

Moneris Processing

This document describes the usage of the Moneris gift card interface with the Reservations software. At this time, only an unencrypted USB Magtek is supported.

To set up this hardware:

1. Navigate to "Setup." Click the "Hardware" button.
2. Select "MSR" in the setup screen.
3. Select "Magtek." Click "OK" to save.

Please note, gift cards will not work with the Ingenico iPP320 terminal.

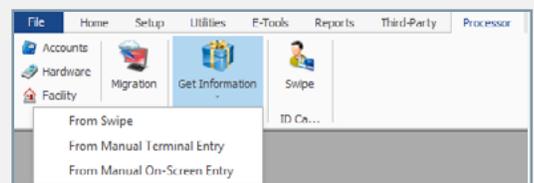


Checking a gift card balance

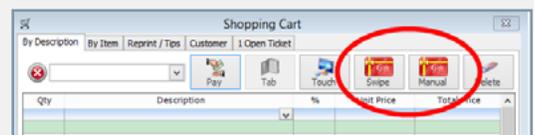
There are two methods for retrieving the available balance on a gift card:

- Under the "Processor" tab, select "Get Information." You can either swipe the gift card or manually enter the number on the screen.
- Alternatively, open the "Shopping Cart." Click either the "Swipe" or "Manual" button. For a previously issued card, it will display the balance before offering to add value.

Please note, "From Manual Terminal Entry" is not supported.



Get Information screen



Shopping Cart screen

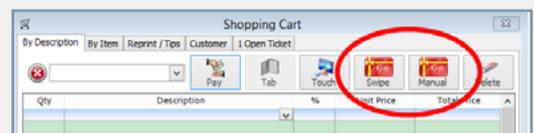
Adding value or issuing a gift card

To add value to a gift card or issue a gift card via swipe:

1. Select the "Swipe" button in the Shopping Cart.
2. You will be prompted to swipe the gift card.
3. If the card has been previously issued, it will display the balance and you can add more value.
4. If the card has not been previously issued, it will bring the "Gift Card Issued" item into the cart and you can enter in the amount.

To add value to a gift card or issue a gift card manually:

1. Select the "Manual" button in the Shopping Cart.
2. A box will appear to type in the gift card number. Enter the number.
3. If the card has been previously issued, it will display the balance and you can add more value.
4. If the card has not been previously issued, it will bring the "Gift Card Issued" item into the cart and you can enter in the amount.



Shopping Cart screen

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Payment with a gift card

To use a gift card as a form of payment:

1. After selecting your items, click “Pay” to get to the payment screen.
2. Select the “Gift Card” button. Click “Click to Get Gift #.” This will prompt you to swipe the gift card and the balance will be checked.
3. Determine how much to apply to this invoice.
4. To finish the transaction, click “Post.”

