

Nurit

Altus 4.03 Basic Function 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**.

Issuance

Issuance Nurit	
<u><i>Action</i></u>	<u><i>Display</i></u>
Press Green ENTER key until screen displays →	_ OPTICARD CLERK ID →
Enter Clerk ID	(Example:) Programs: 1. Gift Card 2. Retail merch. 3. Loyalty
Select Program ID. Use the ^ forced and ↵return keys to scroll through the programs. If you only have one program, skip this step	(Example:) Transactions: 1. REDEMPTION 2. ISSUANCE 3. ADD VALUE
Select ISSUANCE. Use the ▼ forced and ↵return keys to scroll through the options.	Swipe Card:
Swipe Card	OPTICARD AMOUNT:
Enter Amount of the sale and press Green ENTER key	\$XX.XX ENTR = YES, MENU = NO
Press Green ENTER key to confirm sale amount	Dialing connecting approved TEAR SLIP 4 Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

Group Issuance Nurit	
<u>Action</u>	<u>Display</u>
Press Green ENTER key until screen displays →	_ OPTICARD CLERK ID →
Enter Clerk ID	(Example:) Programs: 1. Gift Card 2. Retail merch. 3. Loyalty
Select Program ID. Use the ▼ forced and ▲return keys to scroll through the programs. If you only have one program, skip this step	(Example:) Transactions: 1. REDEMPTION 2. ISSUANCE 3. ADD VALUE
Select BATCH ISSUE. Use the ▼ forced and ▲return keys to scroll through the options.	Swipe Card:
Swipe the 1st card in the series	OPTICARD AMOUNT:
Enter Amount of the sale and press Green ENTER key	\$XX.XX ENTR = YES, MENU = NO
Press Green ENTER key to confirm sale amount	Swipe Last Card:
Swipe the Last card in the series	Dialing connecting approved TEAR SLIP 4 Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

Purchase/Reward Redemption

Purchase Nurit	
<u><i>Action</i></u>	<u><i>Display</i></u>
Press Green ENTER key until screen displays →	_ OPTICARD CLERK ID →
Enter Clerk ID	(Example:) Programs: 1. Gift Card 2. Retail merch. 3. Loyalty
Select Program ID. Use the ^ forced and †return keys to scroll through the programs. If you only have one program, skip this step	(Example:) Transactions: 1. REDEMPTION 2. ISSUANCE 3. ADD VALUE
Select REDEMPTION. Use the ▼ forced and ▲return keys to scroll through the options.	Enter account or swipe card:
Swipe or Enter Card Number and press Green ENTER key	OPTICARD AMOUNT:
Enter Amount of the sale and press Green ENTER key	\$XX.XX ENTR = YES, MENU = NO
Press Green ENTER key to confirm sale amount	Dialing connecting approved TEAR SLIP 4 Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

Adding Value/Points

Add Value Nurit	
<i>Action</i>	<i>Display</i>
Press Green ENTER key until screen displays→	_ OPTICARD CLERK ID →
Enter Clerk ID	(Example:) Programs: 1. Gift Card 2. Retail merch. 3. Loyalty
Select Program ID. Use the ▼ forced and ▲return keys to scroll through the programs. If you only have one program, skip this step	(Example:) Transactions: 1. REDEMPTION 2. ISSUANCE 3. ADD VALUE
Select ADD VALUE. Use the ▼ forced and ▲return keys to scroll through the options.	Enter account or swipe card:
Swipe or Enter Card Number and press Green ENTER key	OPTICARD AMOUNT:
Enter Amount of the sale and press Green ENTER key	\$XX.XX ENTR = YES, MENU = NO
Press Green ENTER key to confirm sale amount	Dialing connecting approved TEAR SLIP 4 Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

Add Points Nurit	
<u>Action</u>	<u>Display</u>
Press Green ENTER key until screen displays→	_ OPTICARD CLERK ID →→
Enter Clerk ID	(Example:) Programs: 1. Gift Card 2. Retail merch. 3. Loyalty
Select Program ID. Use the ^ forced and ↵return keys to scroll through the programs. If you only have one program, skip this step	(Example:) Transactions: 1. REDEMPTION 2. ISSUANCE 3. ADD VALUE
Select ADD POINTS. Use the ▼ forced and ↵return keys to scroll through the options.	Enter account or swipe card:
Swipe or Enter Card Number and press Green ENTER key	OPTICARD AMOUNT:
Enter Amount of the sale and press Green ENTER key	\$XX.XX ENTR = YES, MENU = NO
Press Green ENTER key to confirm sale amount	Dialing connecting approved TEAR SLIP 4 Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

Voids/Adjustments

Void Nurit	
<u><i>Action</i></u>	<u><i>Display</i></u>
Press Green ENTER key until screen displays→	_ OPTICARD CLERK ID →
Enter Clerk ID	(Example:) Programs: 1. Gift Card 2. Retail merch. 3. Loyalty
Select Program ID. Use the ▼ forced and ▲return keys to scroll through the programs. If you only have one program, skip this step	(Example:) Transactions: 1. REDEMPTION 2. ISSUANCE 3. ADD VALUE
Select VOID. Use the ▼ forced and ▲return keys to scroll through the options.	Enter account or swipe card:
Swipe or Enter Card Number and press Green ENTER key	AUTH. CODE:
Enter the authorization code of the sale and press Green ENTER key	Dialing connecting approved TEAR SLIP 4 Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

Transfer Nurit	
<u>Action</u>	<u>Display</u>
Press Green ENTER key until screen displays→	_ OPTICARD CLERK ID →
Enter Clerk ID	(Example:) Programs: 1. Gift Card 2. Retail merch. 3. Loyalty
Select Program ID. Use the ▼ forced and ▲return keys to scroll through the programs. If you only have one program, skip this step	(Example:) Transactions: 1. REDEMPTION 2. ISSUANCE 3. ADD VALUE
Select TRANSFER. Use the ▼ forced and ▲return keys to scroll through the options.	Enter account or swipe card:
Enter card number or swipe the old card	Swipe new Card:
Swipe the New card to be issued	Dialing connecting approved TEAR SLIP 4 Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

Post Auth Nurit	
<u><i>Action</i></u>	<u><i>Display</i></u>
Press Green ENTER key until screen displays➔	_ OPTICARD CLERK ID ➔➔➔
Enter Clerk ID	(Example:) Programs: 1. Gift Card 2. Retail merch. 3. Loyalty
Select Program ID. Use the ▼ forced and ▲return keys to scroll through the programs. If you only have one program, skip this step	(Example:) Transactions: 1. REDEMPTION 2. ISSUANCE 3. ADD VALUE
Select POST AUTH. Use the ▼ forced and ▲return keys to scroll through the options.	Enter account or swipe card:
Swipe or Enter Card Number and press Green ENTER key	AUTH. CODE:
Enter the authorization code of the sale and press Green ENTER key	Dialing connecting approved TEAR SLIP 4 Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN

Inquiry/Reports

Inquiry Nurit	
<i>Action</i>	<i>Display</i>
Press Green ENTER key until screen displays→	_ OPTICARD CLERK ID →→
Enter Clerk ID	(Example:) Programs: 1. Gift Card 2. Retail merch. 3. Loyalty
Select Program ID. Use the ▼ forced and ▲return keys to scroll through the programs. If you only have one program, skip this step	(Example:) Transactions: 1. REDEMPTION 2. ISSUANCE 3. ADD VALUE
Select BALANCE. Use the ▼ forced and ▲return keys to scroll through the options.	Enter account or swipe card:
Swipe or Enter Card Number and press Green ENTER key	Dialing connecting approved TEAR SLIP 4 Press any key.....
Press the Green ENTER key.	Receipt Prints.... BACK TO MAIN SCREEN