

# SUPPLEMENT TO THE TERMINAL OPERATING MANUAL

This sheet supplements the existing terminal operating instructions. It describes the extended functions of Voucher Services.

- Setting up the terminal for Voucher Services
- Purchasing a voucher

## SETTING UP THE TERMINAL: PASSWORD PROTECTION

- The terminal is equipped with password protection for the use of Voucher Services. This ensures that unauthorized third parties cannot improperly obtain a voucher.

- The service password is to be used independently of the terminal password.
- If you already use a service password for GiftCard, it is essential that you use the same password for Voucher Services.
- As a merchant you determine whether or not you want to use a service password.


Before the terminal can be operated with Voucher Service the service password must first be configured. This is also necessary if you do not wish to use a service password. Changes can be made at any time.

1.1	Press the <STOP> button.	STOP
1.2	Press the <4> button – settings.	4: Settings
1.3	Press the <4> button – service password.	4: Service PW
1.4	Enter the terminal password and confirm with <OK> button. (See configuration sheet for the password.)	<Password> OK
1.5	Enter the 1–6 digit service password and confirm with <OK>. If you prefer not to use a service password, you must confirm this with <STOP>.	<Service PW> OK

## PURCHASING A VOUCHER

To complete the next step, please select the “Transactions” menu.

- Please note that several menu items may differ from these instructions according to the number and type of activated voucher services.

1.1	Press the <0> button. “Other transactions” is activated.	0: Other transactions
1.2	Press the <5> button. “Voucher Service” is activated. Access only with the service password.	5: Voucher Service
1.3	Select the desired Voucher Service. Comment: Only the Voucher Services that are effectively activated will be displayed on the terminal.	1: Voucher Service 1 2: Voucher Service 2 3: ...
1.4	Select one of the predefined amounts/voucher type. The predefined amounts/voucher types vary according to the voucher service.	1: CHF 10.– 2: CHF 30.– 3: ...
1.5	The customer confirms the preferred voucher with <OK>. If the customer does not agree with the transaction, he/she can discontinue it by pressing <STOP>. With COMPACT or MOBILE terminals, the terminal will be handed to the customer at this point.	Voucher Service X CHF 30.– OK or STOP? <b>OK</b>
1.6	The customer sales receipt and merchant sales receipt are printed out.	

### TIPS:

- Be sure to retain the merchant sales receipt. The serial number printed on the sales receipt will be needed and required for any reversal. Observe the reversal process as listed in the separate configuration sheet.
- Voucher Services will be listed separately in the daily statement. Voucher Services will be settled on a daily basis and are not coupled to the daily closing.

### YOUR LOCAL POINT OF CONTACT CAN BE FOUND AT:

[six-payment-services.com/contacts](http://six-payment-services.com/contacts)

six-payment-services.com  
worldline.com