Gift Card – Cash Out Transaction Steps

Non-Integrated 7750/7900 Registers

Redeem a Gift Card for Cash (without a food purchase)

Use these procedures if a customer would like the full balance of their gift card redeemed as cash. Cash can only be redeemed when the balance of the gift card is less than $10.00.

Gift Card Terminal

- Press **F3 (GIFT CARD)**
- Press down arrow
- Press **F1** (**BALANCE INQ**)
- Swipe Card
- Enter Clerk or Server ID (if prompted), press green button
- Press "F" key for desired option; Print Customer Copy Yes or No
- The terminal will return to the VALUELINK menu

If balance on gift card is less than $10.00 then....

- Press down arrow
- Press **F4** (**CASHOUT**)
- Enter a manager password (if prompted)
- Press Enter
- The OMNI terminal will print a receipt showing the full cash out amount
- Keep merchant receipt at register (this will be attached to the register receipt for tracking purposes)

NOTE: *Fully depleted cards are NEVER reused by the store.*

Register – perform a paid out

1. At Login screen, touch **MGR #**
2. Enter a Manager number
3. Touch **MGR #**
4. Touch **MANAGER MENU**
5. Enter Cashier number
6. Touch **Cashier #**
7. Touch **PRODUCT** (in PAID OUT column)
8. Cash drawer will pop open
9. Enter dollar amount redeemed from the gift card **(must be less than $10.00)**
10. Touch **CASH**
11. Touch **PRODUCT** (in PAID OUT column)
12. Touch **RECEIPT ISSUE** (attach the receipt to your OMNI receipt and place in cash drawer)
13. Touch **EXIT**

Gift Card – Cash Out Transaction Steps

Non-Integrated 7750/7900 Registers (cont)

Redeem a Gift Card for Cash (with a food purchase)

Use these procedures if a customer is purchasing an item with a gift card and would like the remaining balance in cash instead of back on the gift card.

Cash can only be redeemed when the remaining balance of the gift card is less than $10.00.

Register
1. Ring in food order
2. Touch **PAY SCREEN**

Gift Card Terminal
- Press **F3 (GIFT CARD)**
- Press **F2** (**REDEEM**)
- Swipe Card
- Enter Clerk or Server ID (if prompted), press green button
- Enter the amount of the transaction, press green button
- The OMNI terminal will print a receipt showing the redemption used and remaining amount.
- The terminal will return to the VALUELINK menu.

Tell customer the remaining balance. If cash back is requested ($10.00 or less) then...
- Press down arrow
- Press **F4** (**CASHOUT**)
- Enter a manager password (if prompted)
- Press Enter
- The OMNI terminal will print a receipt showing the full cash out amount
- Keep merchant receipt at register (this will be attached to the register receipt for tracking purposes)

NOTE: *Fully depleted cards are NEVER reused by the store.*

Register – complete order
3. Enter amount that was redeemed with the gift card
4. Press **GFT CRD REDEEM**
5. Press **CASH**
6. Give customer remaining cash **($10.00 or less only)**

Register – perform a paid out
7. At Login screen, touch **MGR #**
8. Enter a Manager number
9. Touch **MGR #**
10. Touch **MANAGER MENU**
11. Enter Cashier number
12. Touch **Cashier #**
13. Touch **PRODUCT** (in PAID OUT column)
14. Cash drawer will pop open
15. Enter cash back dollar amount from the gift card not the amount of the entire transaction **(must be less than $10.00)**
16. Touch **CASH**
17. Touch **PRODUCT** (in PAID OUT column)
18. Touch **RECEIPT ISSUE** (attach receipt to your OMNI receipt and place in cash drawer)
19. Touch **EXIT**

Gift Card – Cash Out Transaction Steps

Non-Integrated 5500 Registers

Redeem a Gift Card for Cash (without a food purchase)
Use these procedures if a customer would like the full balance of their gift card redeemed as cash. Cash can only be redeemed when the balance of the gift card is less than $10.00.

Gift Card Terminal
- Press **F3 (GIFT CARD)**
- Press down arrow
- Press **F1** (**BALANCE INQ**)
- Swipe Card
- Enter Clerk or Server ID (if prompted), press green button
- Press "F" key for desired option; Print Customer Copy Yes or No
- The terminal will return to the VALUELINK menu

If balance on gift card is less than $10.00 then....
- Press down arrow
- Press **F4** (**CASHOUT**)
- Enter a manager password (if prompted)
- Press Enter
- The OMNI terminal will print a receipt showing the full cash out amount
- Keep merchant receipt at register (this will be attached to the register receipt for tracking purposes)

NOTE: *Fully depleted cards are NEVER reused by the store.*

Register – perform a paid out
1. Enter Cashier number
2. Press **CASHR #**
3. Press **MGR #**
4. Enter a Manager number
5. Press the **MGR #**
6. Press **PAID OUT**
7. Cash drawer will pop open
8. Enter dollar amount redeemed from the gift card **(must be less than $10.00)**
9. Press **CASH**
10. Press **PAID OUT**
11. Press **RECEIPT ISSUE** (attach the receipt to your OMNI receipt and place in cash drawer)

Gift Card – Cash Out Transaction Steps

Non-Integrated 5500 Registers (cont)

Redeem a Gift Card for Cash (with a food purchase)

Use these procedures if a customer is purchasing an item with a gift card and would like the remaining balance in cash instead of back on the gift card.
Cash can only be redeemed when the remaining balance of the gift card is less than $10.00.

Register
1. Ring in food order
2. Press **SUB TOTAL**

Gift Card Terminal
- Press **F3 (GIFT CARD)**
- Press down arrow
- Press **F2** (**REDEEM**)
- Swipe Card
- Enter Clerk or Server ID (if prompted), press green button
- Enter the amount of the transaction, press green button
- The OMNI terminal will print a receipt showing the redemption used and remaining amount.
- The terminal will return to the VALUELINK menu.

Tell customer the remaining balance. If cash back is requested ($10.00 or less) then...
- Press down arrow
- Press **F4** (**CASHOUT**)
- Enter a manager password (if prompted)
- Press Enter
- The OMNI terminal will print a receipt showing the full cash out amount
- Keep merchant receipt at register (this will be attached to the register receipt for tracking purposes)

NOTE: *Fully depleted cards are NEVER reused by the store.*

Register – complete order
3. Enter amount that was redeemed with the gift card
4. Press **GFT CRD REDEEM**
5. Press **CASH**
6. Give customer remaining cash **($10.00 or less only)**

Register – perform a paid out
7. Enter Cashier number
8. Press **CASHR #**
9. Press **MGR #**
10. Enter a Manager number
11. Press the **MGR #**
12. Press **PAID OUT**
13. Cash drawer will pop open
14. Enter dollar amount redeemed from the gift card **(must be less than $10.00)**
15. Press **CASH**
16. Press **PAID OUT**
17. Press **RECEIPT ISSUE** (attach the receipt to your OMNI receipt and place in cash drawer)