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Getting started with your Verifone v200c pay terminal

Thank you for ordering the Verifone v200c payment terminal.

Your terminal is locked for security reasons. This guide explains how to unlock and activate your terminal, and how to perform transactions.

You will require your **Merchant Number**, which can be found within your welcome pack or email.

Contents:

Installation and Activation

Turn the v200c over.

Remove the backplate by lifting the tab.
The backplate will separate from the device.

Plug the power supply into the power slot.

Plug the Ethernet / CAT5 cable into the LAN port.

Plug the other end of the Ethernet cable into the router or your LAN port.

Re-attach the backplate so that the cables match the photo shown.

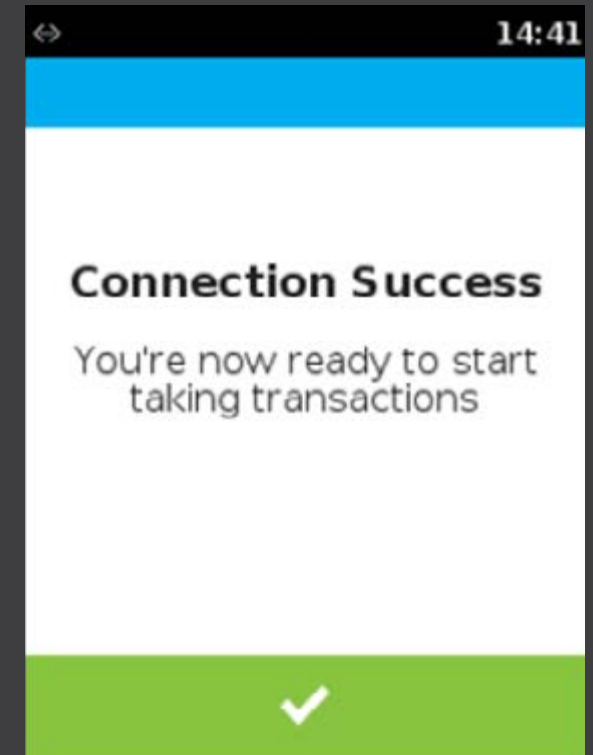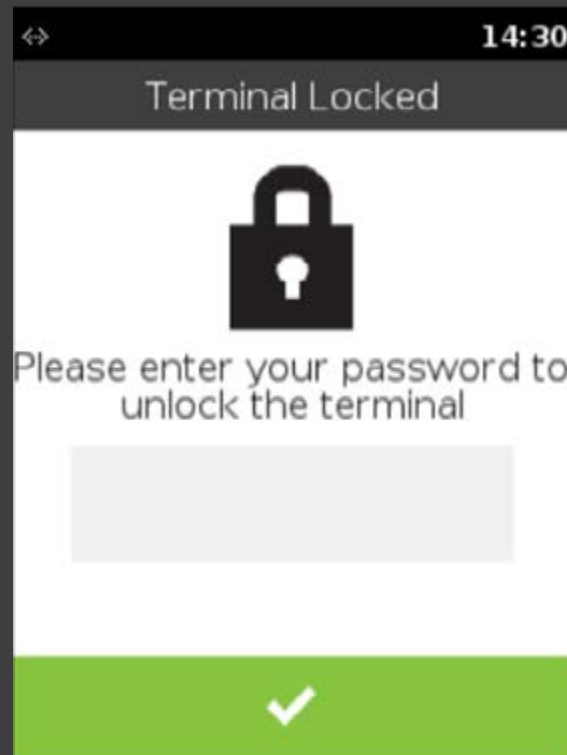Plug the power supply unit into the main socket. The v200c will start booting up.

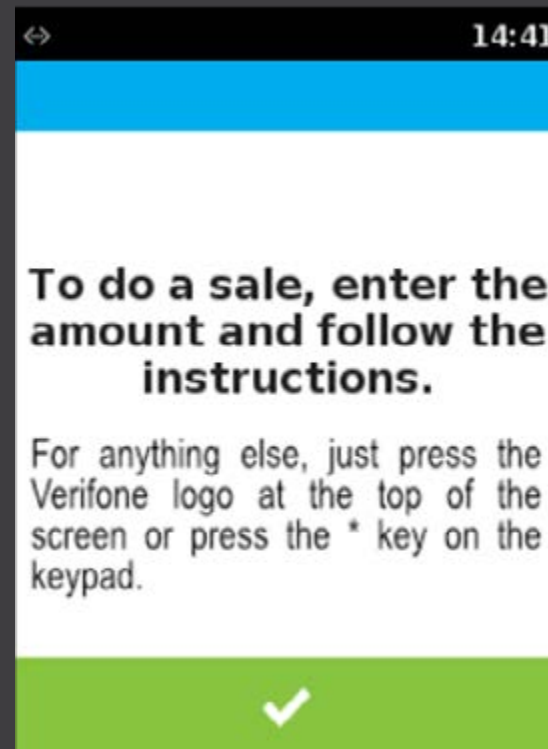When you see the 'Terminal Locked' screen, key in your **Merchant Number** as the password and press the **green [ENTER]** key.

Press the **green [ENTER]** key twice more until the Sale Screen is displayed.

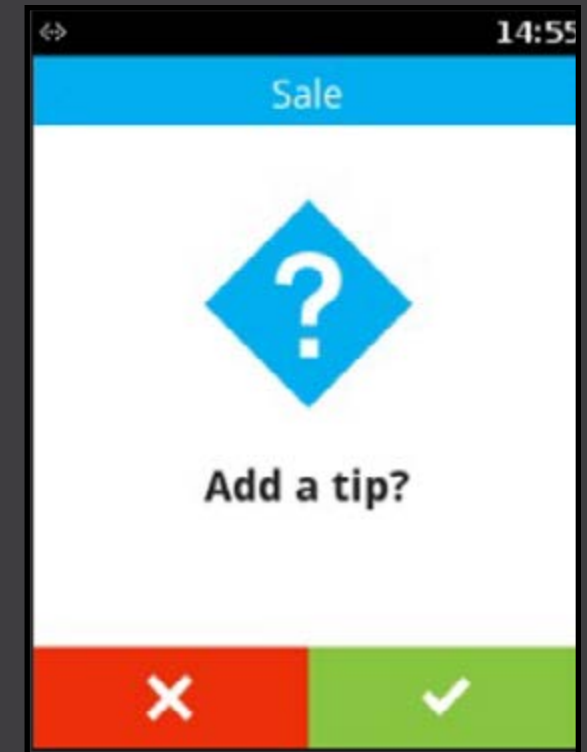You are now ready to take payments.

Performing a Sale

While the terminal is on the main screen, key in the amount for the sale and press **[ENTER]** key.

If tip is configured, select the tip value. Tip screens will only be shown if tip is enabled.

Total amount =
Sale amount + Tip amount

Present, insert or swipe the payment card, or, manually enter the card number for MOTO.

If cashback is enabled, you will be prompted to ask if cashback is required.
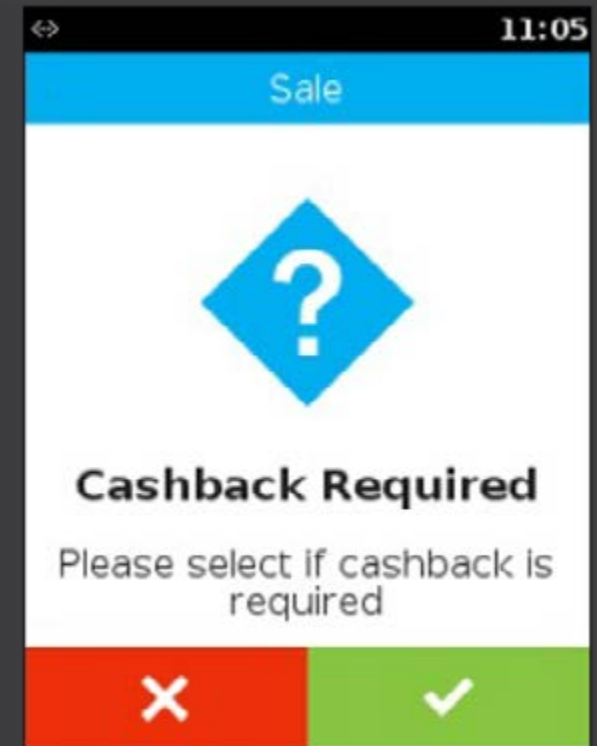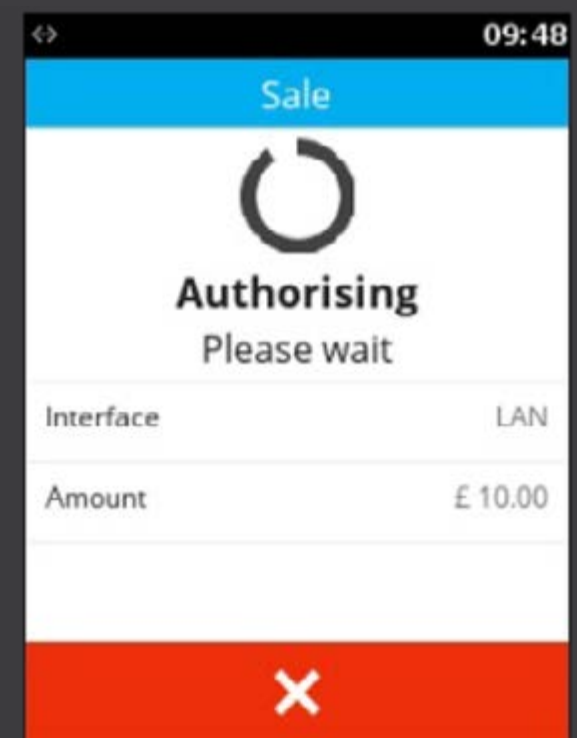
If cashback is required, enter the cash amount and press **[ENTER]** key.
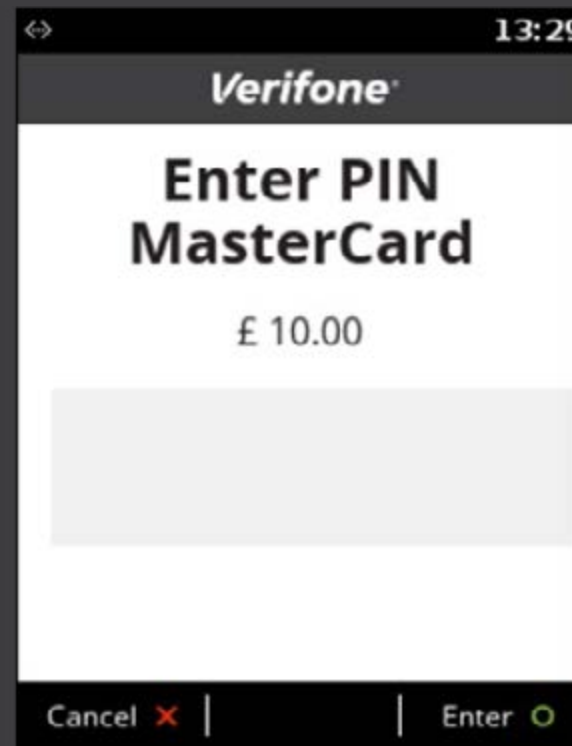
Total amount =
Sale amount + Cashback amount

If a card was inserted, enter the **PIN**.

At this stage, the terminal will contact the acquirer and will provide a result, e.g. Approved, Declined, Referred.
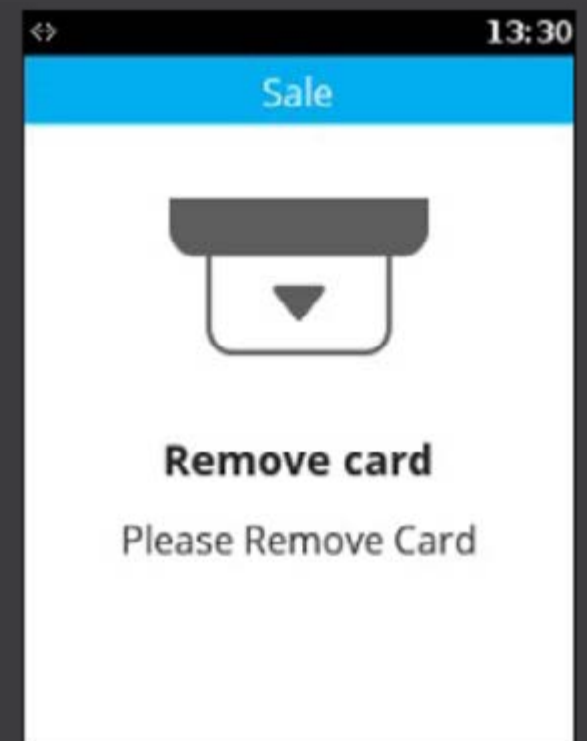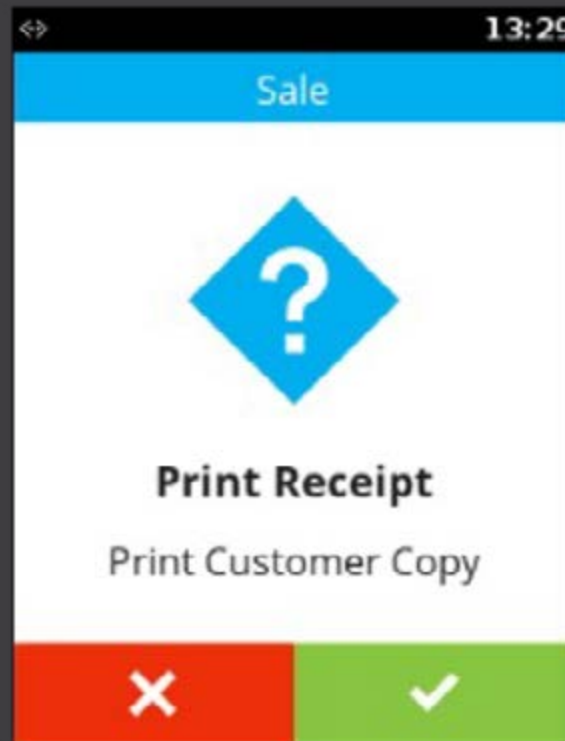
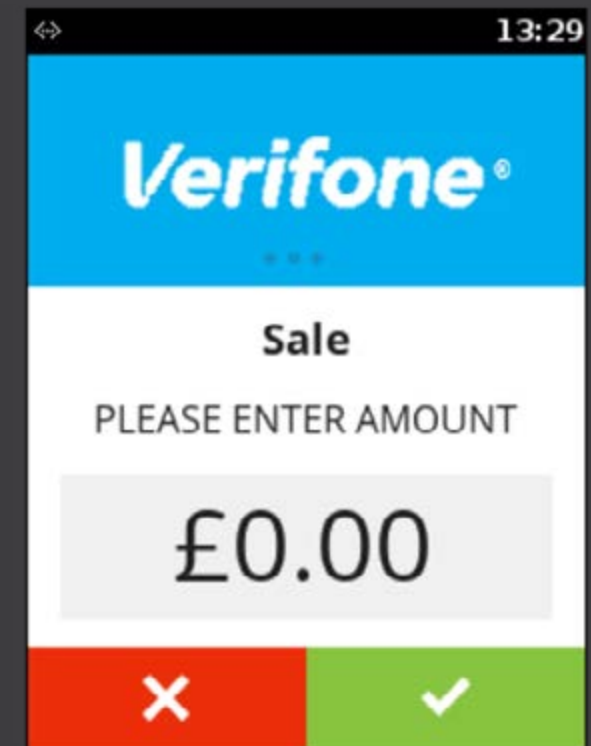You will need to retain the first receipt for your records.
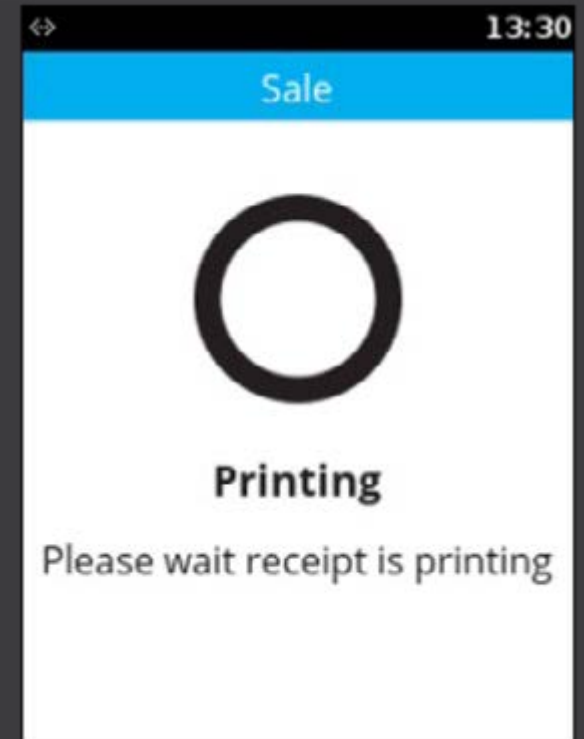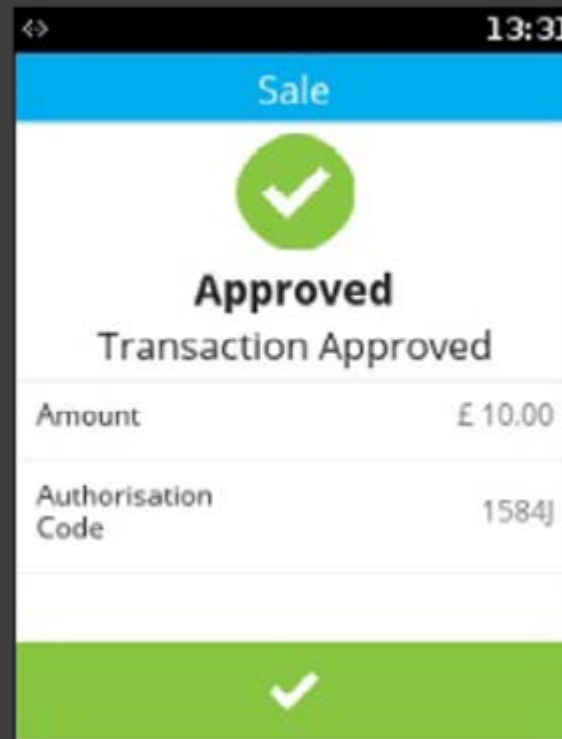
If selected, the second receipt is to be given to the customer.

If the customer's payment card was inserted, it can now be removed.

The terminal will then return
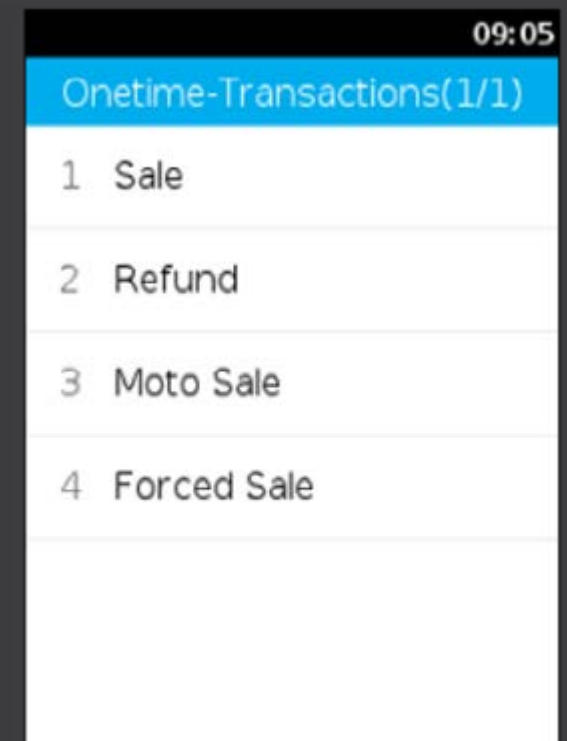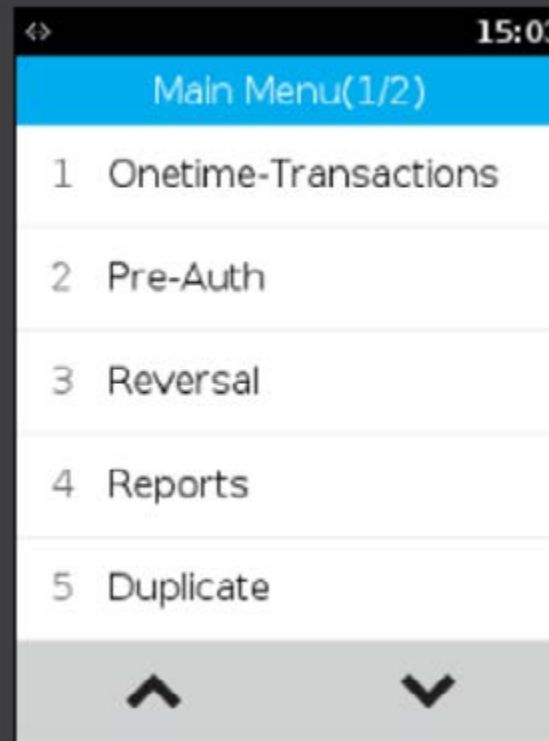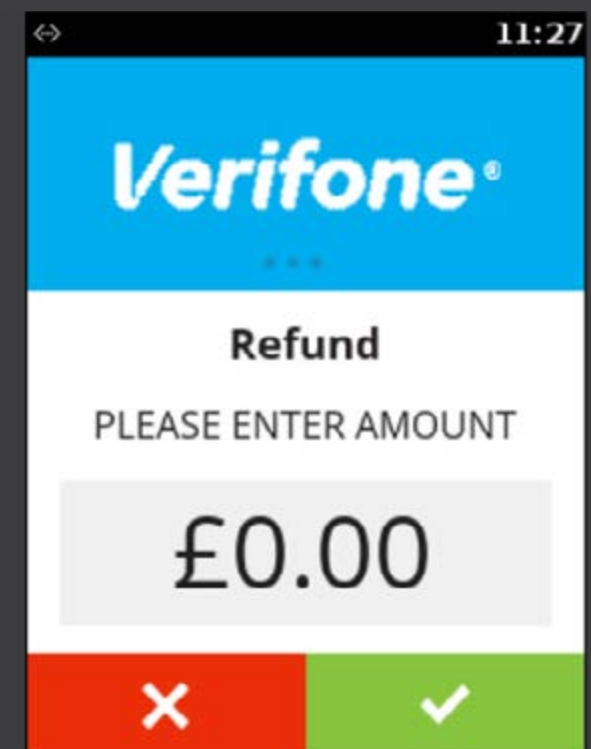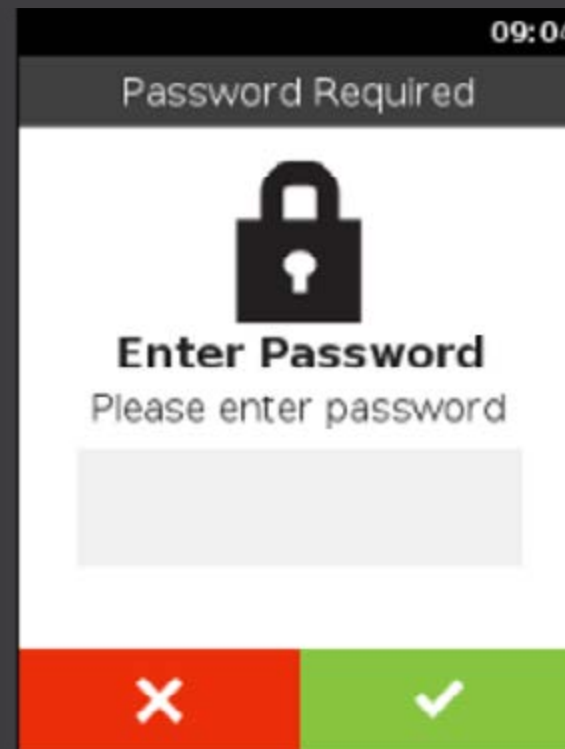to the main screen.

Performing a Refund

Touch the main logo at the top of the screen.

From the main menu, select **Onetime Transactions** and then select **Refund**.

‹›	15:03
Main Menu(1/2)	
1 Onetime-Transactions	
2 Pre-Auth	
3 Reversal	
4 Reports	
5 Duplicate	
⌃	⌄

	09:05
Onetime-Transactions(1/1)	
1 Sale	
2 Refund	
3 Moto Sale	
4 Forced Sale	

Enter the Supervisor password.
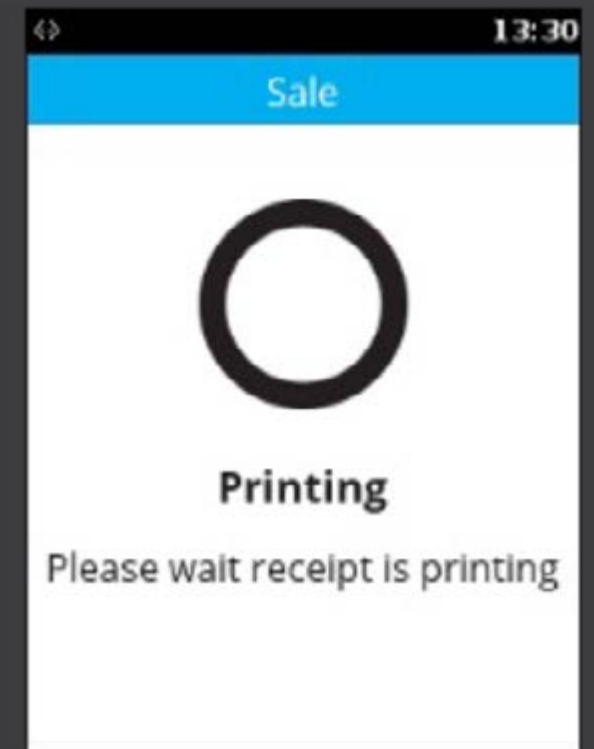
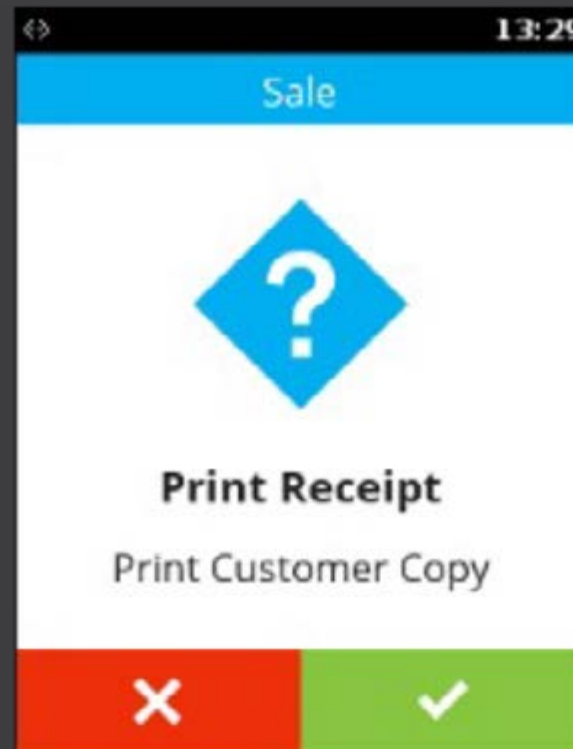Enter the refund amount and press **[ENTER]** key.

Present, insert or swipe the payment card, or, manually enter the card number for MOTO.
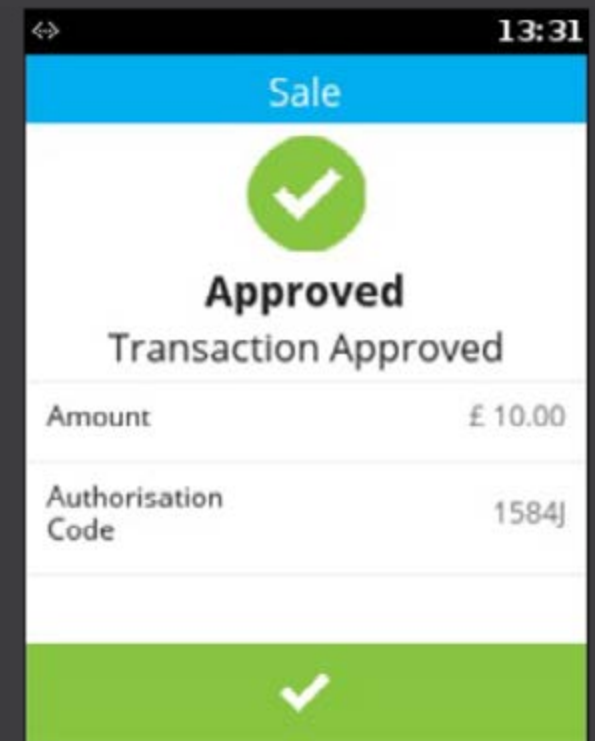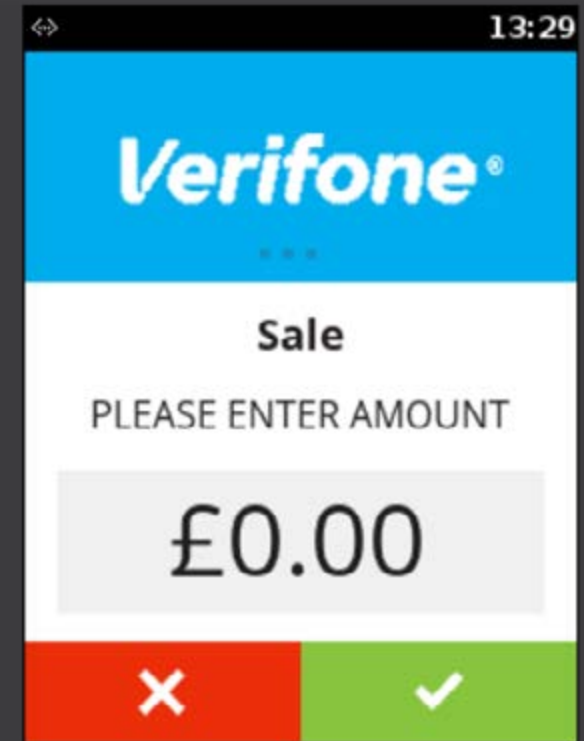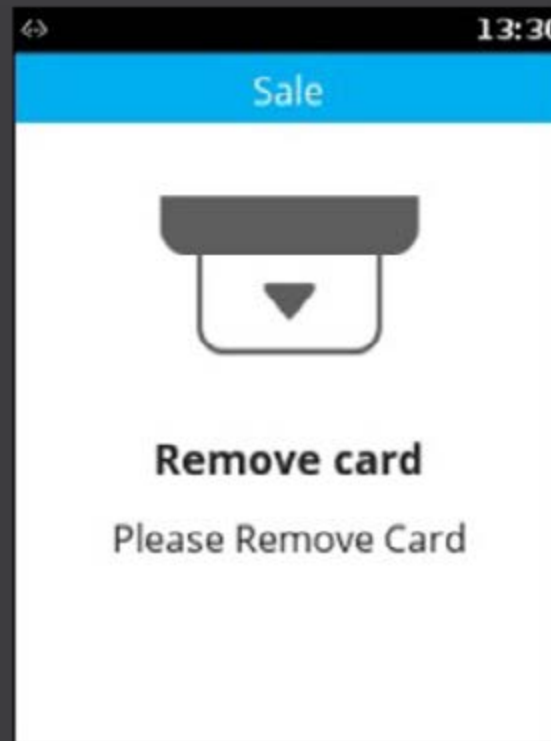
You will need to retain the first receipt for your records.

If selected, the second receipt is to be given to the customer.

If the customer's payment card was inserted, it can now be removed.

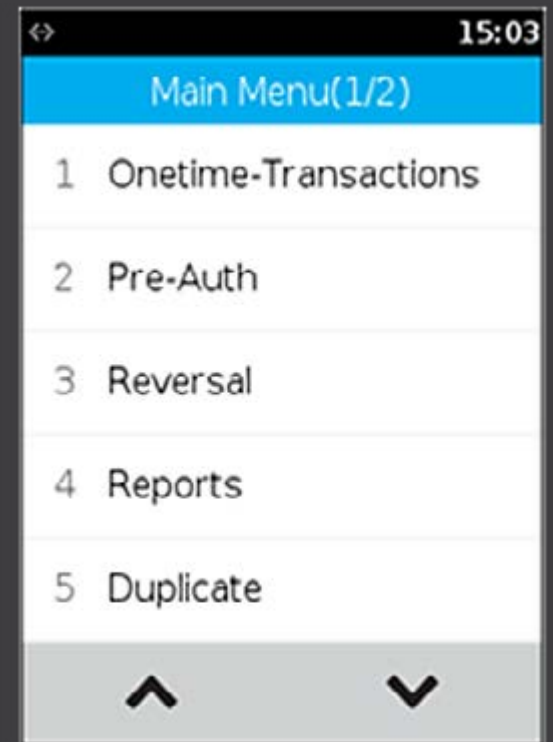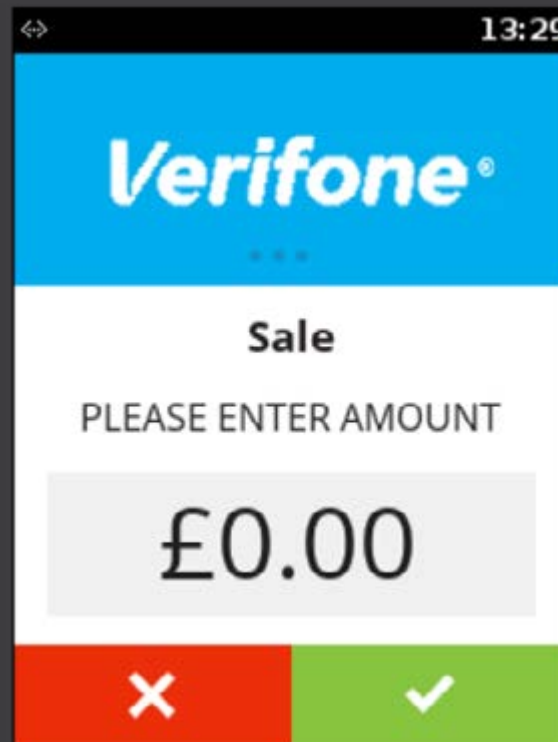The terminal will return to the main screen.
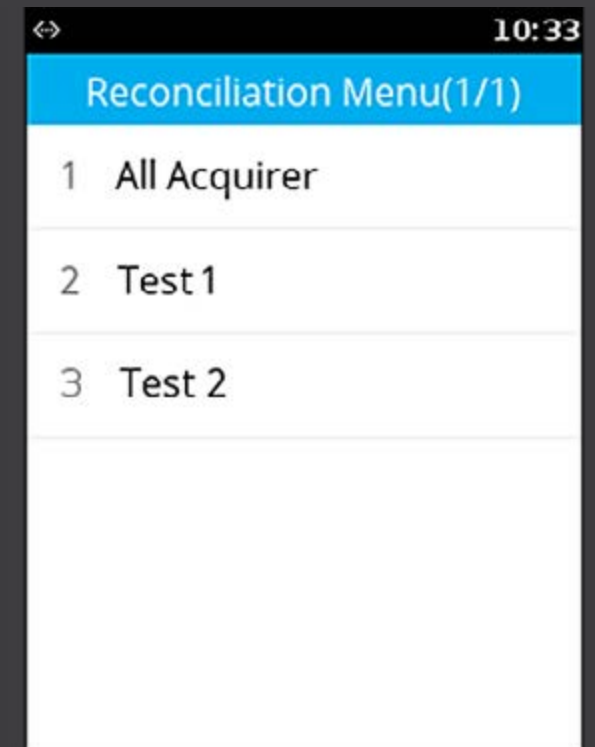
Performing a Reconciliation

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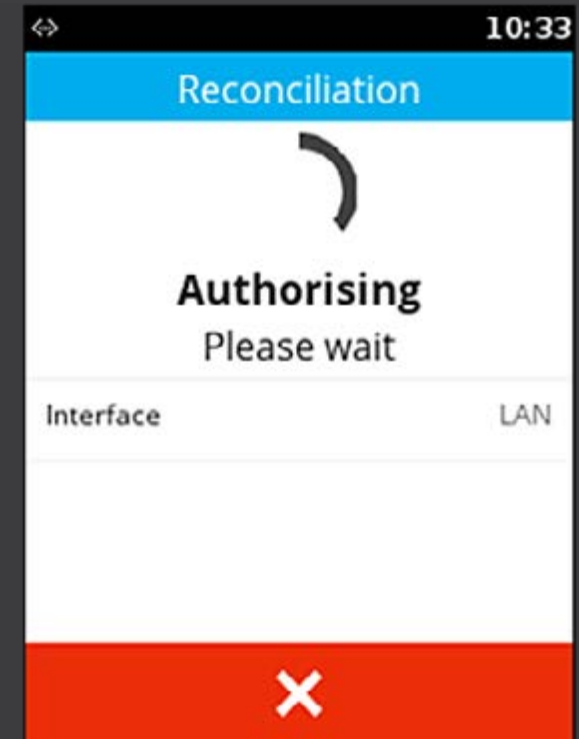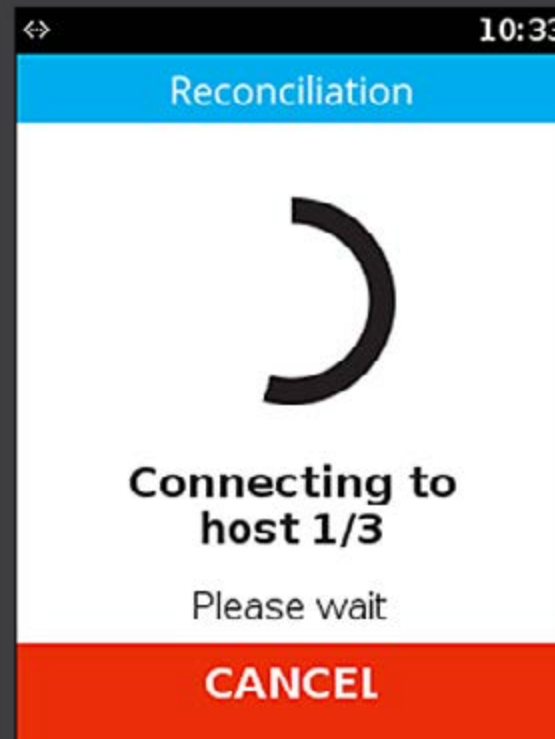Touch the main logo at the top of the screen.

Select **Reports** from the menu and enter the Supervisor password.
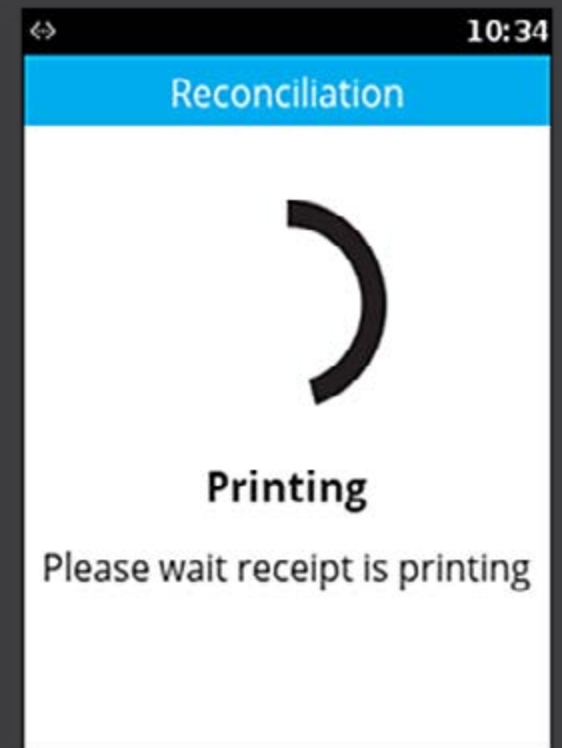
Select the acquirer/s to reconcile.

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The terminal will connect to each of the selected acquirers in turn and transmit your totals.

A report will be printed for your records.

10:34

Reconciliation

Printing

Please wait receipt is printing