

EMS 8800

Altus 1.3.0 Basic Functions Guide

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About this Guide

The quick reference guide combines all of the available options for our Gift and Loyalty Program:

- Altus

While not all of these payment methods will be used, the guide shows the functionality available.

This guide will outline the standard steps (listed in **DARK GREEN**) of the terminal as well as optional steps (listed in **light green**), that are available depending on the terminal program. If the options in **light green** do not appear, skip step and go on to the next step. Payment methods in **light green** are optional and may not appear on all terminal programs.

This guide will also differentiate between standard terminal operations listed in **WHITE** from additional terminal operations listed in **YELLOW**.

The 1st Action is always from the Home Menu.

Issuance

| Issuance EMS 8800 | |
|---|--|
| <u><i>Action</i></u> | <u><i>Display</i></u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press F1 for Issuance | EX.: Electronic Gift = F1; Retl Merch Credit = F2; Club = F3 ETC |
| Hit the "F" that corresponds with the type of value being issued. If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type. | Profiles display: |
| Enter Clerk ID and press OK | Clerk ID: |
| Swipe Card | Swipe Card: |
| Enter Amount of the sale and press OK | Amount : |
| | Connect, Approved Receipt Prints |

| Group Issuance EMS 8800 | |
|---|---|
| <u><i>Action</i></u> | <u><i>Display</i></u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press ▼ 1 time F2 for Group Issuance | Electronic Gift = F1; Retl Merch Credit = F2; Club = F3 ETC |
| Hit the "F" that corresponds with the type of value being issued. If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type. | Profiles display: |
| Enter Clerk ID and press OK | Clerk ID: |
| Swipe the 1st card in the series | Swipe First Card: |
| Enter Amount of the sale and press OK | Amount : |
| Swipe the Last card in the series | Swipe Last Card: |
| | Connect, Approved Receipt Prints |

Purchase/Reward Redemption

| Purchase EMS 8800 | |
|---|--|
| <u>Action</u> | <u>Display</u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press F2 for Purchase | EX.: Electronic Gift = F1; Retl Merch Credit = F2; Club = F3 ETC |
| Hit the "F" that corresponds with the type of value being issued. If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type. | Profiles display: |
| Enter Clerk ID and press OK | Clerk ID: |
| Swipe or Enter Card Number and press OK | Swipe Card: |
| Enter Amount of the sale and press OK | Amount : |
| | Connect, Approved Receipt Prints |

Adding Value/Points

| Add Value EMS 8800 | |
|--|---|
| <u><i>Action</i></u> | <u><i>Display</i></u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press ▼ 1 time F1 for Add Value | Electronic Gift = F1; Retl Merch Credit = F2; Club = F3 ETC |
| Hit the "F" that corresponds with the type of value being issued. | Profiles display: |
| If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type. | Clerk ID: |
| Enter Clerk ID and press OK | Swipe Card: |
| Swipe or Enter the Card Number and press OK | Amount : |
| Enter Amount of the sale and press OK | Connect, Approved Receipt Prints |

| Add Points EMS 8800 | |
|--|--|
| <u><i>Action</i></u> | <u><i>Display</i></u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press ▼ 1 time F4 for Add Points | Profiles display: |
| If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type. | Clerk ID: |
| Enter Clerk ID and press OK | Swipe Card: |
| Swipe or Enter the Card Number and press OK | Amount : |
| Enter Point Amount (in whole dollars) and press OK | Connect, Approved Receipt Prints |

Voids/Adjustments

| Void EMS 8800 | |
|---|--|
| <u>Action</u> | <u>Display</u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press ▼ 1 time F3 for Void | Clerk ID: |
| Enter Clerk ID and press OK | Swipe Card Acct: |
| Swipe or Enter the Card Number and press OK | Auth Code : |
| Enter Auth Code of the sale from the receipt and press OK | Connect, Approved Receipt Prints |

| Transfer EMS 8800 | |
|--|---|
| <u>Action</u> | <u>Display</u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press ▼ 2 times F1 for Transfer | Electronic Gift = F1; Retl Merch Credit = F2; Club = F3 ETC |
| Hit the "F" that corresponds with the type of value being issued. | Profiles display: |
| If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type. | Clerk ID: |
| Enter Clerk ID and press OK | Swipe Old Card: |
| Swipe or Enter the Card Number of the old card and press OK | Swipe New Card: |
| Swipe or Enter the Card Number of the new card and press OK | Connect, Approved Receipt Prints |

Inquiry/Reports

| Inquiry (Program Specific) EMS 8800 | |
|--|---|
| <u><i>Action</i></u> | <u><i>Display</i></u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press F3 for Inquiry | Electronic Gift = F1; Retl Merch Credit = F2; Club = F3 ETC |
| Hit the "F" that corresponds with the type of reward being used for the purchase. | Profiles display: |
| If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type. | Clerk ID: |
| Enter Clerk ID and press OK | Swipe Card: |
| Swipe or Enter Card Number and press OK | Connecting, receiving, receipt prints |

| Inquiry (Summary) EMS 8800 | |
|---|---|
| <u><i>Action</i></u> | <u><i>Display</i></u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press F3 for Inquiry | Electronic Gift = F1; Retl Merch Credit = F2; Club = F3 ETC |
| Hit the "F" that corresponds with Summary | Clerk ID: |
| Enter Clerk ID and press OK | Swipe Card: |
| Swipe or Enter Card Number and press OK | Connecting, receiving, receipt prints |

Terminal Reports EMS 8800

| <u>Action</u> | <u>Display</u> |
|---|---|
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press F4 for Reports | Clerk ID: |
| Enter Clerk ID and press OK | F1 = Terminal Reports; F2 = Clerk Reports; F3 = Clerk Maintenance |
| Hit F1 for Terminal Reports | F1 = Today; F2 = Yesterday |
| Choose the day from which to run the report | Connecting, receiving, receipt prints |

Clerk Reports EMS 8800

| <u>Action</u> | <u>Display</u> |
|---|---|
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press F4 for Reports | Clerk ID: |
| Enter Clerk ID and press OK | F1 = Terminal Reports; F2 = Clerk Reports; F3 = Clerk Maintenance |
| Hit F2 for Clerk Reports | F1 = Today; F2 = Yesterday |
| Choose the day from which to run the report | Connecting, receiving, receipt prints |

Discount

| Discount EMS 8800 | |
|--|--|
| <u><i>Action</i></u> | <u><i>Display</i></u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press ▼ 2 times F2 for Discount | Profiles display: |
| If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type. | Clerk ID: |
| Enter Clerk ID and press OK | Swipe Card Acct: |
| Swipe or Enter the Card Number and press OK | Amount : |
| Enter Amount of the sale and press OK | Connect, Approved Receipt Prints |

Clerk Maintenance

| Clerk Maintenance EMS 8800 (Clerk Validation must be set on by Opticard) | |
|---|---|
| <u><i>Action</i></u> | <u><i>Display</i></u> |
| From Home Menu Choose Altus | F1 = Issuance; F2 = Purchase; F3 = Inquiry; F4 = Reports |
| Press F4 for Reports | Clerk ID: |
| Enter Clerk ID and press OK | F1 = Terminal Reports; F2 = Clerk Reports; F3 = Clerk Maintenance |
| Hit F4 for Clerk Maintenance | F1 = Add ID; F2 = Delete ID; F3 = Display ID; F4 = List IDs |
| Choose the function you would like to perform (SEE BELOW) | |
| Add Clerk EMS 8800 | |
| Press F1 for Add ID | Clerk ID: |
| Enter Clerk ID and press OK | Clerk Name |
| Enter the Name of the clerk using the number on the keypad and ALPHA to change the number to letters. | Level (1 – 5) |
| Choose the level for the permission available to that clerk: (Predefined at clerk validation set-up) | Connecting, receiving, receipt prints |
| Delete Clerk EMS 8800 | |
| Press F2 for Delete ID | Clerk ID: |
| Enter Clerk ID and press OK | Connecting, receiving, receipt prints |
| Display Clerk EMS 8800 | |
| Press F3 for Display ID | Clerk ID: |
| Enter Clerk ID and press OK | Connecting, receiving, receipt prints |
| List Clerk EMS 8800 | |
| Press F4 for List IDs | Connecting, receiving, receipt prints |