 sale receipt and prompt for the customer copy

3. **Redeeming a Reward Level**
 - a. From the main menu, select Loyalty
 - b. Press "**F3**" for Redeem
 - c. Swipe the card through the slot on the right side of the terminal or enter the card 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 "**F4**" for Balance Inquiry
 - c. Press "**F1**" for Balance Inquiry or "**F2**" for Card Detail
 - d. Swipe the card through the slot on the right side of the terminal or enter the card 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 if "**F1**" was selected or prints card report if "**F2**" was selected

5. **Transferring a Card Balance**
 - a. From the main menu, select Loyalty
 - b. Press the Scroll Down Arrow key to go to the next menu
 - c. Press "**F3**" for Balance Transfer
 - d. Swipe the card or enter the card Reference Number printed on the back of the card which the balance is to be transferred from and press "**ENTER**"
 - e. Swipe the card on which the balance is to be transferred to (**This card must be Active**)
 - f. 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

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6. **Subtract** (to remove points directly)
 - a. From the main menu, select Loyalty
 - b. Press the Scroll Down Arrow key to go to the next menu
 - c. Press "**F4**" for Subtract
 - d. Enter the Manager Password and press "**ENTER**"
 - e. Swipe the card through the slot on the right side of the terminal or enter the card Reference Number printed on the back of the card and press "**ENTER**"
 - f. Enter the amount of the purchase and press "**ENTER**"
 - g. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the sale receipt and prompt for the customer copy

7. **Miscellaneous Administrative Issues**
 - a. **Reprint Receipt** (in case there was a printer problem)
 - i. From the main menu, select Loyalty
 - ii. Press the Scroll Down Arrow key to the third menu
 - iii. Press "**F1**" for Reprint
 - iv. Enter the Item Number to reprint a particular transaction or press "**ENTER**" to reprint the last transaction
 - If the Item Number is not available, run a Card Detail Report from the Balance Inquiry menu and the Item Number will be displayed on the receipt

 - b. **Printing Reports**
 - i. From the main menu, select Loyalty
 - ii. Press the Scroll Down Arrow key to the third menu
 - iii. Press "**F2**" for Reports
 - iv. Press "**F1**" for Batch Summary, "**F2**" for Host Detail, or "**F3**" for Card Summary
 - v. Enter the required date in **mmddyy** format and press "**ENTER**"
 - vi. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) and prints the requested report

8. **Range Activation** (if enabled)
 - a. From the main menu, select Loyalty
 - b. Press the Scroll Down Arrow key to the third menu
 - c. Press "**F3**" for Range Act
 - d. Enter the Manager Password and press "**ENTER**"
 - e. Swipe the first card in the sequence through the slot on the right side of the terminal
 - f. Swipe the last card in the sequence through the slot on the right side of the terminal
 - g. Enter the amount of the purchase and press "**ENTER**"
 - h. 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