

## HYPERCOM OPTIMUM T4 SERIES

Customer Service: 800-201-0461  
24-Hour Technical Support: 800-632-1888

- Select the Valutek icon.
- Select Loyalty. Press “3” on keypad.

### ACTIVATION

SELL A NEW CARD

#### ACTION:

1. Press “2” on Activation/Deactivation.
2. Press “1” to activate.
3. Enter password if prompted. Press ENTER.
4. Enter Cashier ID if prompted. Press ENTER.
5. Swipe or manually key in card number.
6. Enter amount. Press ENTER.  
(Note: 100 points would be entered as \$100.00)

### PURCHASE

ADDING POINTS TO A LOYALTY CARD

#### ACTION:

1. Press “1” for Purchase (add points).
2. Enter password if prompted. Press ENTER.
3. Enter Cashier ID if prompted. Press ENTER.
4. Swipe or manually key card number.
5. Enter amount. Press ENTER.  
(Note: 100 points would be entered as \$100.00)

### REDEEM

REDEEM LOYALTY POINTS

#### ACTION:

1. Press “3” for Redemption.
2. Enter password if applicable. Press ENTER.
3. Enter Cashier ID if requested. Press ENTER.
4. Swipe or manually key card number.
5. Enter number of points to be redeemed.
6. Press ENTER.

### VOID TRANSACTION

#### ACTION:

1. Press “4” for Void.
2. Enter password if prompted. Press ENTER.
3. Enter Cashier ID if prompted. Press ENTER.
4. Swipe or manually key in card number.
5. Enter Auth Code. Press ENTER.

### BALANCE INQUIRY

#### ACTION:

1. Press “5” for Balance.
2. Enter Cashier ID if prompted. Press ENTER.
3. Swipe or manually key in card number.

### HOST REPORTS

#### ACTION:

1. Press “6” for Totals.
2. Enter Cashier ID if prompted. Press ENTER.
3. Press either Current Day (“1”) or Previous Day (“2”).
4. Press either Current Day (“1”) or Previous Day (“2”).

### REPLACE LOST OR DAMAGED CARD

REPLACES AN OLD CARD WITH A NEW CARD

#### ACTION:

1. Press “7” for Replace.
2. Enter password if prompted. Press ENTER.
3. Enter Cashier ID if prompted. Press ENTER.
4. Swipe or manually key in card number.
5. Enter the old card number manually. Press ENTER.

## TERMINAL REPORTS

### ACTION:

1. Press "8" for Special Functions.
2. Enter "3" for Print Detail.
3. Press "1" for Loyalty.
4. Both gift and loyalty will be printed.
5. Report will come from terminal.
6. Press "Yes" to clear the gift/loyalty card batch.
7. Press "No" not to clear gift/loyalty card batch

## DEACTIVATE A CARD

CARD CANNOT BE REUSED

### ACTION:

1. Press "2" for Deactivate/Activate.
2. Enter "2" for Deactivate
3. Enter password if prompted. Press ENTER.
4. Enter Cashier ID if prompted. Press ENTER.
5. Swipe or manually key in card number.

## END OF DAY PROCEDURES

### ACTION:

1. Press "8" for Special Functions.
2. Enter "3" for Print Detail or "4" for Summary.
3. Press "2" for Loyalty.
4. Press "1" for All Transactions or "2" for Transactions by Cashier.
5. Both gift and loyalty will be printed.
6. Report will come from terminal.
7. Press "Yes" to clear the gift/loyalty card batch.
8. Press "No" not to clear the gift/loyalty card batch.