



# QUICK REFERENCE GUIDE FOR GIFT CARDS

## ACTIVATE CATUITY SYSTEM

### OPERATOR ACTION

Press MENU  
Press ↓ APPS  
Press 2 Catuity System  
Press ENTER

### TERMINAL DISPLAY

MAIN MENU  
DISPLAY APPS  
DISPLAY MENU  
..

\*THIS STEP MUST BE DONE PRIOR TO ANY OTHER STEP, ONCE YOU ARE AT THE MAIN GIFT CARD MENU YOU CAN FOLLOW THE STEPS BELOW.

## REVERSE LAST TRANSACTION RAN ON A GIFT CARD

(THIS WILL REVERSE THE LAST TRANSACTION OF THE CARD THAT IS SWIPED)

### OPERATOR ACTION

Press 5 Card Management  
Press 4 Reverse Last Transaction  
Swipe Card

### TERMINAL DISPLAY

MENU  
REVERSE LAST  
PRESENT CARD

## ISSUE NEW GIFT CARD WITH \$ VALUE

(THIS SHOULD BE THE VERY FIRST TRANSACTION RAN ON THE CARD AND CAN ONLY BE DONE 1 TIME)

### OPERATOR ACTION

Press 5 Card Management  
Press 6 Issue New Card  
Enter \$ Amount  
Press Enter to Confirm \$ Amount  
Enter How You Are Accepting Payment  
Swipe Card

### TERMINAL DISPLAY

DISPLAY MENU  
INITIAL AMOUNT  
DISPLAY VALUE  
..  
CASH, CREDIT/DEBIT, OTHER  
PRESENT CARD

## REPRINT LAST TRANSACTION

### OPERATOR ACTION

Press 9 Admin  
Press 3 Reprint

### TERMINAL DISPLAY

MENU  
REPRINT LAST

## MAKE A PURCHASE USING A GIFT CARD

### OPERATOR ACTION

Press 1 Purchase  
Press 8 Gift Card  
Enter \$ Amount  
Press Enter to Confirm \$ Amount  
Swipe Card

### TERMINAL DISPLAY

MENU  
PAYMENT TYPE  
PURCHASE AMOUNT  
..  
PRESENT CARD

## INQUIRY MENU

### OPERATOR ACTION

Press 3 Inquiry Menu  
Swipe Card

### TERMINAL DISPLAY

MENU  
PRESENT CARD

## RELOAD VALUE ONTO A GIFT CARD

### OPERATOR ACTION

Press 2 Reload  
Enter How You are Accepting Payment  
Enter \$ Amount  
Press Enter to Confirm \$ Amount  
Swipe Card

### TERMINAL DISPLAY

MENU  
CASH, CREDIT/DEBIT, OTHER  
RELOAD AMOUNT  
..  
PRESENT CARD

## SUBTOTALS

### OPERATOR ACTION

Press 9 Admin Menu  
Press 2 Subtotals  
Press ENTER

### TERMINAL DISPLAY

MENU  
SUBTOTALS  
PRINT

## TO PERFORM A REFUND USING A GIFT CARD

(A REFUND ON A GIFT CARD ADDS VALUE TO THE GIFT CARD)

### OPERATOR ACTION

Press 7 Refund  
Enter \$ Amount  
Press Enter to Confirm \$ Amount  
Swipe Card

### TERMINAL DISPLAY

MENU  
REFUND AMOUNT  
..  
PRESENT CARD

## TO SETTLE MANUALLY

### OPERATOR ACTION

Press 9 Admin Menu  
Press 1 Settle  
Press ENTER  
  
Press ENTER

### TERMINAL DISPLAY

MENU  
SETTLEMENT PRESS ENTER  
DIALING/SENDING/  
RECEIVING/PRINTING/  
SUCCESSFUL SETTLEMENT

## DISPLAY LAST TRANSACTION ON A GIFT CARD

(THIS WILL DISPLAY THE LAST TRANSACTION OF THE CARD THAT IS SWIPED)

### OPERATOR ACTION

Press 5 Card Management  
Press 3 Display Last  
Swipe Card

### TERMINAL DISPLAY

MENU  
  
PRESENT CARD

## SIGN OFF

### OPERATOR ACTION

Press 9 Admin Menu  
Press 9 Sign Off  
Press ENTER

### TERMINAL DISPLAY

MENU  
SIGN OFF

The EMS Help Desk Is Available 24 Hours Every Day:

# 1-800-615-1330

Please Have Your EMS Merchant # Ready. # \_\_\_\_\_