iBonus™ Secure Contactless Gift Card Terminal

Staff Operation Quick Reference Card

Card Purchase	Request Repair
Reload	Do Repair
Cash Purchase	Request Replace
Manual Redeem	Do Replace
Item Purchase	Replace ID to Smart Card
Item Redeem	Replace ID to ID Card
Undo Card Purchase	Change Staff PIN
Undo Cash Purchase	Suspend ID Member Card
Undo Reload	Resume ID Member Card
Undo Manual Redeem	Activate ID Member Card
Carry Forward	Set Customer ID
Quick Reload	Issue Key-in ID Card
Reprint Receipt	
Request Renew	
Do Renew	
Online Renew	

Card Purchase

+	-
dwAccSpending	abyBalPrepaid
abyBalBonus (if Bonus Rate is on)	

Instruction	Display
While in Staff Operation Mode (after Staff Login), to deduct the card stored value, and increase the bonus point if set, (defined as Card Purchase), simply key in the amount.	TUE 07 Sep 15:45 Amount: $
For example, to deduct 230 dollars, key in **2 3 0 0 0**. If the entry exceeds the Staff Card allowable transaction limit, it warns you. By presenting the smart card or ID card, stored value will be deducted and the bonus points will be added to the card. The transaction is recorded. For key-in ID operation, press **Func**	Purchase [CARD]: $230.00
Press **1** to enter card SN or press **2** to enter customer ID. Then enter the corresponding ID and press **Func**.	1)Card SN /2) CustomerID(1/2)?
The transaction summary will be displayed.	CARD: -$230.00 BONUS +230

Reload

+	-
abyBalPrepaid	

Instruction	Display
While in Staff Operation Mode (after Staff Login), to reload the card stored value, press **Func** once.	TUE 07 Sep 15:45 Amount: $
For example, to reload 200 dollars, key in **2 0 0 0 0**. If the entry exceeds the Staff Card allowable transaction limit, it warns you. By presenting the smart card or ID card, stored value will be added to the card. The transaction is recorded. For key-in ID operation, press **Func**	* Reload Mode! * $200.00
Press **1** to enter card SN or press **2** to enter customer ID. Then enter the corresponding ID and press **Func**	1)Card SN /2) CustomerID(1/2)?
The transaction summary will be displayed.	==== Reload ==== CARD: +$200

Cash Purchase

+	-
dwAccSpending	
abyBalBonus	

Instruction	Display
While in Staff Operation Mode (after Staff Login), to add bonus points (defined as Cash Purchase) to the member card, simply key in the bonus point	TUE 07 Sep 15:45 Amount: $
For example, to add 230 points, key in **2 3 0 0 0**. If the entry exceeds the Staff Card allowable transaction limit, it warns you. By presenting the smart card or ID card, bonus points will be added to the card. The transaction is recorded. For key-in ID operation, press **Func**	Purchase [CASH]: $230.00
Press **1** to enter card SN or press **2** to enter customer ID. Then enter the corresponding ID and press **Func**.	1)Card SN /2) CustomerID(1/2)?
The transaction summary will be displayed.	CASH: $230.00 BONUS +230

Manual Redeem

+	-
	abyBalBonus

Instruction	Display
While in Staff Operation Mode (after Staff Login), press **Func** to enter Staff Admin mode.	TUE 07 Sep 15:45 Amount: $
Enter the value of the bonus point and present the member card. Present smart card or ID card to carry out transaction immediately. If you wish to enter card SN or customer ID manually press **Func**.	= ManualRedeem = Bonus: 50
Press **1** to enter card SN or press **2** to enter customer ID. Then enter the corresponding ID and press **Func**.	1)Card SN /2) CustomerID(1/2)?
The summary of the transaction will be shown.	Bonus: -50 Bal: 2000

Item Purchase

+	-
dwAccSpending	abyBalPrepaid
abyBalBonus (if Bonus Rate is on)	

Instruction	Display
While in Staff Operation Mode (after Staff Login), present the Member Card to the iBonus Terminal.	TUE 07 Sep 15:45 Amount: $
iBonus Terminal will first display number of items to be purchased.	Total No. of item(s): 01
Then, iBonus Terminal will show the first item and prompt for confirmation Yes (1) / No (2)?	1: Fries x 2 Yes/No(1/2)?
It displays the next items for confirmation until all respective items are confirmed or declined.	2: GiftCoupon x 1 Yes/No(1/2)?
If there are no more items to be displayed, it will ask for presenting the smart card to finalize the transaction. Stored value will be deducted from the smart card, corresponding bonus point is added and a receipt will be printed out if a receipt printer is connected to the iBonus Terminal	Total $50.00 Waiting Card...
After presenting card, the summary of the transaction is shown.	Amount: -$50.00 Bal: $200.00

Item Redeem

+	-
	abyBalBonus

Instruction	Display
While in Staff Operation Mode (after Staff Login), present the Member Card to the iBonus Terminal.	TUE 07 Sep 15:45 Amount: $
iBonus Terminal will first display number of items to be redeemed.	Total No. of item(s): 01
Then, iBonus Terminal will show the first item and prompt Yes (1) / No (2)?	1: Fries x 2 Yes/No(1/2)?
It displays the next items for confirmation until all respective items are confirmed or declined.	2: GiftCoupon x 1 Yes/No(1/2)?
If there are no more items to be displayed, it will ask for presenting the smart card to finalize the transaction. Bonus point will be deducted from the smart card and a receipt will be printed out if a receipt printer is connected to the iBonus Terminal	Total 50 Waiting Card...
After presenting card, the summary of the transaction is shown.	Bonus: -50 Bal: 200

Undo Card Purchase

+	-
abyBalPrepaid	dwAccSpending
	abyBalBonus (if Bonus Rate is on)

Instruction	Display
While in Staff Operation Mode (after Staff Login), press **Func** twice to enter Staff Admin mode.	TUE 07 Sep 15:45 Amount: $
Present Staff Card to enter staff admin mode.	* Staff Admin! * Wait StaffCard..
Enter the amount you want to adjust.	= UndoPurchase = Amount: $
After entering the adjustment, Staff Card needs to be presented to confirm the transaction.	Confirmed! Staff Card OK...
When you see the screen as follows. Present member card to finish the adjustment. Present smart card or ID card to carry out transaction. Press **Func** to enter card SN or customer ID manually.	= UndoPurchase = $10.00
Press **1** to enter card SN or press **2** to enter customer ID. Then enter the corresponding ID and press **Func**.	1)Card SN /2) CustomerID(1/2)?
The summary of the transaction is shown.	CARD: +10.00 BONUS -10

Undo Cash Purchase

+	-
	dwAccSpending
	abyBalBonus

Instruction	Display
While in Staff Operation Mode (after Staff Login), press **Func** twice to enter Staff Admin mode.	TUE 07 Sep 15:45 Amount: $
Present Staff Card to enter staff admin mode.	* Staff Admin! * Wait StaffCard..
Enter the amount you want to adjust.	= UndoPurchase = Amount: $
After entering the adjustment, Staff Card needs to be presented to confirm the transaction.	Confirmed! Staff Card OK...
When you see the screen as follows. Present member card to finish the adjustment. Present smart card or ID card to carry out transaction. Press **Func** to enter card SN or customer ID manually.	= UndoPurchase = $10.00
Press **1** to enter card SN or press **2** to enter customer ID. Then enter the corresponding ID and press **Func**.	1)Card SN /2) CustomerID(1/2)?
The summary of the transaction is shown.	CARD: +10.00 BONUS -10

Undo Reload

+	-
	abyBalPrepaid

Instruction	Display
While in Staff Operation Mode (after Staff Login), press **Func** twice to enter Staff Admin mode.	TUE 07 Sep 15:45 Amount: $
Present Staff Card to enter staff admin mode. Press **Func** once more.	* Staff Admin! * Wait StaffCard..
Enter the amount you want to adjust.	= Undo Reload! = Amount: $
After entering the adjustment, Staff Card needs to be presented to confirm the transaction.	Confirmed! Staff Card OK...
When you see the screen as follows. Present member card to finish the adjustment. Present smart card or ID card to carry out transaction. Press **Func** to enter card SN or customer ID manually.	= Undo Reload! = $10.00
Press **1** to enter card SN or press **2** to enter customer ID. Then enter the corresponding ID and press **Func**.	1)Card SN /2) CustomerID(1/2)?
The summary of the transaction is shown.	= Undo Reload! = Card: -$10.00

Undo Manual Redeem

+	-
abyBalBonus	

While in Staff Operation Mode (after Staff Login), press **Func** twice to enter Staff Admin mode.	TUE 07 Sep 15:45 Amount: $
Present Staff Card to enter staff admin mode. Press **Func** once more.	* Staff Admin! * Wait StaffCard..
Enter the bonus amount you want to adjust.	= Undo Redeem! = Bonus:
After entering the adjustment, Staff Card needs to be presented to confirm the transaction.	Confirmed! Staff Card OK...
When you see the screen as follows. Present member card to finish the adjustment. Present smart card or ID card to carry out transaction. Press **Func** to enter card SN or customer ID manually.	= Undo Redeem! = Bonus: 10
Press **1** to enter card SN or press **2** to enter customer ID. Then enter the corresponding ID and press **Func**.	1)Card SN /2) CustomerID(1/2)?
The summary of the transaction is shown.	Bonus: +10 Bal: 2000

Carry Forward

+	Set to 0	Altered
abyBalPrepaid	dwAccSpending	abyMemberName
	abyBalBonus	

While in Staff Operation Mode (after Staff Login), press **Func** twice to enter Staff Admin mode.	TUE 07 Sep 15:45 Amount: $
Present Staff Card to enter Staff Admin mode.	* Staff Admin! * Wait StaffCard..
Press **Func** until seeing the screen as follows. Press **A**.	= CarryForward = Press 'A'...
Enter the initial stored value and press **Func**. (This will only be shown in Prepaid Mode)	Initial Value: $100.00
Enter the initial bonus value and press **Func**.	Initial Bonus: 50
Present a brand new card, a member smart card with no previous transaction done or an ID smart card with no previous transaction done or to confirm. Press **Func** to enter card SN or customer ID manually.	Waiting Card Or Press Func...
Press **1** to enter card SN or press **2** to enter customer ID. Then enter the corresponding ID and press **Func**.	1)Card SN /2) CustomerID(1/2)?
It is done!	Member Card Updated OK!

Quick Reload

+	Set to 0
dwAccSpending	abyBalPrepaid
abyBalBonus (if Bonus Rate is on)	

In some occasions, the stored value in the card is not enough. In such situation the transaction is not performed.	Insufficient -$38.90
If you wish the reload the card value with the exact amount of insufficiency, press **0** right after seeing the previous screen.	TUE 07 Sep 15:45 Amount: $
You can choose to present card now or alter the reload value before presenting card.	* Quick Reload * $38.90
After presenting card, the summary of the transaction is shown.	Reload $38.90 Purchase $230.00

Reprint Receipt

When a printer is connected to the iBonus Terminal, a receipt is printed when a transaction is made. Press the button A if you wish to print the receipt of the last transaction again.

| While in Staff Operation Mode (after Staff Login), press **A** | TUE 07 Sep 15:45
Amount: $ |
| Press 1 to confirm to reprint receipt of the last transaction or press 2 to cancel. | Reprint Receipt
Yes/No (1/2)? |

Request Renew

While in Staff Operation Mode (after Staff Login), press **Func** twice to enter Staff Admin mode.	TUE 07 Sep 15:45 Amount: $
Present Staff Card to enter Staff Admin mode.	* Staff Admin! * Wait StaffCard..
Press **Func** when you see the screen as follows.	= UndoPurchase = Amount: $
Press **A** when you see the screen as follows.	= Renew Card = Press 'A'...
Press **1** to choose request.	Request/Renew (1/2)?
When you see the screen as follows. Present member card to send the renew request.	Request to Renew Waiting Card...
The request is now sent back to the iBonus Server and waiting for authorization.	Request queued

Do Renew

Proceed to this screen again by the step above. Choose **2** this time for renewal.	Request/Renew (1/2)?
When you see the screen as follows. Present member card to send the renew request.	Renew MemberCard Waiting Card...
When you see the screen as follows. Present member card to confirm.	Present the same MemberCard again
When the card is authorized from the Server, the card can be renewed.	Card Renewed!
If record is found but not authorized, it will show the message about the reason.	Card has already Renewed
The card being requested is blacklisted.	Card is blacklisted
Another terminal is trying to renew on the same card	Another Terminal doing the renew
The date setting of the Terminal is not correct so it can't derive the correct expiry date. Please check date setting of the Terminal.	Invalid renew date

Online Renew

While in Staff Operation Mode (after Staff Login), press **Func** three times to enter Staff Admin mode.	TUE 07 Sep 15:45 Amount: $
Present Staff Card to enter Staff Admin mode.	* Staff Admin! * Wait StaffCard..
Press **Func** when you see the screen as follows.	= UndoPurchase = Amount: $
Press **A** when you see the screen as follows.	= Renew Card = Press 'A'...
This will be shown if online renew method is selected in Card Management Settings.	Online Renew...
When you see the screen as follows. Present member card to request online renew.	Renew MemberCard Waiting Card...
If smart card is presented, new expiry date will be calculated.	Request accepted
Present the same card again.	Present the same MemberCard again
When the card is authorized from the Server, the card can be renewed.	Card Renewed!

Request Repair

While in Staff Operation Mode (after Staff Login), press **Func** to enter Staff Admin mode.	TUE 07 Sep 15:45 Amount: $
Present Staff Card to enter Staff Admin mode.	* Staff Admin! * Wait StaffCard..
Press **Func** when you see the screen as follows.	= UndoPurchase = Amount: $
Keep pressing **Func** until you see the screen as followings. Press **A** to enter repair card menu.	= Repair Card! = Press 'A'...
Press **1** to choose request.	Request/Repair (1/2)?
When you see the screen as follows. Present member card to send the repairing request.	Request to Repair Waiting Card...
The request is now sent back to the iBonus Server and waiting for authorization.	Request queued

Do Repair

Go to this screen by the step above. Press **2** to choose repair.	Request/Repair (1/2)?
When you see the screen as follows. Present the damaged member card to complete the repair process.	Repair Card Waiting Card...
When you see the screen as follows. Present member card to confirm.	Present the same MemberCard again
When the card is authorized from the Server, the card can be repaired.	Card Repaired!
If record is found but not authorized, it will show the message about the reason.	Card has already Repaired
Customer ID of the Terminal is duplicated.	Customer ID Duplicated
Card record is not found in the database.	Error: Card Not Found
Another Terminal is trying to repair the same card.	Another Terminal doing the repair
If record is found but the card cannot be repaired, it is due to severe damaged on the card.	This Card Cannot be Repaired!
Present a brand new card.	Waiting Brand New Card...
The entire data of the corrupted card will be replaced by a brand new card.	Card Replaced!

Request Replace

While in Staff Operation Mode (after Staff Login), press **Func** to enter Staff Admin mode.	`TUE 07 Sep 15:45` `Amount: $`
Present Staff Card to enter Staff Admin mode.	`* Staff Admin! *` `Wait StaffCard..`
Press **Func** when you see the screen as follows.	`= UndoPurchase =` `Amount: $`
Keep pressing **Func** until you see the screen as followings. Press **A** to enter repair card menu.	`= Replace Card =` `Press 'A'...`

Keep pressing **Func** until you see the screen as followings. Press **A** to enter repair card menu.	`1)Smart->Smart/`
	`2)ID->Smart/`
	`3)ID->ID`
	`(1/2/3)? _`

Press **1** to choose request.	`Request/Replace` `(1/2)?`
Press **1** if you know the customer ID stored in the card (iBonus Terminal can only enter customer ID in numerical format, you can choose **1** only if the customer ID is in such format). Press **2** if you know the member ID of the lost card.	`CustomerID/` `Card ID(1/2)?`
If you have chosen **1**, enter the numerical customer ID and press **Func**.	`Customer ID:` `_`
If you have chosen **2**, enter the numerical member ID and press **Func**.	`Member ID:`
Enter the date of birth as that in the lost card. If the date has not been entered before, leave is as 00/00/0000. Press **Func** to proceed	`DOB (M/D/Y):` `00/00/0000`
A receipt with the reference no. is printed. Keep the receipt. If the Terminal is not connected to a printer, make sure that the reference number is noted. The number is required for the renewal process. Press **Func** or ← to finish.	`Request Sent!` `Ref: 12345`

Do Replace

Follow the steps above. Go to the screen as follows. This time, press **2** to choose replace.	`Request/Replace` `(1/2)?`

The replacement record can be searched by **1) Reference Code, 2) Card ID, or 3) Customer ID.**
Enter **1, 2,** or **3** to do replacement by using one of the above methods. Press **Func** to proceed.
	`Ref No:`
	`_`
	`Card ID:`
	`Customer ID:`

Present a brand new card.	`Waiting Brand` `New Card`
If the card replacement is accepted, present a newly initialized card to the Terminal. The card can now be used.	`Card Replaced!`
If record is found but not authorized, it will show the message about the reason.	`Card has already` `Replaced`
Customer ID is duplicated.	`Customer ID` `Duplicated`
Card being replaced is already blacklisted	`Card is` `blacklisted`
Card being replaced is not found.	`Error:` `Card Not Found`
Another Terminal is trying to replace the same card.	`Another Terminal` `doing the replace`

Replace ID to Smart Card

While in Staff Operation Mode (after Staff Login), press **Func** three times to enter Staff Admin mode.	`TUE 07 Sep 15:45` `Amount: $`
Present Staff Card to enter Staff Admin mode.	`* Staff Admin! *` `Wait StaffCard..`
Press **Func** when you see the screen as follows.	`= UndoPurchase =` `Amount: $`
Keep pressing **Func** until you see the screen as followings. Press **A** to enter	`= Replace Card =` `Press 'A'...`

Press **2** to choose ID card to smart card.	`1)Smart->Smart/`
	`2)ID->Smart/`
	`3)ID->ID`
	`(1/2/3)? _`

Press **1** to enter by card ID, **2** to enter by card serial number, or **3** to enter by customer ID. Or present ID card to request from server.	`1)Card ID/2)Card` `SN/3)CustomerID_`
Terminal will communicate with server. The "-" symbol will change to - |/ - sequentially Operation can be cancelled by pressing backspace.	`Communicating` `-`
Present a brand new card.	`Waiting Brand` `New Card...`
If brand new card is presented, card balance will be retrieved from server.	`Request accepted`
Present the same brand new card again.	`Present the same` `Brand new card..`
The card can now be used.	`Card Replaced!`

Replace ID to ID Card

While in Staff Operation Mode (after Staff Login), press **Func** three times to enter Staff Admin mode.	`TUE 07 Sep 15:45` `Amount: $`
Present Staff Card to enter Staff Admin mode.	`* Staff Admin! *` `Wait StaffCard..`
Press **Func** when you see the screen as follows.	`= UndoPurchase =` `Amount: $`
Keep pressing **Func** until you see the screen as followings. Press **A** to enter	`= Replace Card =` `Press 'A'...`

Press **3** to choose ID card to ID card.	`1)Smart->Smart/`
	`2)ID->Smart/`
	`3)ID->ID`
	`(1/2/3)? _`

Press **1** to enter by card ID or **2** to enter by customer ID.	`1)Card ID /2)` `CustomerID(1/2)?`
Terminal will communicate with server. The "-" symbol will change to - |/ - sequentially Operation can be cancelled by pressing backspace.	`Communicating` `-`
When you see the screen as follows. Present newly issued ID card to complete the replace.	`Present ID Card` `Waiting Card...`
If the card replacement is accepted, the card can now be used.	`Card Replaced!`

Change Staff PIN

While in Staff Operation Mode (after Staff Login), press **Func** three times to enter Staff Admin mode.	`TUE 07 Sep 15:45` `Amount: $`
Present Staff Card to enter Staff Admin mode.	`* Staff Admin! *` `Wait StaffCard..`
Press **Func** until seeing the screen as follows. Press **A**.	`Change Staff PIN` `Press 'A'...`
Present ID staff card.	`Please Present` `ID Staff Card..`
Enter the current staff PIN and press **Func**.	`Current PIN:` `***`
Enter the new staff PIN and press **Func**.	`Enter new PIN:` `***`
Terminal will communicate with server. The "-" symbol will change to - |/ - sequentially Operation can be cancelled by pressing backspace.	`Communicating` `-`
Staff PIN is now changed.	`Staff PIN` `Changed.`

Suspend ID Member Card

While in Staff Operation Mode (after Staff Login), press **Func** three times to enter Staff Admin mode.	`TUE 07 Sep 15:45` `Amount: $`
Present Staff Card to enter Staff Admin mode.	`* Staff Admin! *` `Wait StaffCard..`
Press **Func** until seeing the screen as follows. Press **A**.	`Suspend IDMember` `Press 'A'...`
When you see the screen as follows. Present member card to resume member or press **Func**.	`Waiting Card` `Or Press Func...`
Press **1** to enter by card SN, **2** to enter by customer ID. Options that are only enabled in the Card Management Settings will be shown. ID Card can also be presented at this screen. Enter Card SN if it is selected. Then press **Func**.	`1)Card SN /2)` `CustomerID(1/2)?`
	`Card SN:` `123_`
Enter Customer ID it is selected. Then press **Func**.	`Customer ID:` `123456_`
Terminal will communicate with server. The "-" symbol will change to - |/ - sequentially Operation can be cancelled by pressing backspace.	`Communicating` `-`
This message is shown.	`Done!`

Resume ID Member Card

While in Staff Operation Mode (after Staff Login), press **Func** three times to enter Staff Admin mode.	`TUE 07 Sep 15:45` `Amount: $`
Present Staff Card to enter Staff Admin mode.	`* Staff Admin! *` `Wait StaffCard..`
Press **Func** until seeing the screen as follows. Press **A**.	`Resume ID Member` `Press 'A'...`
When you see the screen as follows. Present member card to resume member or press **Func.**	`Waiting Card` `Or Press Func...`
Press **1** to enter by card SN, **2** to enter by customer ID. Options that are only enabled in the Card Management Settings will be shown. ID Card can also be presented at this screen. Enter Card SN if it is selected. Then press **Func**.	`1)Card SN /2)` `CustomerID(1/2)?`
	`Card SN:` `123_`
Enter Customer ID it is selected. Then press **Func**.	`Customer ID:` `123456_`
Terminal will communicate with server. The "-" symbol will change to - |/ - sequentially Operation can be cancelled by pressing backspace.	`Communicating` `-`
This message is shown.	`Done!`

Activate ID Member Card

While in Staff Operation Mode (after Staff Login), press **Func** three times to enter Staff Admin mode.	`TUE 07 Sep 15:45` `Amount: $`
Present Staff Card to enter Staff Admin mode.	`* Staff Admin! *` `Wait StaffCard..`
Press **Func** until seeing the screen as follows. Press **A**.	`Activate IDMember` `Press 'A'...`
When you see the screen as follows. Present member card to resume member or press **Func.**	`Waiting Card` `Or Press Func...`

Press **1** to enter by card SN, **2** to enter by customer ID. Options that are only enabled in the Card Management Settings will be shown. ID Card can also be presented at this screen.
Enter Card SN if it is selected. Then press **Func**.
	`1)Card SN /2)`
	`CustomerID(1/2)?`
	
	`Card SN:`
	`123_`

Enter Customer ID it is selected. Then press **Func**.	`Customer ID:` `123456_`
Terminal will communicate with server. The "-" symbol will change to -|/- sequentially Operation can be cancelled by pressing backspace.	`Communicating` `-`
This message is shown.	`Done!`

Issue Key-in ID Card

While in Staff Operation Mode (after Staff Login), press **Func** three times to enter Staff Admin mode.	`TUE 07 Sep 15:45` `Amount: $`
Present Staff Card to enter Staff Admin mode.	`* Staff Admin! *` `Wait StaffCard..`
Press **Func** until seeing the screen as follows. Press **A**.	`Issue KeyIn Card` `Press 'A'...`
Enter Initial Bonus Value. Then press **Func**.	`Initial Bonus` `Amount:`
Enter Initial Prepaid Value. Then press **Func**.	`Initial Prepaid` `Amount: $`
Enter an ID for the newly Key-In Card. Then press **Func**.	`Customer ID:` `12345_`
It is done.	`Done!`

Set Customer ID

While in Staff Operation Mode (after Staff Login), press **Func** three times to enter Staff Admin mode.	`TUE 07 Sep 15:45` `Amount: $`
Present Staff Card to enter Staff Admin mode.	`* Staff Admin! *` `Wait StaffCard..`
Press **Func** until seeing the screen as follows. Press **A**.	`Set Customer ID` `Press 'A'...`
Present smart card or ID card.	`123` `Waiting Card...`
If smart card is presented and the process is done, this message will be shown.	`Member Card` `Updated OK!`