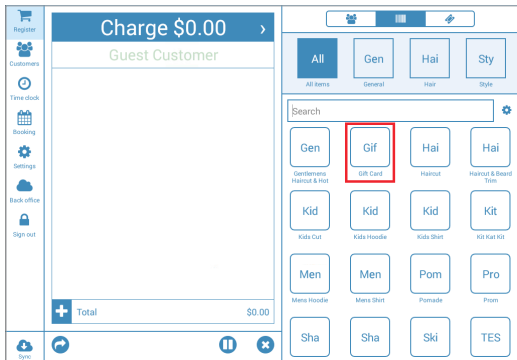
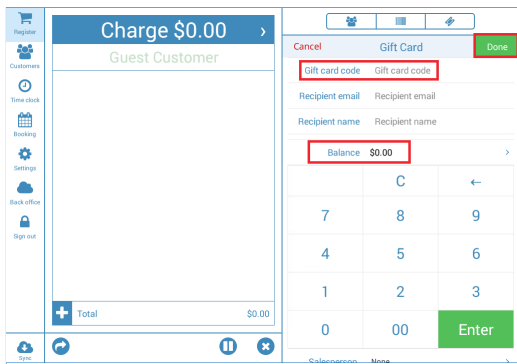


Please call Harbortouch Technical Support at 877-340-5880 if you require additional assistance.

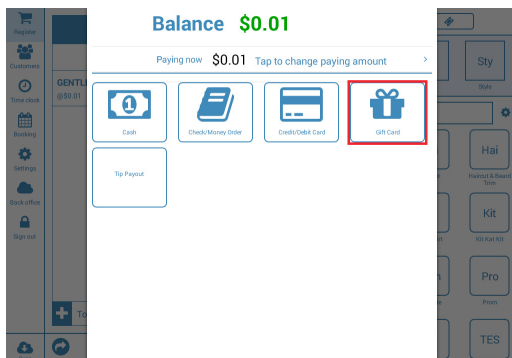


## ISSUING A GIFT CARD

1. Select the **Gift Card** item from the Register screen.

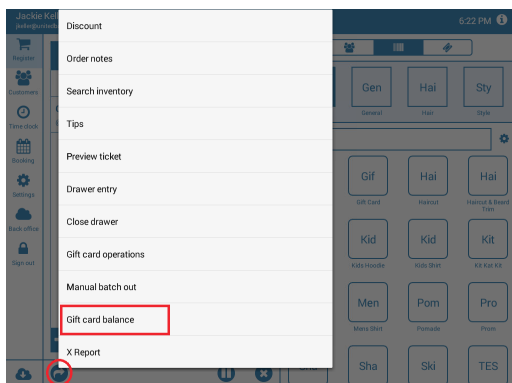


2. Scan the barcode on the back of the card.
3. Enter the **Balance** to be added.
4. Optional: Enter the recipient's name and/or email.
5. Select **Done** and then **Charge** to pay.



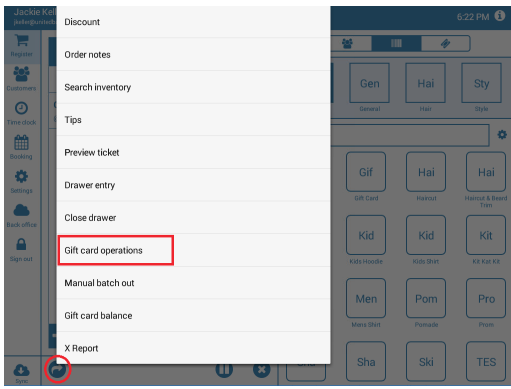
## REDEEMING A GIFT CARD

1. Ring in the items on the Register screen.
2. Select **Charge**, then the **Gift Card** payment type.
3. The customer will be prompted for their tip selection, and will then swipe their card through the PIN pad.
4. Finalize the transaction.



## CHECKING A GIFT CARD BALANCE

1. Select the **Additional Options** menu.
2. Select **Gift Card Balance**.
3. Scan gift card barcode and select **Check Balance** to view the remaining balance displayed at the bottom of the screen.



## ADDITIONAL OPTIONS

1. Select the **Additional Options** menu.
2. Select **Gift Card Operations** to replace a lost card or cancel a gift card purchase.