

Secure Payment Systems

PRIMETREX LOYALTY CARD INSTRUCTIONS

Rev 2.0

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 "**OK**"
- e. Enter the amount of activation and press "**OK**"
- 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. Purchase (Adding Points)

- a. From the main menu, select Loyalty
- b. Press "**F2**" for Purchase (or Add Points)
- 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 "**OK**"
- d. Enter the amount of the purchase and press "**OK**"
- 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 "**OK**"
- d. Enter the level of reward and press "**OK**"
- 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 "**OK**"
- 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 "**A1**" (Home) key to go to the next menu
- c. Press "**F3**" for Balance Transfer
- d. Swipe the card which the balance is to be transferred from
- 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. Adjusting the Point Balance (Subtract Points)

- a. From the Main Menu, select Loyalty
- b. Press the "**A1**" (Home) key to go to the next menu
- c. Press "**F4**" for Subtract Points
- 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 "**OK**"
- e. Enter the amount of points to be deducted and press "**OK**"
- f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) It will give an approval, print a copy of the balance after subtraction on a 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 "**A1**" (Home) key until **Loy-3** menu appears on screen
- c. Press "**F1**" for Reprint
- d. Enter the Item Number to reprint a particular transaction or press "**OK**" 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 Report

- a. From the main menu, select Loyalty
- b. Press the "**A1**" (Home) key until **Loy-3** menu appears on screen
- c. Press "**F2**" for Reports
- d. Press "**F1**" for Batch Summary
- e. Enter the required date in **mmddyy** format and press "**OK**"
- f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) and prints a Batch Summary Report

9. Printing a Host Detail Report

- a. From the main menu, select Loyalty
- b. Press the "**A1**" (Home) key until **Loy-3** menu appears on screen
- c. Press "**F2**" for Reports
- d. Press "**F2**" for Host Detail
- 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 "**OK**"
- f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) and prints a Card Detail Report

10. Printing a Card Summary Report

- a. From the main menu, select Loyalty
- b. Press the "**A1**" (Home) key until **Loy-3** menu appears on screen
- c. Press "**F2**" for Reports
- d. Press "**F3**" for Card Summary
- e. Enter the required date in **mmddyy** format and press "**OK**"
- f. Terminal begins Dialing sequence (Dialing, Connecting, Receiving, Transmitting etc.) and prints a Host Detail Report

11. To Enable IP (Ethernet) Communications (When available)

- a. From the main menu, select Hardware
- b. Select "**F2**" for "Dial/IP"
- c. Select "**Adjust**" for "Dial" or "**Reprint**" for "IP"