

# SAGE GIFT CARD PROGRAM INSTRUCTIONS - PAX S80

## SAGE CUSTOMER SERVICE 877-438-3249

### FIRST COMPLETE SALE OF GIFT CARD USING REGULAR CASH OR CREDIT PROCEDURES

Press **F3** until **GTGIFT** is displayed

#### TO ISSUE A GIFT CARD

Press **F4** until **ISSUE** is displayed

Swipe Gift Card

Enter Amount + Press **ENTER**

Press **ENTER** to skip phone # entry

Enter SERVER ID # or use #1 and press **ENTER**

#### TO REDEEM A GIFT CARD

Press **F4** until **SALE** is displayed

Press **ENTER**

Press **ENTER** to select **CARD NUMBER**

Swipe Gift Card

Enter Amount + Press **ENTER**

Enter SERVER ID # or use #1 and press **ENTER**

#### TO CHECK THE BALANCE OF A GIFT CARD

Press **F4** until **BALANCE** is displayed

Press **ENTER**

Press **ENTER** to select **CARD NUMBER**

Swipe Gift Card

Enter SERVER ID # or use #1 and press **ENTER**

#### TO ADD FUNDS TO A GIFT CARD

Press **F4** until **ADD** is displayed

Press **ENTER**

Press **ENTER** to select **CARD NUMBER**

Swipe Gift Card

Enter Amount + Press **ENTER**

Enter SERVER ID # or use #1 and press **ENTER**

#### TO VIEW GIFT CARD REPORTS

Press **FUNC**

Press **ENTER** to select *REPORT*