

Quick Reference Guide for Gift Card Transactions Moneris HiSpeed 6200 and Moneris Mobile 8200

ACTIVATE A MONERIS GIFT CARD

To activate or reload a Moneris Gift Card.

1. Press **ADMIN**.
 2. Press **F1** to select **ERNEX** then press **OK**.
 3. Scroll down (using **F1**) to select **ACTIVATE/LOAD** then press **OK**.
 4. Swipe the Gift Card.
 5. Key in the Gift Card CVC (Card Validation Code) and press **OK**.
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.
If prompted, key in the Clerk ID and press **OK**.
 6. Key in the dollar amount (from \$1.00 to \$250.00) to be loaded onto the card and press **OK**.
 7. To activate another card:
 - a. Press **F1** (Yes).
The terminal prints the merchant copy of the receipt.
 - b. Press **OK** to print the cardholder copy of the receipt
 - c. Return to step 4 of this section to activate the next card.
- OR To finish activating card(s):
- a. Press **F3** (No).
The terminal prints the merchant copy of the receipt.
 - b. Press **OK** to print cardholder copy of the receipt.
8. When prompted for balance due, press **OK** then:
 - Select **CR/DB** (press **F1**) for Credit or Debit Card OR
 - Select **GIFT** (press **F2**) for gift card purchase transaction OR
 - Select **CASH** (press **F3**) for cash transactions
 If required, complete the financial or gift transaction.
 9. Press **OK** to print the activation summary report.
 10. Press **Can/Ann** to return to the idle prompt.

PURCHASE

To process payment with a Moneris Gift Card.

1. Press **ADMIN**.
2. Press **F1** to select **ERNEX** then press **OK**.
3. Press **OK** to select **PURCHASE**.
4. Swipe the Gift Card OR
Key in the Gift Card number and press **OK**. Swipe the ADMIN Card.
5. Key in the Gift Card CVC (Card Validation Code) and press **OK**.
6. If prompted, key in the Clerk ID and press **OK**.
7. Key in the Total amount and press **OK**.
8. Press **OK** to print the cardholder copy of the receipt.
9. Press **Can/Ann** to return to the idle prompt.

SPLIT TENDER PURCHASE

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

1. Complete steps 1 through 8 of the Purchase transaction in this Guide
2. When prompted for balance due, press **OK** and then:
 - Select **CR/DB** (press **F1**) for Credit or Debit Card OR
 - Select **GIFT** (press **F2**) for gift card purchase transaction OR
 - Select **CASH** (press **F3**) for cash transactions
3. If required complete the financial or gift transaction.
4. Press **OK** to print the cardholder copy of the receipt.
5. Press **Can/Ann** to return to the idle prompt.

CARD INQUIRY on CASH BALANCE or CARD EXPIRY DATE

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

1. Press **ADMIN**.
2. Press **F1** to select **ERNEX** then press **OK**.
3. Scroll down (using **F1**) to select **CARD INQUIRY** then press **OK**.
4. Swipe the Gift Card OR key in the Gift Card number and press **OK**.
5. Key in the Gift Card CVC (Card Validation Code) and press **OK**.
6. If prompted, key in the Clerk ID and press **OK**.
7. Press **OK**.
8. When the "Card Balance" message is displayed, press **OK**.
The terminal displays "Print Receipt?"
9. Press **F1** (Yes) to print a receipt or **F3 (NO)** to skip.
10. Press **Can/Ann** to return to the idle prompt.

DEACTIVATE A 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 **ADMIN**
2. Press **F1** to select **ERNEX** then press **OK**.
3. Scroll down (using **F1**) to select **DEACTIVATION** then press **OK**.
4. Swipe the Gift Card OR key in the Gift Card number and press **OK**.
5. Key in the Gift Card CVC (Card Validation Code) and press **OK**.
6. If prompted, key in the Clerk ID and press **OK**.
7. Press **OK** to print the cardholder copy of the receipt.
8. Press **OK**. The terminal displays "Transfer balance to new card?"
9. Press **F1** (Yes) to start a new gift card activation transaction or press **F3** (No) then **Can/Ann** to return to the idle prompt.

VOID A MONERIS 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 **ADMIN**.
2. Press **F1** to select **ERNEX** then press **OK**.
3. Scroll down (using **F1**) to select **VOID** then press **OK**.
4. Swipe the ADMIN Card.
5. Swipe the Gift Card.
6. Key in the Gift Card CVC (Card Validation Code) and press **OK**.
7. If prompted, key in the Clerk ID and press **OK**.
8. Key in the original reference number from the Gift Card transaction receipt and press **OK**.
9. Press **OK** to print the cardholder copy of the receipt.
10. Press **Can/Ann** to return to the idle prompt.

INITIALIZE YOUR TERMINAL

If your terminal needs to be initialized to run the Moneris Gift Card program, the "INITIALIZE ERNEX" message will appear on your screen.

1. Press **ADMIN**.
2. Press **F1** to select **ERNEX** then press **OK**.
3. Press **F3** to select **SETUP** then press **OK**.
4. Press **OK** to select **INITIALIZATION**.
5. Press **OK** if the Ernex terminal ID is displayed, or key in the Ernex terminal ID and press **OK**.
6. When terminal displays "Clear Terminal Storage?" press **F3** (No) then **Can/Ann** to return to the idle prompt, unless you want to clear the Gift Card records from the terminal's memory.

PRINT STORED MONERIS GIFT CARD TRANSACTIONS

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

1. Press **ADMIN**.
2. Press **F1** to select **ERNEX** then press **OK**.
3. Scroll down (using **F3**) to select **REPORT FUNCS** then press **OK**.
4. Press **F1** to select **TRANS LIST** then press **OK**.
5. Swipe the ADMIN Card.
6. If prompted, key in the Clerk ID and press **OK**
OR press **OK** for all clerk IDs.
7. Press **F1** to print transactions by **DATE**
OR press **F3** to print transactions by **BATCH**.
8. Key in desired date or batch number and press **OK**
OR just press **OK** for the current date or batch.
The terminal displays "Print Totals Only?"
9. Press **F1** (Yes) to print just batch totals
OR press **F3** (No) to print both batch totals and transaction details.
10. Press **Can/Ann** to return to the idle prompt.

CLOSE THE MONERIS GIFT CARD BATCH

1. Press **ADMIN**.
2. Press **F1** to select **ERNEX** then press **OK**.
3. Scroll down (using **F3**) to select **REPORT FUNCS** then press **OK**.
4. Press **OK** to select **CLOSE BATCH**.
5. If prompted, key in the Clerk ID and press **OK**.
6. Press **Can/Ann** to return to the idle prompt.

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