

VeriFone TRANZ 330/380

Quick Reference Guide

GIFT CARD Application

GIFT CARD PURCHASE	
DISPLAY	ACTION
Idle Prompt	Press 3 to begin transaction.
1=Purchase 2=Activate/Deactivate 3=Recharge 4=Print Menu	Press 1 for a Gift Card Purchase.
Enter Account #	Swipe card through reader. If card is unreadable, manually enter card number.
Expiry Date MMY	Enter the Validation code located on the card.
Enter Checker Number	Enter a valid Checker Number.
Enter Amount	Enter the Dollar Amount of the Purchase and press ENTER.
Processing	Terminal prints Receipt.

GIFT CARD RECHARGE	
DISPLAY	ACTION
Idle Prompt	Press 3 to begin transaction.
1=Purchase 2=Activate/Deactivate 3=Recharge 4=Print Menu	Press 3 for a Gift Card Recharge.
Enter Account #	Swipe card through reader. If card is unreadable, manually enter the card number.
Expiry Date MMY	Enter the Validation code located on the card.
Enter Checker Number	Enter a valid Checker Number.
Enter Amount	Enter the Dollar Amount of the Recharge, press ENTER.
Processing	Terminal prints Receipt.

GIFT CARD ACTIVATION	
DISPLAY	ACTION
Idle Prompt	Press 3 to begin transaction.
1=Purchase 2=Activate/Deactivate 3=Recharge 4=Print Menu	Press 2 for an Activation/Deactivation.
1=Activate 2=Deactivate	Press 1 for new card Activation.
Enter Account #	Swipe card through reader. If card is unreadable, manually enter the card number.
Expiry Date MMY	Enter the Validation code located on the card.
Enter Checker Number	Enter a valid Checker Number
Enter Amount	Enter the Dollar Amount of the Activation and press ENTER.
Processing	Terminal prints Receipt.

BALANCE INQUIRY	
DISPLAY	ACTION
Idle Prompt	Press 3 to begin transaction.
1=Purchase 2=Activate/Deactivate 3=Recharge 4=Print Menu	Press 4 to access the Print Menu.
1=Recall Report 2=Trans Reprint 3=Balance Inquiry 4=Store/Checker Totals	Press 3 for Balance Inquiry.
Enter Account #	Swipe card through reader. If card is unreadable, manually enter the card number.
Expiry Date MMY	Enter the Validation code located on the card.
Processing	Terminal prints Receipt.

GIFT CARD DEACTIVATION	
DISPLAY	ACTION
Idle Prompt	Press 3 to begin transaction.
1=Purchase 2=Activate/Deactivate 3=Recharge 4=Print Menu	Press 2 for an Activation/Deactivation.
1=Activate 2=Deactivate	Press 2 for card Deactivation.
Enter Account #	Swipe card through reader. If card is unreadable, manually enter the card number.
Expiry Date MMY	Enter the Validation code located on the card.
Enter Checker Number	Enter a valid Checker Number
Enter Amount	Enter the Remaining Balance of the card and press ENTER.
Processing	Terminal Prints Receipt.

TRANSACTION RECALL REPORT	
Detail report of each transaction with a summary of all the card types used and their daily totals.	
DISPLAY	ACTION
Idle Prompt	Press 3 to begin.
1=Purchase 2=Activate/Deactivate 3=Recharge 4=Print Menu	Press 4 to access the Print Menu.
1=Recall Report 2=Trans Reprint 3=Balance Inquiry 4=Store/Checker Totals	Press 1 for Recall Report.
1=Store Recall 2=Checker Recall	Press 1 for Store Recall. Press 2 for Checker Recall.
Enter Date MMDDYY	Enter the Date of the report needed.
Processing	Terminal Prints Report.

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HOST REPRINT RECEIPT

Host Reprint of the Last Transaction.

DISPLAY	ACTION
Idle Prompt	Press 3 to begin.
1=Purchase 2=Activate/Deactivate 3=Recharge 4=Print Menu	Press 4 to access the Print Menu.
1=Recall Report 2=Trans Reprint 3=Balance Inquiry 4=Store/Checker Totals	Press 2 for Trans Reprint. The terminal will dial the host to request a reprint of the last transaction ran.
Processing	Terminal Prints Receipt.

TERMINAL REPRINT RECEIPT

DISPLAY	ACTION
Idle Prompt	Press the # 6 key. The terminal will reprint the last receipt.

CONCORD EFS PHONE NUMBER

24 HOUR CUSTOMER SERVICE

1-800-238-7675

Listen for the operator to direct you to the correct department

STORE & CHECKER TOTALS

Online Host Totals of all Transactions ran for Date Requested.

DISPLAY	ACTION
Idle Prompt	Press 3 to begin.
1=Purchase 2=Activate/Deactivate 3=Recharge 4=Print Menu	Press 4 to access the Print Menu.
1=Recall Report 2=Trans Reprint 3=Balance Inquiry 4=Store/Checker Totals	Press 4 for Store or Checker Totals
1=Store Totals 2=Checker Totals	Press 1 for Store Totals Press 2 for Checker Totals
Enter Date	Enter the Date (MMDD) that is being requested.
Processing	Terminal Prints Receipt.

