



# Operating Instructions for E-Vouchers



## Redeeming a NowBookIt Voucher

Sell the items required or open the table that needs to be paid. Press Tender to process the payment(s) and select E-Voucher from the list of tenders.

Select Payment Method

Bill Total \$14.20

Tender Type	Amount
	\$14.20 Remaining

Cancel

Enter the last 4 digits of the NowBookIt E-Voucher and press OK.

Type Card Number

OK

Clear

Back

Enter

Shift

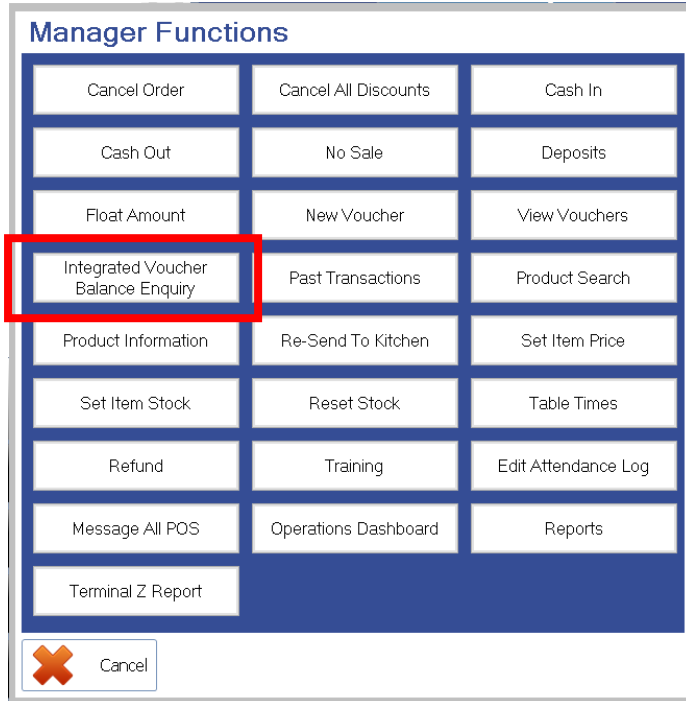
Space

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If the voucher is valid and not expired, then the EPOS system will redeem the full value of the voucher. If the value of the voucher is greater than the total due to be paid, then the guest will receive a NEW voucher with the remaining balance from NowBookIt.

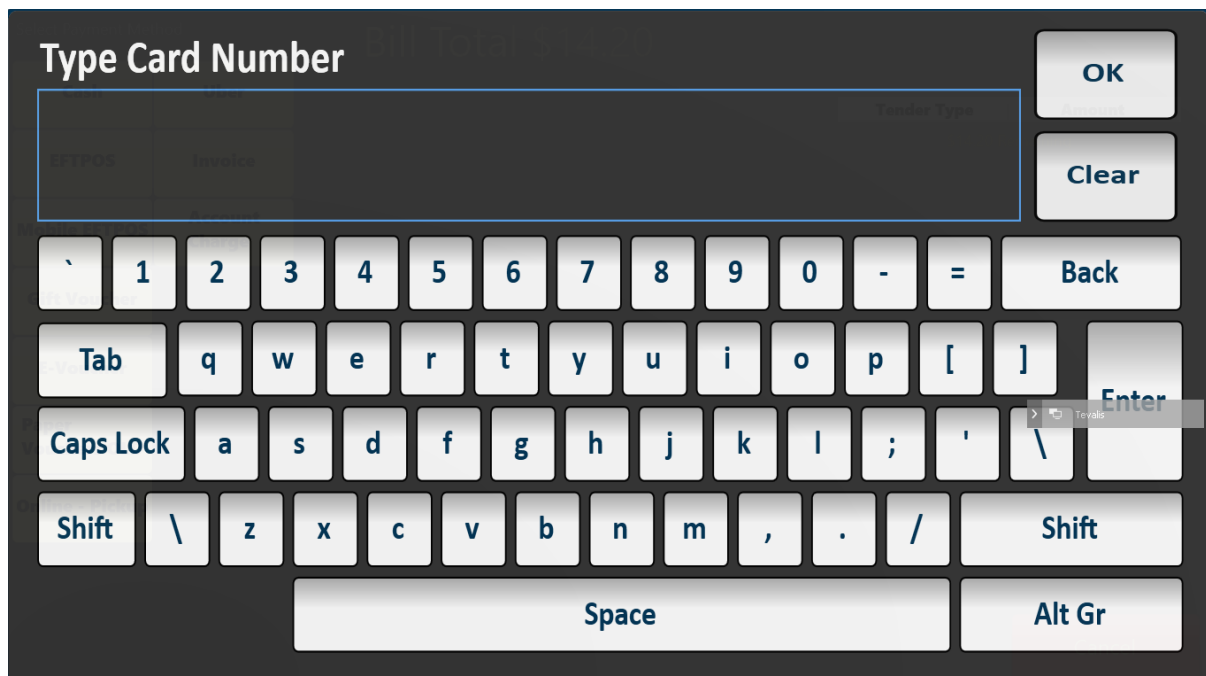
## Checking the Balance of a NowBookIt Voucher

You can check the balance of a NowBookIt Voucher from the Tevalis Point of Sale system. Select the **FUNCTION** button on the POS and chose the **Integrated Voucher Balance Enquiry** button.



*Please note, depending on the functions configured on your system this button may appear in a different location but will always be under the functions button.*

Enter the last 4 digits of the NowBookIt E-Voucher and press OK.



The balance of the E-Voucher will then be displayed for your reference.