

## SAGE GIFT CARD PROGRAM INSTRUCTIONS - Omni Vx

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

#### ACTIVATE GIFT CARD APPLICATION ON TERMINAL

Press \* key  
Press SAGE/EFT

#### TO ISSUE A GIFT CARD

Select **ISSUANCE**  
Enter **Clerk ID** if prompted  
Swipe Gift Card  
Enter Amount + Press Enter  
Press Enter to confirm Amount

#### TO REDEEM A GIFT CARD

Select **REDEMPTION**  
Enter **Clerk ID** if prompted  
Swipe Gift Card  
Enter Amount + Press Enter  
Press Enter to confirm Amount

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

Press MORE button  
Select **BALANCE INQUIRY**  
Enter **Clerk ID** if prompted  
Swipe Gift Card

#### TO ADD FUNDS TO A GIFT CARD

Select **ADD VALUE**  
Enter **Clerk ID** if prompted  
Swipe Gift Card  
Enter Amount + Press Enter  
Press Enter to confirm Amount

#### TO VIEW GIFT CARD REPORTS

Select **MORE OPTIONS**  
Select **REPORTS**

#### TO RETURN TO CREDIT/DEBIT SCREEN

Press \* key  
Press **CREDIT/DEBIT**

GIFT CARD  
CUSTOMER SERVICE /  
TECH SUPPORT  
1-877-438-3249 OPTION 1



**CUSTOMER SERVICE / TECH SUPPORT**  
**866-873-2200**

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