

Quick Reference Guide for Gift Card Transactions on SmartSELECT[®] and HiSpeed[®] 3100IP

ACTIVATE MONERIS GIFT CARD

To activate a Moneris Gift Card.

1. Press **MENU**.
2. Press **ACTIVATE CARD**.
3. Swipe the Gift Card.
4. Key in the Gift Card CVC (Card Validation Code) and press **ENTER**.
(*Note: the CVC is located on the back of the Gift Card after the Card number. It is the 3 digit code located under the scratch-off panel.*)
5. Key in the dollar amount (from \$1.00 to \$250.00) to be loaded onto the card and press **ENTER**
6. When prompted for balance owing:
 - Press **CASH** for cash transactions
OR
 - Press **CARD** for Debit or Credit Card
7. Complete the financial transaction.
8. Press **EXIT** twice to return to idle prompt.

PURCHASE

To process payment with a Moneris Gift Card.

1. Press **MENU**.
2. Press **PURCHASE**.
3. Swipe the Gift Card.
4. Key in the Gift Card CVC (Card Validation Code) and press **ENTER**.
5. Key in the Purchase amount and press **ENTER**.
6. Press **EXIT** twice to return to idle prompt.

SPLIT TENDER PURCHASE

To process payment with a Moneris Gift Card and another form of payment.

1. Press **MENU**.
2. Press **PURCHASE**.
3. Swipe the Gift Card.
4. Key in the Gift Card CVC (Card Validation Code) and press **ENTER**.
5. Key in the Purchase amount and press **ENTER**.
6. When prompted for balance owing:
 - Press **CASH** for cash transactions
OR
 - Press **CARD** for Debit or Credit Card
7. Complete the financial transaction.
8. Press **EXIT** twice to return to idle prompt.

CARD INQUIRY – CASH BALANCE or CARD EXPIRY DATE

To find the cash balance or the expiry date on a Moneris Gift Card.

1. Press **MENU**.
2. Press **ERNEX INQUIRY**.
3. Swipe the Gift Card.
4. Key in the Gift Card CVC (Card Validation Code) and press **ENTER**.
5. Press **EXIT** twice to return to idle prompt.

DEACTIVATE MONERIS GIFT CARD

To deactivate a Moneris Gift Card. *Please note that once a card has been deactivated, it can never be used again.*

1. Press **MENU**.
2. Press **DEACTIVATE CARD**.
3. Swipe the Gift Card, or key in the card number.
4. Key in the Gift Card CVC (Card Validation Code) and press **ENTER**.
5. Press **EXIT** twice to return to idle prompt.

TO VOID A GIFT CARD TRANSACTION

This may be used to void a transaction in an open batch and must be for the same amount as the original transaction.

1. Press **MENU**.
2. Press **ERNEX VOID**.
3. Swipe the ADMIN Card.
4. Swipe the Gift Card.
5. Key in the Gift Card CVC (Card Validation Code) and press **ENTER**.
6. Key in the original reference number from the Gift Card transaction receipt and press **ENTER**.
7. Press **EXIT** twice to return to main screen.

TO INITIALIZE YOUR TERMINAL

If your terminal needs to be initialized to run the Moneris Gift Card program (message may appear on your screen).

1. Press **MENU**.
2. Press **ADMIN**.
3. Scroll down and press **ERNEX ADMINISTRATION**.
4. Press **ERNEX INITIALIZATION**.
5. Press **ENTER** if the terminal number is displayed, or key in the Ernex terminal number and press **ENTER**.
6. When initialization has completed, press **EXIT**.
7. Press **NO** unless you want to clear the Gift Card records from the terminal's memory.

TO PRINT STORED GIFT CARD TRANSACTIONS

This report lists all approved Gift Card transactions by batch or date.

1. Press **MENU**.
2. Press **ADMIN**.
3. Scroll down and press **ERNEX ADMINISTRATION**.
4. Press **PRINT ERNEX TRANSACTIONS**.
5. Press **Batch, Batch by Card Type, Date or Date by Card Type**.
6. Key in desired batch number, desired batch and card type, desired date or desired date and card type, then press **ENTER** or just press **ENTER** for current batch or date.

If you have questions, please contact Moneris at 1-866-319-7450