

Instruction Guide

Creating / Changing / Deleting Terminal Passwords & Clerk ID's

All Terminals



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Gift Card Password and Clerk Functionality, by Terminal Type

Terminal	Password Activation	Password Increase	Minimum/Maximum Length	Max # Passwords	Clerk ID	Minimum/Maximum Length	Max # Clerks	Clerk ID on Receipt?
VeriFone Tranz 330	Y	N	1 - 4	19	N	N/A	N/A	N
VeriFone Tranz 380	Y	N	1 - 4	19	N	N/A	N/A	N
VeriFone Tranz 380x2	Y	N	1 - 4	19	N	N/A	N/A	N
VeriFone Tranz 460	Y	N	1 - 4	19	N	N/A	N/A	N
Nurit 2085	Y	Y	1 - 4	1	Y**	1 - 3	100	Y
Nurit 2085+	Y	Y	1 - 4	1	Y**	1 - 3	100	Y
Nurit 3000	Y	Y	1 - 4	1	Y**	1 - 3	100	Y
Nurit 3020	Y	Y	1 - 4	1	Y**	1 - 3	100	Y
Nurit 3010	Y	Y	1 - 4	1	Y**	1 - 3	100	Y
Nurit 8000	Y	Y	1 - 4	1	Y**	1 - 3	100	Y
Nurit 8320	Y	Y	1 - 4	1	Y**	1 - 3	100	Y
Nurit 8400	Y	Y	1 - 4	1	Y**	1 - 3	100	Y
Thales Talento	Y	N	1 - 6	9	Y**	1 - 9	#	N
VeriFone Omni 3730	Y	Y	1 - 6	1	Y	1 - 5	20	Y
VeriFone Omni 3730LE	Y	Y	1 - 6	1	Y	1 - 5	20	Y
VeriFone Omni 3740	Y	Y	1 - 6	1	Y	1 - 5	20	Y
VeriFone Omni 3750	Y	Y	1 - 6	1	Y	1 - 5	20	Y
VeriFone Vx510	Y	Y	1 - 6	1	Y	1 - 5	20	Y
VeriFone Vx510LE	Y	Y	1 - 6	1	Y	1 - 5	20	Y
VeriFone Vx570	Y	Y	1 - 6	1	Y	1 - 5	20	Y
VeriFone Vx610	Y	Y	1 - 6	1	Y	1 - 5	20	Y
TechTrex PrimeTrex	Y	Y	1 - 6	1	Y	1 - 5	20	Y
TechTrex PrimeTrex IP	Y	Y	1 - 6	1	Y	1 - 5	20	Y
Hypercom T7p	N	N	N/A	N/A	Y**	1 - 4	100	Y
Hypercom T7 Plus	N	N	N/A	N/A	Y**	1 - 4	100	Y
Hypercom T4100	Y	Y	1 - 6	1	Y	1 - 5	20	Y
Hypercom T4205	Y	Y	1 - 6	1	Y	1 - 5	20	Y
Hypercom T4210	Y	Y	1 - 6	1	Y	1 - 5	20	Y
Hypercom T4220	Y	Y	1 - 6	1	Y	1 - 5	20	Y
Hypercom ICE 5500	N	N	N/A	N/A	Y**	1 - 4	100	Y
Hypercom ICE 5700	N	N	N/A	N/A	Y**	1 - 4	100	Y

N = Function Unavailable

Y = Function Available

= Individual Clerks Are Not Controlled - No record is kept of individual clerks, no reporting is available.

Y** = Open Entry Field, no control of access - The terminal will prompt for the Clerk ID, but will continue regardless of the number entered. This can not be used to restrict access to the transaction.

N/A = Not Applicable

Please see following page for more details regarding terminal processing.

Terminal processing detail

VeriFone Tranz	The use of Manager Passwords to secure Activation may be enabled on the terminal and does not require a download. Manager Passwords to perform Activations are created on the terminal and do not require a download.
Nurit	The use of Manager Passwords and Clerk ID prompts may be added on the terminal directly or by a download, depending on the software in use. Manager Passwords to secure Activation and Balance Increases may be added on the terminal directly or by a download, depending on the software in use. Clerk ID's are assigned on the terminal and may be assigned a name to designate the user.
Thales Talento	The use of a Manager Password to secure Activations may be enabled directly on the terminal and does not require a download. Clerk ID's are not fixed, and are designated at the time of login by the clerk.
VeriFone Omni/Vx	Clerk ID function and the use of a password to secure Activation and Balance Increases can be set in the terminal directly or by a download. Clerk ID's are assigned on the terminal and may be assigned a name to designate the user. Clerks are required to log in using a password before performing transactions, and may log out manually or automatically overnight.
TechTrex PrimeTrex	Clerk ID function and the use of a password to secure Activation and Balance Increases can be set in the terminal directly or by a download. Clerk ID's are assigned on the terminal and may be assigned a name to designate the user. Clerks are required to log in using a password before performing transactions, and may log out manually or automatically overnight.
Hypercom T7p/T7 Plus	Clerk ID functions are enabled by a terminal download. Clerk ID's are created at will using the function menu. Clerks may be logged in indefinitely, or may be logged out at will or when the batch is closed.
Hypercom T4100	Clerk ID function and the use of a password to secure Activation and Balance Increases can be set in the terminal directly or by a download. Clerk ID's are assigned on the terminal and may be assigned a name to designate the user. Clerks are required to log in using a password before performing transactions, and may log out manually or automatically overnight.
Hypercom T4200	Clerk ID function and the use of a password to secure Activation and Balance Increases can be set in the terminal directly or by a download. Clerk ID's are assigned on the terminal and may be assigned a name to designate the user. Clerks are required to log in using a password before performing transactions, and may log out manually or automatically overnight.
Hypercom ICE	Clerk ID functions are enabled by a terminal download. Clerk ID's are created at will using the function menu. Clerks may be logged in indefinitely, or may be logged out at will or when the batch is closed.

VeriFone Omni / Vx Terminals

Omni 3750, Omni 3740, Omni 3730, Omni 3730LE, Vx570, Vx610, Vx510, and Vx510LE



Instructions for Creating or Changing the Manager Password
(To restrict access to secure menus and operations)

From the Main Menu, select "SECURE PAYMENT" for the Gift Card program.
Press the purple key corresponding to MORE until **Setup Menu** is displayed.
Press the "F" key corresponding to **Setup Menu**.
Press the "F1" key to select **Terminal**.
At the **MANAGER PASSWORD** prompt, key the password and press the green "ENTER" key.
Press the purple key corresponding to NEXT until **MGR PASSWORD** is displayed. (13 times)
Press the purple key corresponding to EDIT.
Enter the desired Manager Password (1-6 alpha-numeric characters) and press the green "ENTER" key.
***NOTE:** To remove the password, clear this field and press the green "ENTER" key.
Press the purple key corresponding to DONE.
Press the red "CANCEL" key to return to the main application menu.

Instructions for Creating or Changing the Transaction Password
(To restrict the ability to Activate or Add Value to Gift Cards)

From the Main Menu, select "SECURE PAYMENT" for the Gift Card program.
Press the purple key corresponding to MORE until **Setup Menu** is displayed.
Press the "F" key corresponding to **Setup Menu**.
Press the "F1" key to select **Terminal**.
At the **MANAGER PASSWORD** prompt, key the password and press the green "ENTER" key.
Press the purple key corresponding to NEXT until **TXN PASSWORD** is displayed. (14 times)
Press the purple key corresponding to EDIT.
Enter the desired Manager Password (1-6 alpha-numeric characters) and press the green "ENTER" key.
***NOTE:** To remove the password, clear this field and press the green "ENTER" key.
Press the purple key corresponding to DONE.
Press the red "CANCEL" key to return to the main application menu.

Instructions for Creating or Removing Clerk ID Function
(To require the entry of a valid Clerk ID when running transactions)

From the Main Menu, select "SECURE PAYMENT" for the Gift Card program.
Press the purple key corresponding to MORE until **Setup Menu** is displayed.
Press the "F" key corresponding to **Setup Menu**.
Press the "F1" key to select **Terminal**.
At the **MANAGER PASSWORD** prompt, key the password and press the green "ENTER" key.
Press the purple key corresponding to NEXT until **CLERK SUPPORT?** is displayed. (7 times)
Press the purple key corresponding to EDIT.
To enable press "1", to disable press "0", and then press the green "ENTER" key.
Press the purple key corresponding to DONE.
Press the red "CANCEL" key to return to the main application menu.

Instructions for Adding or Removing Clerks

(To create or remove valid Clerk ID's. A valid Clerk ID is necessary to run transactions)

From the Main Menu, select "SECURE PAYMENT" for the Gift Card program.

Press the purple key corresponding to MORE until **Setup Menu** is displayed.

Press the "F" key corresponding to **Setup Menu**.

Press the purple key corresponding to MORE until **Clerks** is displayed.

Press the "F1" key to select **Clerks**.

Press the "F1" key to select **ADD CLERK** or the "F2" key to select **DELETE CLK**.

ADD CLERK

At the **MANAGER PASSWORD** prompt, key the password and press the green "ENTER" key.

Enter the **Clerk Login ID** (1-5 alpha-numeric characters) and press the green "ENTER" key.

Enter the **Clerk Name** (1-10 alpha-numeric characters) and press the green "ENTER" key.

Enter the **Clerk Password** (1-6 alpha-numeric characters) and press the green "ENTER" key.

Retype the password and press the green "ENTER" key.

DELETE CLERK

At the **MANAGER PASSWORD** prompt, key the password and press the green "ENTER" key.

Select the Clerk ID to be deleted from the list by pressing the corresponding "F" key.

Press the "F1" key to confirm or the "F2" key to cancel.

Instructions for Logging Clerks In/Out, Changing Password

(Clerks who fail to log in prior to attempting a transaction will be given the opportunity to log in without aborting the transaction)

From the Main Menu, select "SECURE PAYMENT" for the Gift Card program.

Press the purple key corresponding to MORE until **LOG IN/OUT** is displayed.

Press the "F" key corresponding to **LOG IN/OUT**.

LOG IN

Press the "F1" key to select **LOG IN**.

Enter the desired **Clerk ID** and press the green "ENTER" key.

Enter the **Clerk Password** and press the green "ENTER" key.

LOG OUT

Press the "F2" key to select **LOG OUT**.

Select the Clerk ID to be logged out from the list by pressing the corresponding "F" key.

Press the "F3" key to confirm or the "F4" key to cancel.

CHG PWD

Enter the desired **Clerk ID** and press the green "ENTER" key.

Enter the current **Clerk Password** and press the green "ENTER" key.

Enter the new **Clerk Password** and press the green "ENTER" key.

Retype the new password and press the green "ENTER" key.

Clerk ID numbers are secure on this application, requiring a login and password before they can be used. This is to prevent anyone from misrepresenting themselves by using another's Clerk ID. If a Clerk fails to log in before attempting a transaction, the terminal will prompt for their password and offer to log that Clerk in at that time, without aborting the transaction.

Clerks who fail to log out at the end of their shift are automatically logged out over night.

Thales Talento Terminals



Thales Talento Terminals

Instructions for Changing the Master Password (To restrict access to secure menus and operations)

From the Main Menu, press the "**Fn**" key.

Enter the current Manager Password and press the green "**ENTER**" key.

Press the "**→**" (Arrow) key.

Press the blue triangular key corresponding to TERM SETUP.

Press the blue triangular key corresponding to MANAGR PASWRD.

Enter the desired Master Password (1-6 numeric characters) and press the green "**ENTER**" key.

***NOTE:** It is not possible to completely remove the Master Password.

Re-enter the desired Master Password (1-6 numeric characters) and press the green "**ENTER**" key.

Instructions for Adding/Removing a Manager Password (To restrict the ability to Activate Gift Cards)

From the Main Menu, press the "**5**" key.

Press the "**→**" (Arrow) key twice, until MANAGR PASSWD is displayed.

Press the blue triangular key corresponding to MANAGR PASSWD.

Enter the Master Password and press the green "**ENTER**" key.

Press the blue triangular key corresponding to MANAGR PASWRD.

Press "**1**" to Add a New Password, "**2**" to Delete an existing Password, or "**3**" to view a list of current Passwords.

When done, press the red "**CANCEL**" key to return to the Gift Card menu.

ADD PASSWORD (Maximum of 9)

Enter the desired Manager Password (4-6 numeric characters) and press the green "**ENTER**" key.

DELETE PASSWORD

Enter the desired Manager Password (4-6 numeric characters) and press the green "**ENTER**" key.

VIEW PASSWORD LIST

Use the "**→**" (Arrow) key to scroll through the list of existing Manager Passwords.

Instructions for Creating or Removing Clerk ID Function (To require the entry of a Clerk ID when running transactions)

From the Main Menu, press the "**Fn**" key.

Enter the Manager Password and press the green "**ENTER**" key.

Press the "**→**" (Arrow) key.

Press the blue triangular key corresponding to PARM.

Press the blue triangular key corresponding to EDIT.

Press the blue triangular key corresponding to ALL.

Press the blue triangular key corresponding to NEXT until **CLERK ID ON/OFF** is displayed (15 times).

Press the blue triangular key corresponding to MOD.

Press the yellow "**CLEAR**" key to remove current data.

Enter "**1**" to enable Clerk ID Mode, or "**0**" to disable, and press the green "**ENTER**" key.

Press the red "**CANCEL**" key twice, to return to the Main Menu.

Clerk ID numbers are not secure on this application. The entry of any data at the Clerk ID prompt will allow transactions.

Hypercom Terminals

T7p, T7p-T, and T7 Plus



Hypercom Terminals (T7p, T7p-T, and T7 Plus)

Instructions for Creating or Removing Clerk ID Function

(To require the entry of a valid Clerk ID when running transactions)

Clerk ID function can only be enabled or disabled by performing a download to the terminal. To change the Clerk ID function, please contact Secure Payment Systems at (888) 313-7842, extension 2 for Technical Support.

Instructions for Logging Clerks In

From the Main Menu, press the "**Function**" key.

At the **MERCHANT FUNCTION** prompt, enter "**77**" and press the green "**ENTER**" key.

Enter the desired **Clerk ID** (1-4 numeric characters) and press the green "**ENTER**" key.

Press the green "**ENTER**" key to Sign-On, or the red "**CANCEL**" key to cancel.

Press the red "**CANCEL**" key to return to the Main Menu.

Instructions to Log Out All Clerks

(All Clerks must be logged out at once, but may log back in afterward)

From the Main Menu, press the "**Function**" key.

At the **MERCHANT FUNCTION** prompt, enter "**78**" and press the green "**ENTER**" key.

Enter the Manager Password and press the green "**ENTER**" key.

Press "**2**" to select **CLEAR**, and press the green "**ENTER**" key.

Instructions to Print a List of All Clerks Currently Logged In

From the Main Menu, press the "**Function**" key.

At the **MERCHANT FUNCTION** prompt, enter "**78**" and press the green "**ENTER**" key.

Enter the Manager Password and press the green "**ENTER**" key.

Press "**1**" to select **RPT**, and press the green "**ENTER**" key.

Clerk ID numbers are partially secure on this application, requiring specific numbers be created and logged in, but are not protected or secure.

Hypercom Terminals

ICE 5500, ICE5700, and ICE 5500 Plus



Instructions for Creating or Removing Clerk ID Function
(To require the entry of a valid Clerk ID when running transactions)

Clerk ID function can only be enabled or disabled by performing a download to the terminal. To change the Clerk ID function, please contact Secure Payment Systems at (888) 313-7842, extension 2 for Technical Support.

Instructions for Logging Clerks In

From the Main Menu, touch the **MENU BAR**.
Touch the "**Cashier**" button on the screen.
Touch the "**Add/Remove**" button on the screen.
Enter the desired **Clerk ID** (1-4 numeric characters) and press the green "**ENTER**" key.
Press the green "**ENTER**" key to Sign-On, or the red "**CANCEL**" key to cancel.
Press the red "**CANCEL**" key to return to the Main Menu.

Instructions for Logging Clerks Out

From the Main Menu, touch the **MENU BAR**.
Touch the "**Cashier**" button on the screen.
Touch the "**Add/Remove**" button on the screen.
Enter the desired **Clerk ID** (1-4 numeric characters) and press the green "**ENTER**" key.
Press the green "**ENTER**" key to Sign-Out, or the red "**CANCEL**" key to cancel.
Press the red "**CANCEL**" key to return to the Main Menu.

Instructions to Log Out All Clerks

From the Main Menu, touch the **MENU BAR**.
Touch the "**Cashier**" button on the screen.
Touch the "**Clear**" button on the screen.

Instructions to Print a List of All Clerks Currently Logged In

From the Main Menu, touch the **MENU BAR**.
Touch the "**Cashier**" button on the screen.
Touch the "**Reports**" button on the screen.
Touch the "**Cashiers**" button on the screen.

Clerk ID numbers are secure on this application, requiring a login before they can be used. Clerks remain logged in and active until logged out manually.

Hypercom Optimum Terminals

T4100, T4205, T4210, and T4220



Instructions for Creating or Changing the Manager Password
(To restrict access to secure menus and operations)

From the Main Menu, select “SECURE PAYMENT SYSTEMS” for the Gift Card program.
Press the key corresponding to the arrow icon until **Setup Menu** is displayed.
Press the key corresponding to **Setup Menu**.
Press the key to select **Terminal**.
At the **MANAGER PASSWORD** prompt, key the password and press the green “**ENTER**” key.
Press the key corresponding to NEXT until **MGR PASSWORD** is displayed. (15 times)
Press the key corresponding to EDIT.
Enter the desired Manager Password (1-6 alpha-numeric characters) and press the green “**ENTER**” key.
***NOTE:** To remove the password, clear this field and press the green “**ENTER**” key.
Press the key corresponding to DONE.
Press the red “**CANCEL**” key to return to the main application menu.

Instructions for Creating or Changing the Transaction Password
(To restrict the ability to Activate or Add Value to Gift Cards)

From the Main Menu, select “SECURE PAYMENT SYSTEMS” for the Gift Card program.
Press the key corresponding to the arrow icon until **Setup Menu** is displayed.
Press the key corresponding to **Setup Menu**.
Press the key to select **Terminal**.
At the **MANAGER PASSWORD** prompt, key the password and press the green “**ENTER**” key.
Press the key corresponding to NEXT until **TXN PASSWORD** is displayed. (16 times)
Press the key corresponding to EDIT.
Enter the desired Manager Password (1-6 alpha-numeric characters) and press the green “**ENTER**” key.
***NOTE:** To remove the password, clear this field and press the green “**ENTER**” key.
Press the key corresponding to DONE.
Press the red “**CANCEL**” key to return to the main application menu.

Instructions for Creating or Removing Clerk ID Function
(To require the entry of a valid Clerk ID when running transactions)

From the Main Menu, select “SECURE PAYMENT SYSTEMS” for the Gift Card program.
Press the key corresponding to the arrow icon until **Setup Menu** is displayed.
Press the key corresponding to **Setup Menu**.
Press the key to select **Terminal**.
At the **MANAGER PASSWORD** prompt, key the password and press the green “**ENTER**” key.
Press the key corresponding to NEXT until **CLERK SUPPORT?** is displayed. (9 times)
Press the key corresponding to EDIT.
To enable press “**1**”, to disable press “**0**”, and then press the green “**ENTER**” key.
Press the key corresponding to DONE.
Press the red “**CANCEL**” key to return to the main application menu.

Instructions for Adding or Removing Clerks

(To create or remove valid Clerk ID's. A valid Clerk ID is necessary to run transactions)

From the Main Menu, select "SECURE PAYMENT SYSTEMS" for the Gift Card program.

Press the key corresponding to the arrow icon until **Setup Menu** is displayed.

Press the key corresponding to **Setup Menu**.

Press the key corresponding to MORE until **Clerks** is displayed.

Press the key to select **Clerks**.

Press the key to select **ADD CLERK** or the key to select **DELETE CLK**.

ADD CLERK

At the **MANAGER PASSWORD** prompt, key the password and press the green "ENTER" key.

Enter the **Clerk Login ID** (1-5 alpha-numeric characters) and press the green "ENTER" key.

Enter the **Clerk Name** (1-10 alpha-numeric characters) and press the green "ENTER" key.

Enter the **Clerk Password** (1-6 alpha-numeric characters) and press the green "ENTER" key.

Retype the password and press the green "ENTER" key.

DELETE CLERK

At the **MANAGER PASSWORD** prompt, key the password and press the green "ENTER" key.

Select the Clerk ID to be deleted from the list by pressing the corresponding key.

Press the key to confirm or the key to cancel.

Instructions for Logging Clerks In

From the Main Menu, select "SECURE PAYMENT SYSTEMS" for the Gift Card program.

Select a transaction to begin.

Enter the desired Clerk ID when prompted and press the green "ENTER" key.

Enter the Clerk Password and press the green "ENTER" key.

To Log In, press the key corresponding to "**Yes**".

Clerk ID numbers are secure on this application, requiring a login and password before they can be used. This is to prevent anyone from misrepresenting themselves by using another's Clerk ID. If a Clerk fails to log in before attempting a transaction, the terminal will prompt for their password and offer to log that Clerk in at that time, without aborting the transaction.

Clerks who fail to log out at the end of their shift are automatically logged out over night.

TechTrex PrimeTrex Terminals



TechTrex PrimeTrex Terminals

Instructions for Creating or Changing the Manager Password (To restrict access to secure menus and operations)

From the Main Menu, select the Gift Card program.
Press the "**Scroll Down**" key until **Setup** is displayed.
Press the "**F**" key corresponding to **Setup**.
At the **Manager Password** prompt, key the password and press the green "**OK**" key.
Press the "**F2**" key to select **Terminal**.
Press the "**F3**" key to **Slect** (Select).
Press the "**F2**" key for **Next** until **Manager Pwd** is displayed. (10 times)
Press the "**F3**" key for **EDIT**.
Enter the desired Manager Password (1-6 alpha-numeric characters) and press the green "**OK**" key.
***NOTE:** To remove the password, clear this field and press the green "**OK**" key.
Press the "**F4**" key for **Exit**.
Press the "**F2**" key to save the changes.
Press the red "**CANC**" key to return to the main application menu.

Instructions for Creating or Changing the Transaction Password (To restrict the ability to Activate or Add Value to Gift Cards)

From the Main Menu, select the Gift Card program.
Press the "**Scroll Down**" key until **Setup** is displayed.
Press the "**F**" key corresponding to **Setup**.
At the **Manager Password** prompt, key the password and press the green "**OK**" key.
Press the "**F2**" key to select **Terminal**.
Press the "**F3**" key to **Slect** (Select).
Press the "**F2**" key for **Next** until **Transaction Pwd** is displayed. (11 times)
Press the "**F3**" key for **EDIT**.
Enter the desired Transaction Password (1-6 alpha-numeric characters) and press the green "**OK**" key.
***NOTE:** To remove the password, clear this field and press the green "**OK**" key.
Press the "**F4**" key for **Exit**.
Press the "**F2**" key to save the changes.
Press the red "**CANC**" key to return to the main application menu.

Instructions for Creating or Removing Clerk ID Function (To require the entry of a valid Clerk ID when running transactions)

From the Main Menu, select the Gift Card program.
Press the "**Scroll Down**" key until **Setup** is displayed.
Press the "**F**" key corresponding to **Setup**.
At the **Manager Password** prompt, key the password and press the green "**OK**" key.
Press the "**F2**" key to select **Terminal**.
Press the "**F3**" key to **Slect** (Select).
Press the "**F2**" key for **Next** until **Clrk/Srvr Mode** is displayed. (12 times)
Press the "**F3**" key for **EDIT**.
Enter "**1**" to enable or "**0**" to disable and press the green "**OK**" key.
Press the "**F4**" key for **Exit**.
Press the "**F2**" key to save the changes.
Press the red "**CANC**" key to return to the main application menu.

TechTrex PrimeTrex Terminals

Instructions for Adding or Removing Clerks

(To create or remove valid Clerk ID's. A valid Clerk ID is necessary to run transactions)

From the Main Menu, select the Gift Card program.

Press the "**Scroll Down**" key until **Clerk Setup** is displayed.

Press the "**F**" key corresponding to **Clerk Setup**.

ADD CLERK

Press the "**F3**" key to select **Add Clerk**.

At the **MANAGER PASSWORD** prompt, key the password and press the green "**OK**" key.

Enter the **Clerk ID** (1-5 alpha-numeric characters) and press the green "**OK**" key.

Enter the **Clerk Password** (1-6 alpha-numeric characters) and press the green "**OK**" key.

Retype the password and press the green "**OK**" key.

DELETE CLERK

Press the "**Scroll Down**" key until **Delete Clerk** is displayed.

Press the "**F1**" key to select **Delete Clerk**.

At the **MANAGER PASSWORD** prompt, key the password and press the green "**OK**" key.

Enter the desired **Clerk ID** (1-5 alpha-numeric characters) and press the green "**OK**" key.

Enter the **Clerk Password** (1-6 alpha-numeric characters) and press the green "**OK**" key.

Instructions for Logging Clerks In/Out, Changing Password

(Clerks who fail to log in prior to attempting a transaction will be given the opportunity to log in without aborting the transaction)

From the Main Menu, select the Gift Card program.

Press the "**Scroll Down**" key until **Clerk Setup** is displayed.

Press the "**F**" key corresponding to **Clerk Setup**.

Log On

Press the "**F1**" key to select **Log On**.

Enter the desired **Clerk ID** and press the green "**OK**" key.

Enter the **Clerk Password** and press the green "**OK**" key.

Log Off

Press the "**F2**" key to select **Log Off**.

Enter the desired **Clerk ID** and press the green "**OK**" key.

Press the "**F2**" key to confirm or the "**F1**" key to cancel.

CHG PWD

Press the "**F4**" key to select **Modify Clerk**.

Enter the desired **Clerk ID** and press the green "**OK**" key.

Enter the **Clerk Password** and press the green "**OK**" key.

Enter the **New Password** and press the green "**OK**" key.

Re-enter the **New Password** and press the green "**OK**" key.

Clerk ID numbers are secure on this application, requiring a login and password before they can be used. This is to prevent anyone from misrepresenting themselves by using another's Clerk ID. If a Clerk fails to log in before attempting a transaction, the terminal will prompt for their password and offer to log that Clerk in at that time, without aborting the transaction.

Clerks who fail to log out at the end of their shift are automatically logged out over night.

TechTrex PrimeTrex IP Terminals



TechTrex PrimeTrex IP Terminals

Instructions for Creating or Changing the Manager Password (To restrict access to secure menus and operations)

From the Main Menu, select the Gift Card program.
Press the "**Scroll Down**" key until **Setup Menu** is displayed.
Press the "**F**" key corresponding to **Setup Menu**.
At the **MANAGER PASSWORD** prompt, key the password and press the green "**OK**" key.
Press the "**F2**" key to select **Terminal**.
Press the "**F3**" key to **Slect** (Select).
Press the "**F2**" key for **Next** until **Manager Pwd** is displayed. (10 times)
Press the "**F3**" key for **EDIT**.
Enter the desired Manager Password (1-6 alpha-numeric characters) and press the green "**OK**" key.
***NOTE:** To remove the password, clear this field and press the green "**OK**" key.
Press the "**F4**" key for **Exit**.
Press the "**F2**" key to save the changes.
Press the red "**CANC**" key to return to the main application menu.

Instructions for Creating or Changing the Transaction Password (To restrict the ability to Activate or Add Value to Gift Cards)

From the Main Menu, select the Gift Card program.
Press the "**Scroll Down**" key until **Setup Menu** is displayed.
Press the "**F**" key corresponding to **Setup Menu**.
At the **MANAGER PASSWORD** prompt, key the password and press the green "**OK**" key.
Press the "**F2**" key to select **Terminal**.
Press the "**F3**" key to **Slect** (Select).
Press the "**F2**" key for **Next** until **Transaction Pwd** is displayed. (11 times)
Press the "**F3**" key for **EDIT**.
Enter the desired Transaction Password (1-6 alpha-numeric characters) and press the green "**OK**" key.
***NOTE:** To remove the password, clear this field and press the green "**OK**" key.
Press the "**F4**" key for **Exit**.
Press the "**F2**" key to save the changes.
Press the red "**CANC**" key to return to the main application menu.

Instructions for Creating or Removing Clerk ID Function (To require the entry of a valid Clerk ID when running transactions)

From the Main Menu, select the Gift Card program.
Press the "**Scroll Down**" key until **Setup Menu** is displayed.
Press the "**F**" key corresponding to **Setup Menu**.
At the **MANAGER PASSWORD** prompt, key the password and press the green "**OK**" key.
Press the "**F2**" key to select **Terminal**.
Press the "**F3**" key to **Slect** (Select).
Press the "**F2**" key for **Next** until **Clrk/Srvr Mode** is displayed. (12 times)
Press the "**F3**" key for **EDIT**.
Enter "**1**" to enable or "**0**" to disable and press the green "**OK**" key.
Press the "**F4**" key for **Exit**.
Press the "**F2**" key to save the changes.
Press the red "**CANC**" key to return to the main application menu.

TechTrex PrimeTrex IP Terminals

Instructions for Adding or Removing Clerks

(To create or remove valid Clerk ID's. A valid Clerk ID is necessary to run transactions)

From the Main Menu, select the Gift Card program.

Press the "**Scroll Down**" key until **Clerk Setup** is displayed.

Press the "**F**" key corresponding to **Clerk Setup**.

ADD CLERK

Press the "**F3**" key to select **Add Clerk**.

At the **MANAGER PASSWORD** prompt, key the password and press the green "**OK**" key.

Enter the **Clerk Login ID** (1-5 numeric characters) and press the green "**OK**" key.

Enter the **Clerk Password** (1-6 numeric characters) and press the green "**OK**" key.

Retype the password and press the green "**OK**" key.

DELETE CLERK

Press the "**Scroll Down**" key until **Delete Clerk** is displayed.

Press the "**F1**" key to select **Delete Clerk**.

***NOTE:** Press the "**F2**" key to **Delete All Clerks**.

At the **MANAGER PASSWORD** prompt, key the password and press the green "**OK**" key.

Enter the desired Clerk ID and press the green "**OK**" key.

Enter the Clerk Password for the corresponding clerk and press the green "**OK**" key.

Instructions for Logging Clerks In/Out, Changing Password

(Clerks who fail to log in prior to attempting a transaction will be given the opportunity to log in without aborting the transaction)

From the Main Menu, select the Gift Card program.

Press the "**Scroll Down**" key until **Clerk Setup** is displayed.

Press the "**F**" key corresponding to **Clerk Setup**.

Log On

Press the "**F1**" key to select **Log On**.

Enter the desired **Clerk ID** and press the green "**OK**" key.

Enter the **Clerk Password** and press the green "**OK**" key.

Log Off

Press the "**F2**" key to select **Log Off**.

Enter the desired **Clerk ID** and press the green "**OK**" key.

Press the "**F2**" key to confirm or the "**F1**" key to cancel.

Change Password

Press the "**F4**" key to select **Modify Clerk**.

Enter the desired **Clerk ID** and press the green "**OK**" key.

Enter the **Clerk Password** and press the green "**OK**" key.

Enter the **New Password** and press the green "**OK**" key.

Re-enter the **New Password** and press the green "**OK**" key.

Clerk ID numbers are secure on this application, requiring a login and password before they can be used. This is to prevent anyone from misrepresenting themselves by using another's Clerk ID. If a Clerk fails to log in before attempting a transaction, the terminal will prompt for their password and offer to log that Clerk in at that time, without aborting the transaction.

Clerks who fail to log out at the end of their shift are automatically logged out over night.

VeriFone Tranz Terminal

Tranz 330, Tranz 380, Tranz 380x2, and Tranz 460



Instructions to Create or Change the Master Password (To restrict access to secure menus and operations)

From the Main Screen, press the "**FUNC/ENTER**" key.

At the **FUNCTION?** prompt, press the "**7**" key.

At the **RECALL WHAT?** prompt, enter "**913**". (Press the "**FUNC/ENTER**" key if 380, 380x2, or 460)

Press the "**BACKSPACE**" key.

At the **ENTER PASSWORD** prompt, key in the terminal password and press the "**FUNC/ENTER**" key.

Enter the desired Master Password (1-4 alpha-numeric characters) and press the "**FUNC/ENTER**" key.

***NOTE:** To remove the password and disable all transaction passwords, clear this field and press the "**FUNC/ENTER**" key.

Press the "**CLEAR**" key to return to the Main Menu.

Instructions to Create a Transaction Passwords (To restrict the ability to Activate Gift Cards)

From the Main Screen, press the "**FUNC/ENTER**" key.

At the **FUNCTION?** prompt, press the "**4**" key.

At the **MASTER PASSWORD** prompt, enter the Master Password and press the "**FUNC/ENTER**" key.

Press the "**1**" key to add a new password. (The maximum number of passwords is 8)

Enter the desired Transaction Password (1-4 alpha-numeric characters) and press the "**FUNC/ENTER**" key.

Press the "**1**" key to add another password, or press the "**CLEAR**" key to return to the Main Menu.

Instructions to Delete a Transaction Password

From the Main Screen, press the "**FUNC/ENTER**" key.

At the **FUNCTION?** prompt, press the "**4**" key.

At the **MASTER PASSWORD** prompt, enter the Master Password and press the "**FUNC/ENTER**" key.

Press the "**2**" key to delete a password.

***NOTE:** To view a list of all available passwords, press the "**3**" key. The terminal will begin to scroll the saved passwords.

Enter the desired Transaction Password and press the "**FUNC/ENTER**" key.

Press the "**2**" key to delete another password, or press the "**CLEAR**" key to return to the Main Menu.

***NOTE:** Deleting the Master Password will disable all stored Transaction Passwords, but will not delete them. Enabling a Master Password will re-enable all previously stored Transaction Passwords.

VeriFone (Lipman) Nurit Terminals

Nurit 2085, Nurit 2085+, Nurit 3010, Nurit 3020, Nurit 8320, Nurit 8000, and Nurit 8400



Instructions for Creating or Changing the Transaction Password
(To restrict the ability to Activate or Add Value to Gift Cards)

From the Main Menu, press the "**MENU/ESC**" key.

Press the "**4**" key to display **1.Hosts Params**.

***NOTE:** If 1.Hosts Params is not available it will be necessary to contact Secure Payment Systems at (888) 313-7842, extension 2 for Technical Support. The download file will need to be modified and the terminal downloaded in order to access this functionality.

Press the green "**ENTER**" key to display the password prompt.

Enter the password and press the green "**ENTER**" key.

Press the "**F1**" key to select **Terminal**.

At the **ENTER PASSWORD:** prompt, key the password and press the green "**ENTER**" key.

Using the "**FORCED**" key, scroll down the list of Hosts until **SPSGFT** or **SPSSVL** is displayed and press the green "**ENTER**" key.

Using the "**FORCED**" key, scroll down the list until **MasterPass** is displayed and press the green "**ENTER**" key.

Enter the desired Manager Password (1-4 alpha-numeric characters) and press the green "**ENTER**" key.

***NOTE:** To remove the password, clear this field and press the green "**ENTER**" key.

Press the "**MENU/ESC**" key.

At the **Save Parameters?** prompt, press the button beneath **YES** to save the changes.

Press the "**MENU/ESC**" key until the Main Menu screen is displayed (**CREDIT...SALE ACCOUNT →**)

Instructions for Creating or Removing Clerk ID Function

From the Main Menu, press the "**MENU/ESC**" key.

Press the "**4**" key to display **1.Hosts Params**.

***NOTE:** If 1.Hosts Params is not available it will be necessary to contact Secure Payment Systems at (888) 313-7842, extension 2 for Technical Support. The download file will need to be modified and the terminal downloaded in order to access this functionality.

Press the green "**ENTER**" key to display the password prompt.

Enter the password and press the green "**ENTER**" key.

Press the "**F1**" key to select **Terminal**.

At the **ENTER PASSWORD:** prompt, key the password and press the green "**ENTER**" key.

Using the "**FORCED**" key, scroll down the list of Hosts until **SPSGFT** or **SPSSVL** is displayed and press the green "**ENTER**" key.

Using the "**FORCED**" key, scroll down the list until **AskClerkIdFlag** is displayed and press the green "**ENTER**" key.

Enter "**1**" to enable or "**0**" to disable and press the green "**ENTER**" key.

Press the "**MENU/ESC**" key.

At the **Save Parameters?** prompt, press the button beneath **YES** to save the changes.

Press the "**MENU/ESC**" key until the Main Menu screen is displayed (**CREDIT...SALE ACCOUNT →**)

Instructions for Adding Clerks

(To create or remove valid Clerk ID's. A valid Clerk ID is necessary to run transactions)

From the Main Menu, press the "**MENU/ESC**" key.

Press the "**2**" key to display **2.Merch. Params.**

Press the "**8**" key to display **8.Ind. Prompts.**

Press the green "**ENTER**" key to display the password prompt.

Enter the password and press the green "**ENTER**" key.

Press the "**1**" key for **1.CLERK ID MODE.**

Press the "**2**" key to enable or the "**1**" key to disable this function.

At the **ENTER CLERK ID:** prompt, enter the desired Clerk ID (1-3 numeric characters) and press the green "**ENTER**" key.

At the **Name:** prompt, enter the desired Clerk identifier (1-19 alpha-numeric characters) and press the green "**ENTER**" key.

Continue to add clerks until complete. The terminal holds a maximum of 100, numbered from 1 to 100.

Press the "**MENU/ESC**" key until the Main Menu screen is displayed (**CREDIT...SALE ACCOUNT →**)

Clerk ID numbers are not secure on this application. Anyone entering a valid number will be allowed to run transactions.