

NOTE: SOME PROMPTS MAY VARY BASE ON THE TERMINAL SETUP.

ACTIVATION: Use this procedure to activate a gift card for a specific dollar amount.
The Omni 3750 Splash Screen w/Gift Card may vary.
 (Ex. ValueLink = F1, SoftPay = F2)

SPLASH SCREEN MENU Press 'F' key for ValueLink

REDEEM = F2 Press **F3**
 ACTIVATE = F3
 RELOAD = F4

SWIPE OR ENTER ACCT: Swipe card or manually key card number and press **Enter**

Terminal May Prompt: CLERK ID Key clerk number and press **Enter**

AMOUNT: Key amount and press **Enter**

DIALING... Terminal will communicate with the host for approval.

PRNT CUST COPY? Press 'F' key for desired option. The terminal will
 YES NO automatically return to the ValueLink menu page.

REDEEM: Use this procedure to redeem (spend) a specific amount or the whole gift card amount.
The Omni 3750 Splash Screen w/Gift Card may vary.
 (Ex. ValueLink = F1, SoftPay = F2)

SPLASH SCREEN MENU Press 'F' key for ValueLink

REDEEM = F2 Press **F2**
 ACTIVATE = F3
 RELOAD = F4

SWIPE OR ENTER ACCT: Swipe card or manually key card number and press **Enter**

Terminal May Prompt: CLERK ID Key clerk number and press **Enter**

AMOUNT: Key amount and press **Enter**

DIALING... Terminal will communicate with the host for approval.

PRNT CUST COPY? Press 'F' key for desired option. The terminal will
 YES NO automatically return to the ValueLink menu page.

RELOAD: Use this procedure to reload/add any amount onto an already active gift card.
The Omni 3750 Splash Screen w/Gift Card may vary.
 (Ex. ValueLink = F1, SoftPay = F2)

SPLASH SCREEN MENU Press 'F' key for ValueLink

REDEEM = F2 Press **F4**
 ACTIVATE = F3
 RELOAD = F4

SWIPE OR ENTER ACCT: Swipe card or manually key card number and press **Enter**

Terminal May Prompt: CLERK ID Key clerk number and press **Enter**

AMOUNT: Key amount and press **Enter**

DIALING... Terminal will communicate with the host for approval.

PRNT CUST COPY? Press 'F' key for desired option. The terminal will
 YES NO automatically return to the ValueLink menu page.

CASHOUT: Use this procedure if a consumer wants the balance on their gift card given back to them in cash.
The Omni 3750 Splash Screen w/Gift Card may vary.
 (Ex. ValueLink = F1, SoftPay = F2)

SPLASH SCREEN MENU Press 'F' key for ValueLink

REDEEM = F2 Press **↓**
 ACTIVATE = F3
 RELOAD = F4

BALANCE INQ = F1 Press **F4**
 BALANCE XFER = F2
 VOID = F3
 CASHOUT = F4

SWIPE OR ENTER ACCT: Swipe card or manually key card number and press **Enter**

Terminal May Prompt: CLERK ID Key clerk number and press **Enter**

AMOUNT: Key amount and press **Enter**

DIALING... Terminal will communicate with the host for approval.

PRNT CUST COPY? Press 'F' key for desired option. The terminal will
 YES NO automatically return to the ValueLink menu page.

BALANCE TRANSFER: Use this procedure to transfer the balance from an old/defective card to a new inactive card. The new card will become active once the terminal completes the transfer.
The Omni 3750 Splash Screen w/Gift Card may vary.
 (Ex. ValueLink = F1, SoftPay = F2)

SPLASH SCREEN MENU Press 'F' key for ValueLink

REDEEM = F2 Press **↓**
 ACTIVATE = F3
 RELOAD = F4

BALANCE INQ = F1 Press **F2**
 BALANCE XFER = F2
 VOID = F3
 CASHOUT = F4

ENTER OLD CARD Manually key old card number and press **Enter**

SWIPE NEW CARD Swipe new card

Terminal May Prompt: CLERK ID Key clerk number and press **Enter**

AMOUNT: Key amount and press **Enter**

DIALING... Terminal will communicate with the host for approval.

PRNT CUST COPY? Press 'F' key for desired option. The terminal will
 YES NO automatically return to the ValueLink menu page.

BALANCE INQUIRY: Use this procedure to print the balance on any active gift card.
The Omni 3750 Splash Screen w/Gift Card may vary.
 (Ex. ValueLink = F1, SoftPay = F2)

SPLASH SCREEN MENU Press 'F' key for ValueLink

REDEEM = F2 Press **↓**
 ACTIVATE = F3
 RELOAD = F4

BALANCE INQ = F1 Press **F1**
 BALANCE XFER = F2
 VOID = F3
 CASHOUT = F4

SWIPE OR ENTER ACCT: Swipe card or manually key card number and press **Enter**

Terminal May Prompt: CLERK ID Key clerk number and press **Enter**

AMOUNT: Key amount and press **Enter**

DIALING... Terminal will communicate with the host for verification.

PRNT CUST COPY? Press 'F' key for desired option. The terminal will
 YES NO automatically return to the ValueLink menu page.

VOID: Use this procedure to void any Gift Card transaction in the current open batch
The Omni 3750 Splash Screen w/Gift Card may vary.
 (Ex. ValueLink = F1, SoftPay = F2)

SPLASH SCREEN MENU Press 'F' key for ValueLink

REDEEM = F2 Press **↓**
 ACTIVATE = F3
 RELOAD = F4

BALANCE INQ = F1 Press **F3**
 BALANCE XFER = F2
 VOID = F3
 CASHOUT = F4

VOID LAST TRANS? Press 'F' key for desired option.
 YES NO

RETRIEVE BY: Press 'F' key for desired option.
 INV# ACCT#

Terminal May Prompt: INVOICE NUMBER Key invoice number and press **Enter**
 LAST 4 DIGITS Key last 4 digits and press **Enter**

VOID VALUELINK Press 'F' key for desired option.
 <transaction type>
 <card number> \$\$\$
 YES NO NEXT

Terminal May Prompt: CLERK ID Key clerk number and press **Enter**

DIALING... Terminal will communicate with the host for approval.

PRNT CUST COPY? Press 'F' key for desired option. The terminal will
 YES NO automatically return to the ValueLink menu page.

PRINT DETAIL BATCH REPORT: Use this procedure to print the transaction detail information for Gift Cards.

The Omni 3750 Splash Screen w/Gift Card may vary.

(Ex. ValueLink = F1, SoftPay = F2)

Press 'F' key for ValueLink

SPLASH SCREEN MENU

Press ↓

REDEEM = F2
ACTIVATE = F3
RELOAD = F4

Press ↓

BALANCE INQ = F1
BALANCE XFER = F2
VOID = F3
CASHOUT = F4

Press **F1**

REPORTS = F1
OTHER SETUP = F2
SERVER SETUP = F3

Press **F3**

REPORTS
TOTAL REPORT = F2
DETAIL REPORT = F3
SERVER REPORT = F4

Press 'F' key for desired option. The terminal will automatically return to the ValueLink menu page.

DELETE BATCH?
YES NO

PRINT TOTALS BATCH REPORT: Use this procedure to print the batch totals for Gift Card.

The Omni 3750 Splash Screen w/Gift Card may vary.

(Ex. ValueLink = F1, SoftPay = F2)

Press 'F' key for ValueLink

SPLASH SCREEN MENU

Press ↓

REDEEM = F2
ACTIVATE = F3
RELOAD = F4

Press ↓

BALANCE INQ = F1
BALANCE XFER = F2
VOID = F3
CASHOUT = F4

Press **F1**

REPORTS = F1
OTHER SETUP = F2
SERVER SETUP = F3

Press **F2**

REPORTS
TOTAL REPORT = F2
DETAIL REPORT = F3
SERVER REPORT = F4

Press 'F' key for desired option. The terminal will automatically return to the ValueLink menu page.

DELETE BATCH?
YES NO

PRINT CLERK REPORTS: Use this procedure to print the batch totals or transaction detail for Gift Card by clerk/server number.

The Omni 3750 Splash Screen w/Gift Card may vary.

(Ex. ValueLink = F1, SoftPay = F2)

Press 'F' key for ValueLink

SPLASH SCREEN MENU

Press ↓

REDEEM = F2
ACTIVATE = F3
RELOAD = F4

Press ↓

BALANCE INQ = F1
BALANCE XFER = F2
VOID = F3
CASHOUT = F4

Press **F1**

REPORTS = F1
OTHER SETUP = F2
SERVER SETUP = F3

Press **F4**

REPORTS
TOTAL REPORT = F2
DETAIL REPORT = F3
SERVER REPORT = F4

Key password (1 Alpha Alpha66831) and press **Enter**

PASSWORD:

Press 'F' key for desired option. Press **Clear** to return to the ValueLink menu page.

SERVER REPORTS
TOTAL REPORT = F2
DETAIL REPORT = F3
SERVER TABLE = F4

MERCHANT SERVICES CARDNET® VERIFONE® OMNI® 3750 QUICK REFERENCE GUIDE



First Data® Gift Card

Application: UEVK233

VOICE AUTHORIZATION NUMBERS

MC/VS _____
AX _____
DISCOVER/NOVUS _____
DC/CB _____
GIFT _____
CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____
Merchant ID (MID) _____
Terminal ID (TID) _____
Download Telephone Number _____
Touch Tone or Rotary Dial _____

By choosing our terminal applications, you are taking advantage of industry leading Interactive Technology, which ensures the integrity of your transaction flow. We have taken great care and effort to create applications that are robust and fast, yet easy to use. Our goal is to continue this tradition by listening to you. If you have any suggestions on features or functionality of our products, please e-mail us at

Suggestions@ProductEnhancements.com

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