

**xln** | pay

# 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
- Performing a Sale
- Performing a Refund
- Performing a Reconciliation



# Installation and Activation



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Turn the v200c over.

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



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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.



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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.



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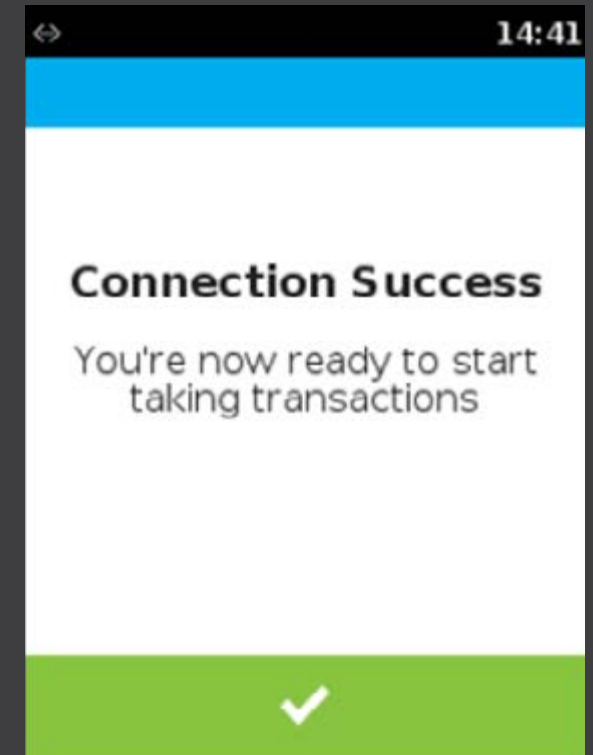
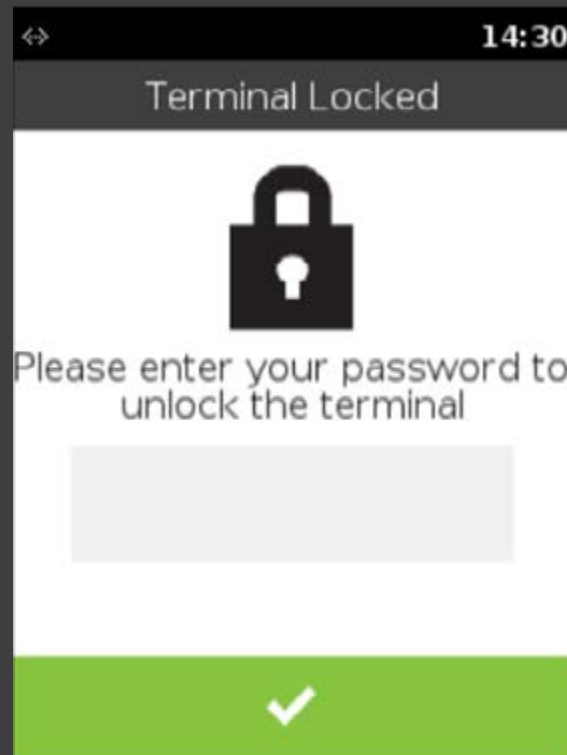


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When you see the 'Terminal Locked' screen, key in your **Merchant Number** as the password and press the **green [ENTER]** key.



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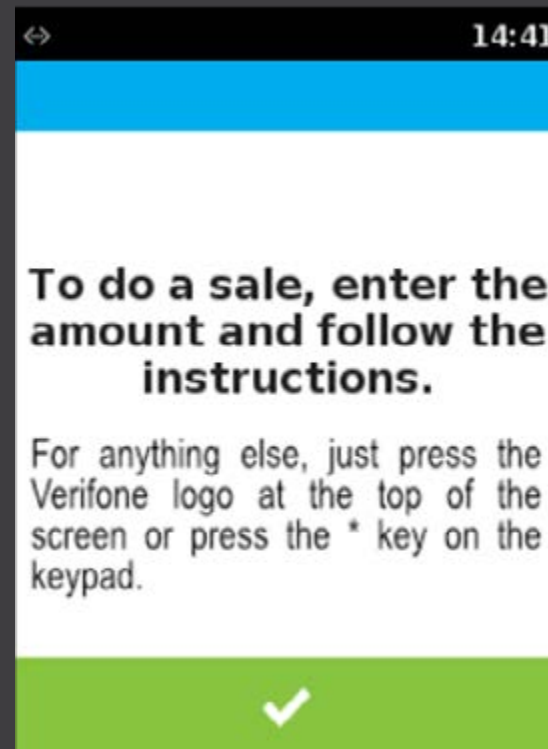
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Press the **green [ENTER]** key twice more until the Sale Screen is displayed.

You are now ready to take payments.



# Performing a Sale



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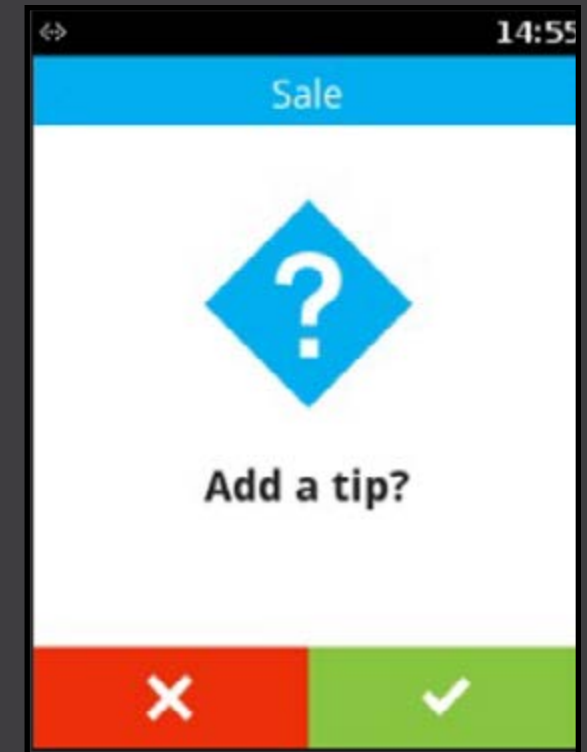
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While the terminal is on the main screen, key in the amount for the sale and press **[ENTER]** key.

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



Total amount =  
Sale amount + Tip amount

↔

14:55

Tip amount(1/1)

1

10.00% = £ 1.00

2

12.50% = £ 1.25

3

15.00% = £ 1.50

4

20.00% = £ 2.00

5

Manual entry

↔

14:55

Sale

Sale

£ 10.00

Tip amount

£ 1.00

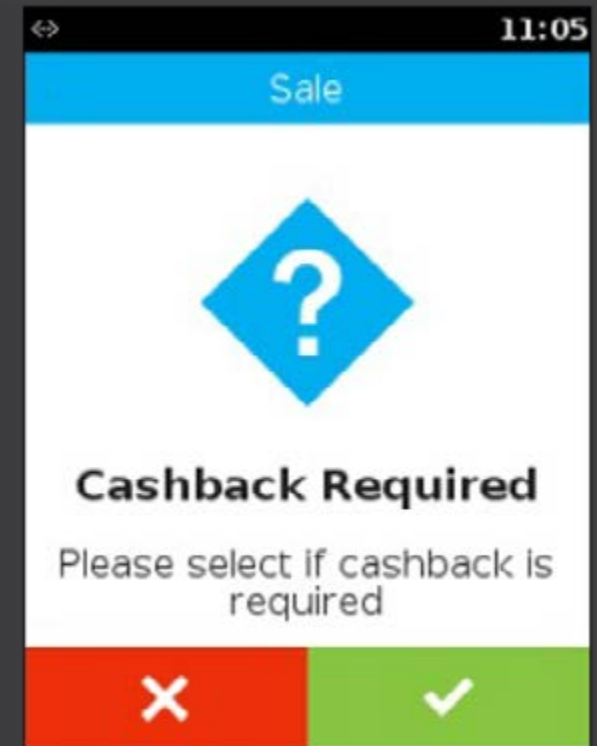
**Total:£ 11.00**

✕

✓

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.

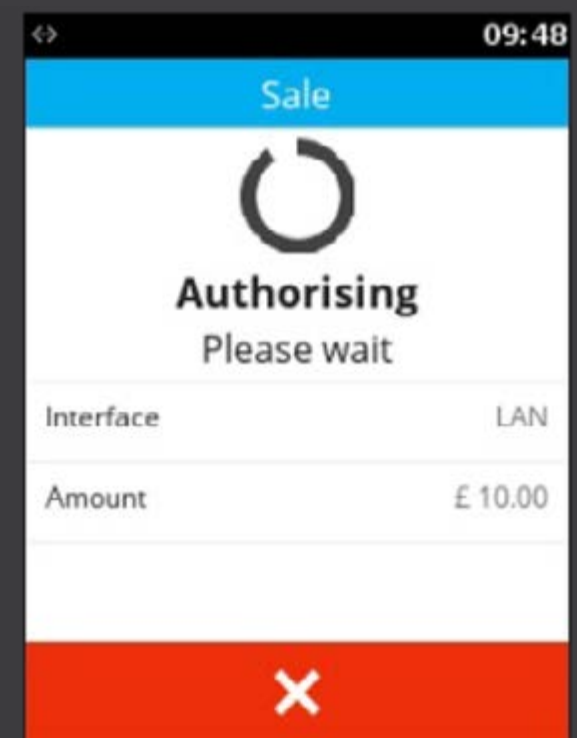
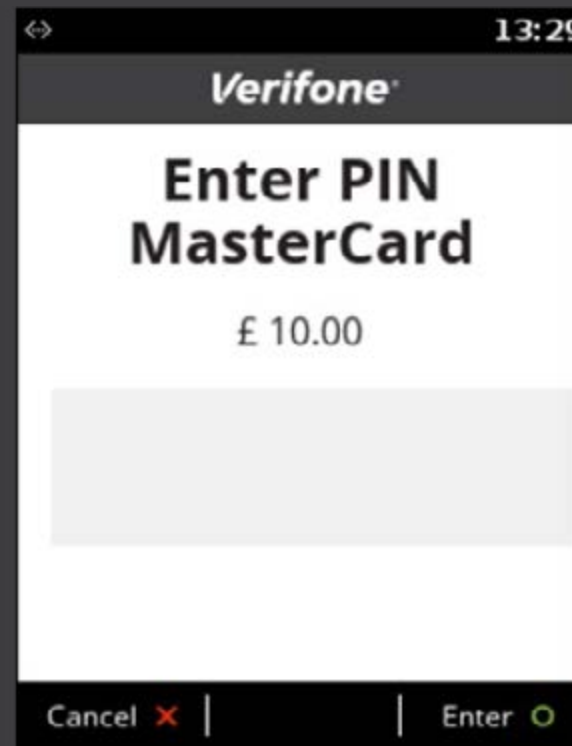
Total amount =  
Sale amount + Cashback amount

The screenshot shows the 'Enter Cash Amount' screen. At the top, the status bar shows a back arrow, a forward arrow, and the time 11:05. Below the status bar is a blue header with the word 'Sale'. Underneath, there is a white box with 'Amount' on the left and '£10.00' on the right. Below this is a large white box with the text 'Enter Cash Amount'. In the center of this box is a large grey box containing the text '£0.00'. At the bottom of the screen are two buttons: a red button with a white 'X' and a green button with a white checkmark.

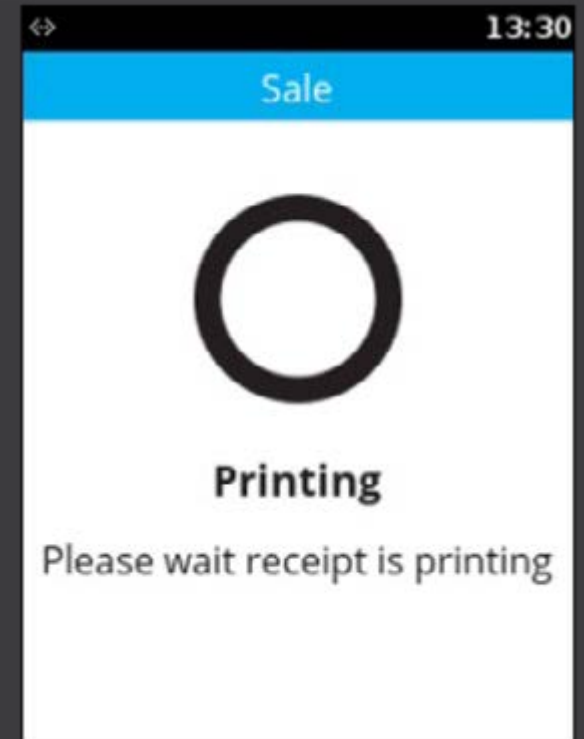
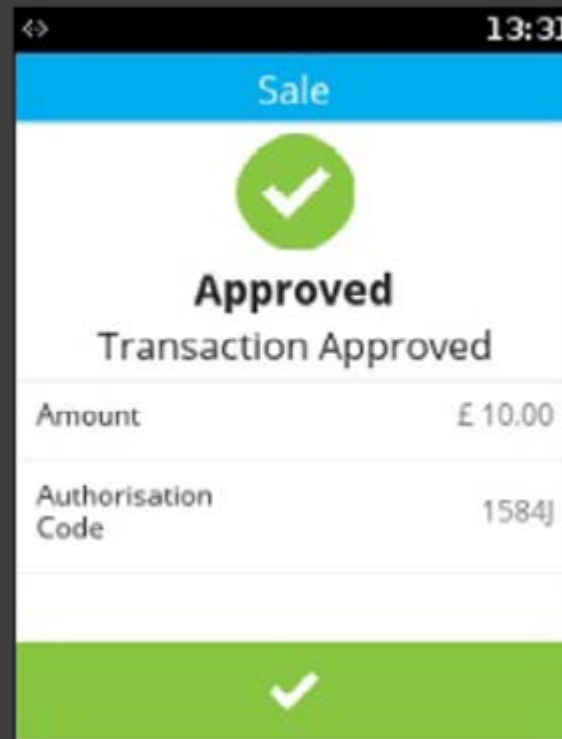
The screenshot shows the 'Total' screen. At the top, the status bar shows a back arrow, a forward arrow, and the time 11:05. Below the status bar is a blue header with the word 'Sale'. Underneath, there is a white box with 'Card#' on the left and '6799 \*\*\*\* \* 641' on the right. Below this is a white box with 'Sale' on the left and '£10.00' on the right. Below that is a white box with 'Cash Amount' on the left and '£1.00' on the right. At the bottom of the screen is a large white box with the text 'Total:£11.00'. At the bottom of the screen are two buttons: a red button with a white 'X' and a green button with a white checkmark.

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.



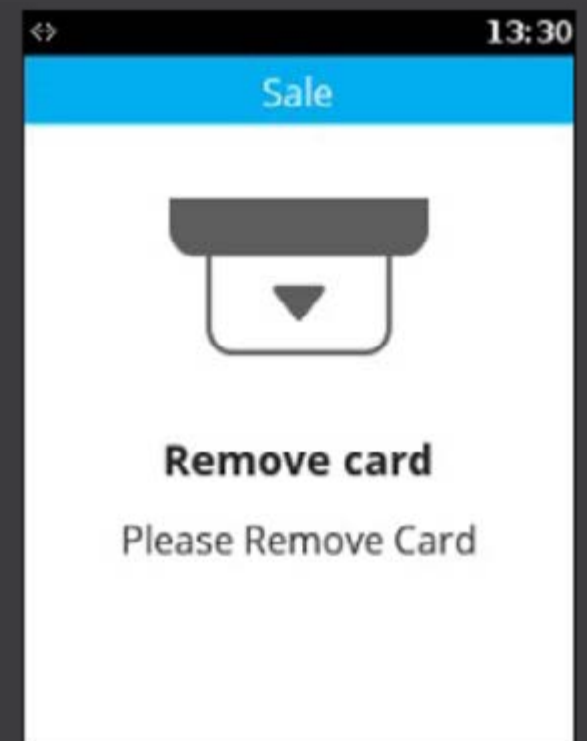
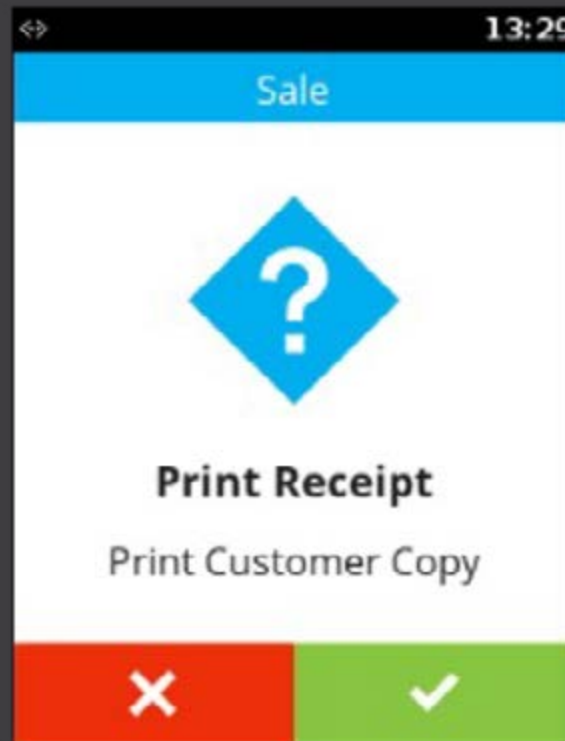
You will need to retain the first receipt for your records.



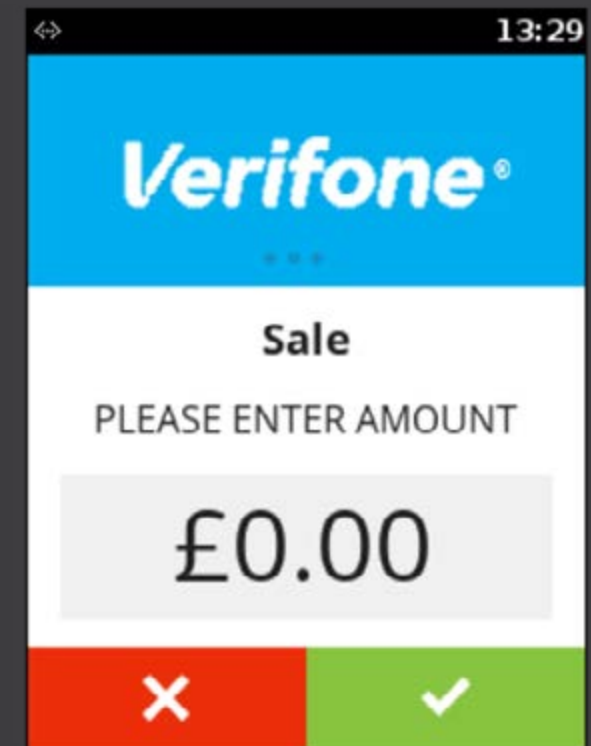


If selected, the second receipt is to be given to the customer.

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



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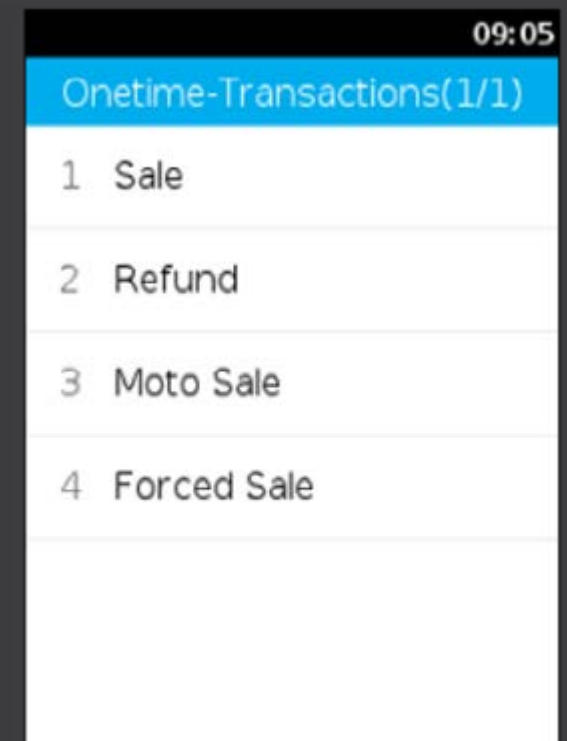
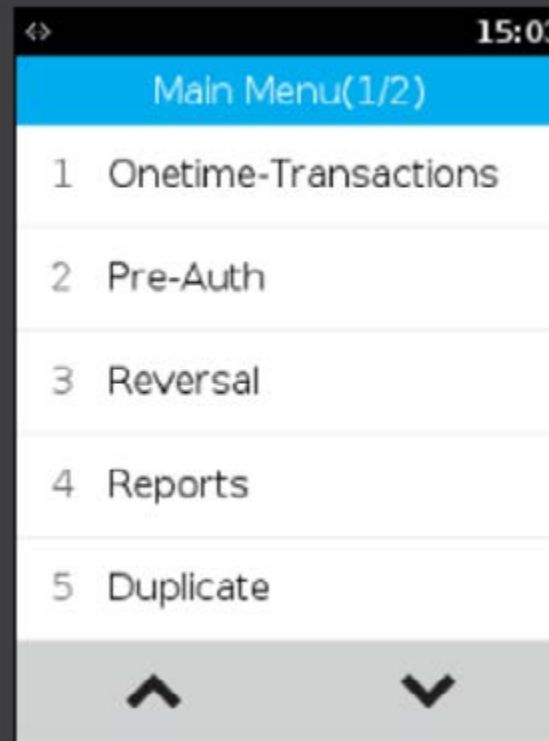
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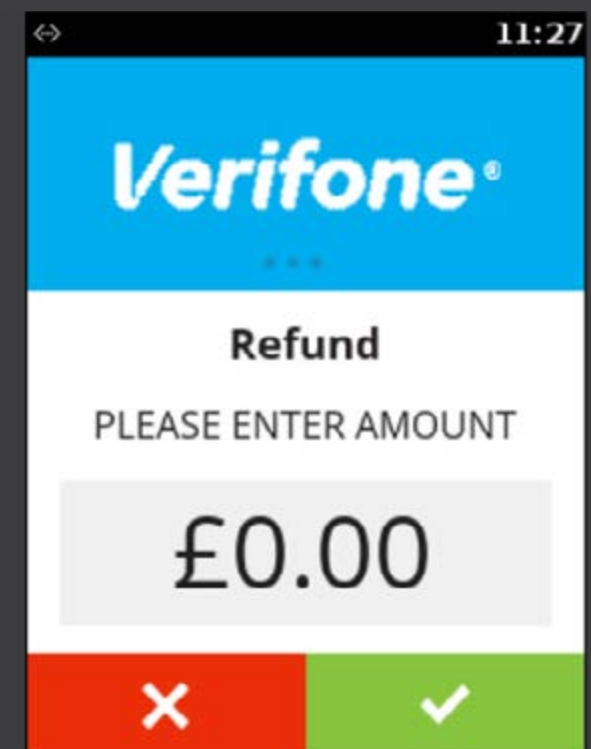
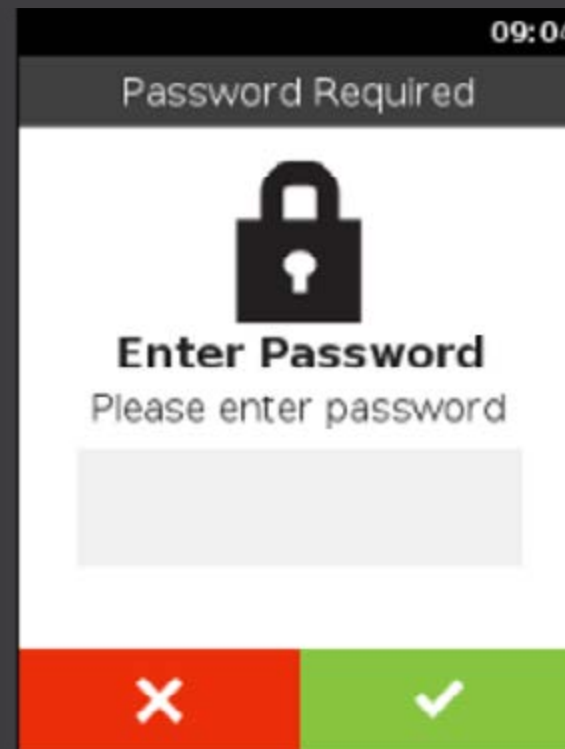


Touch the main logo at the top of the screen.

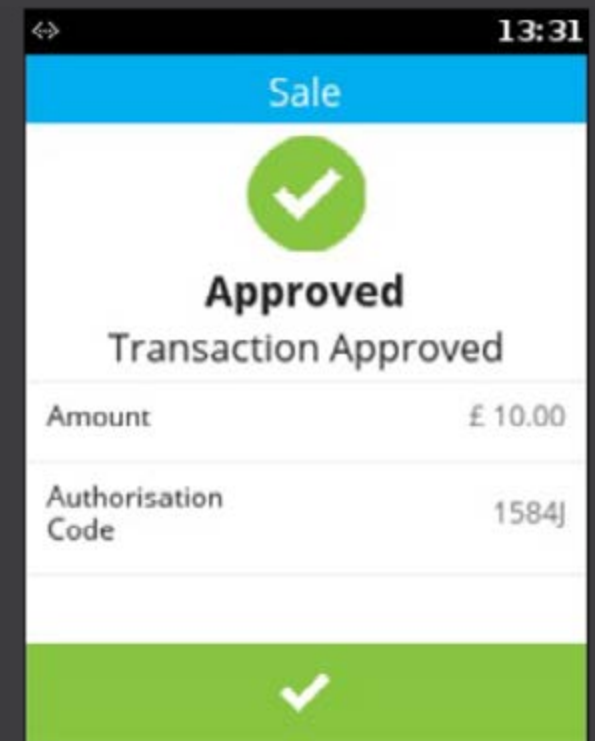
From the main menu, select **Onetime Transactions** and then select **Refund**.



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

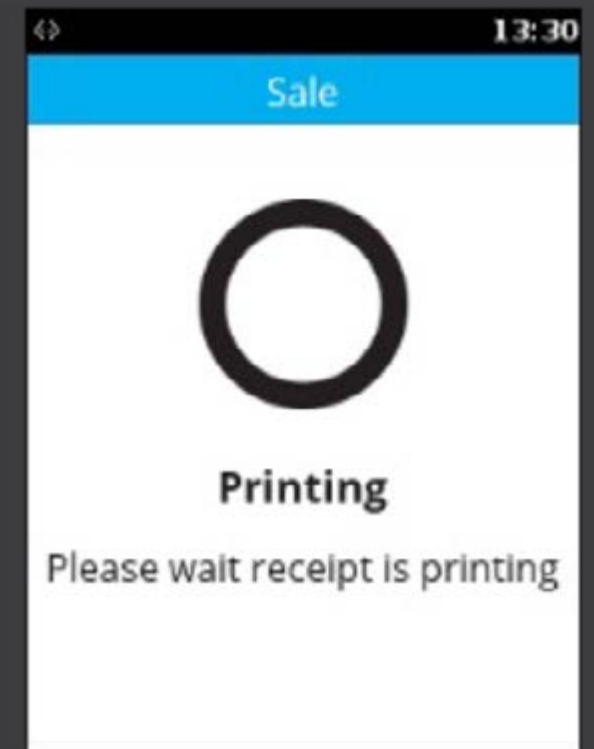
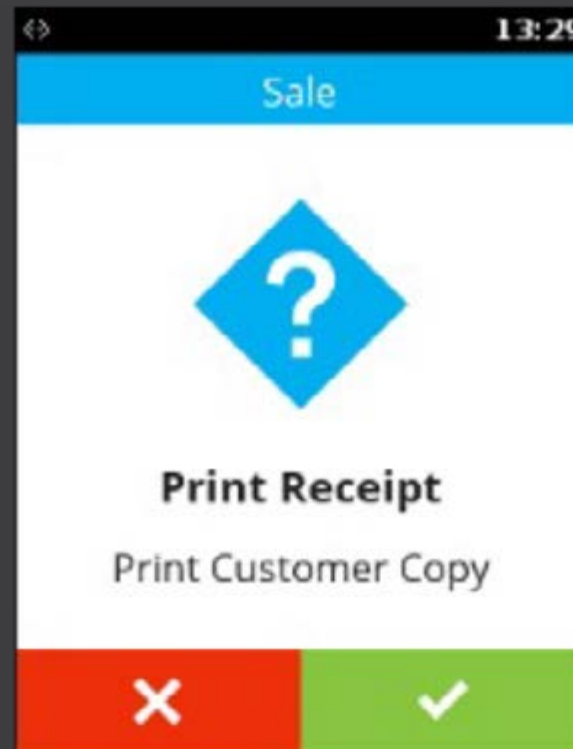


Present, insert or swipe the payment card, or, manually enter the card number for MOTO.



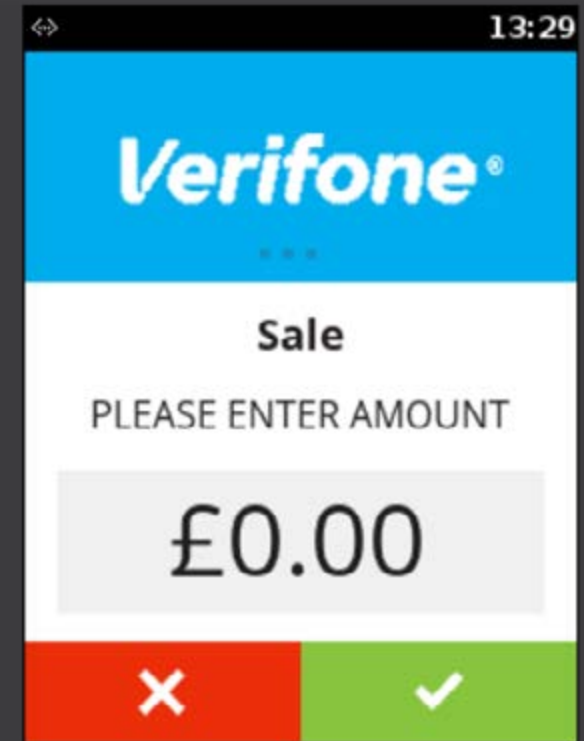
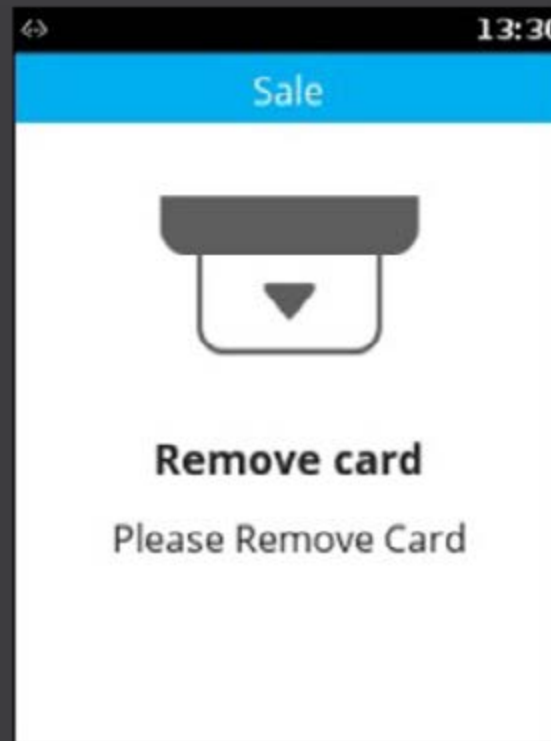
You will need to retain the first receipt for your records.

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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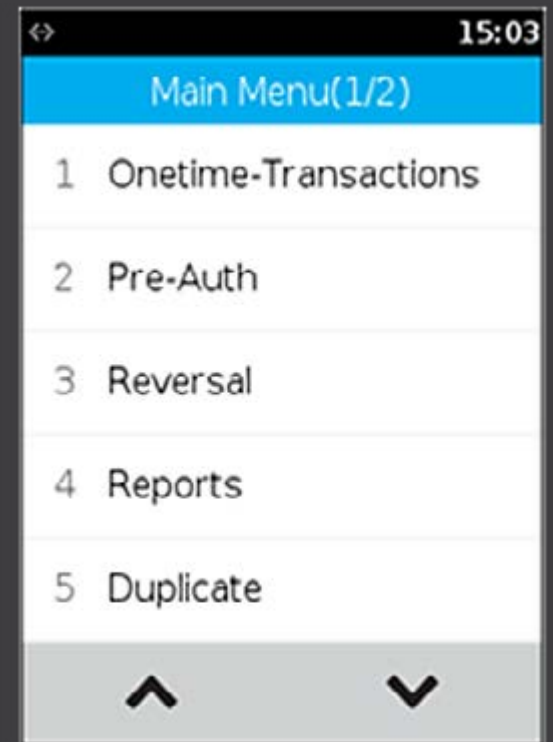
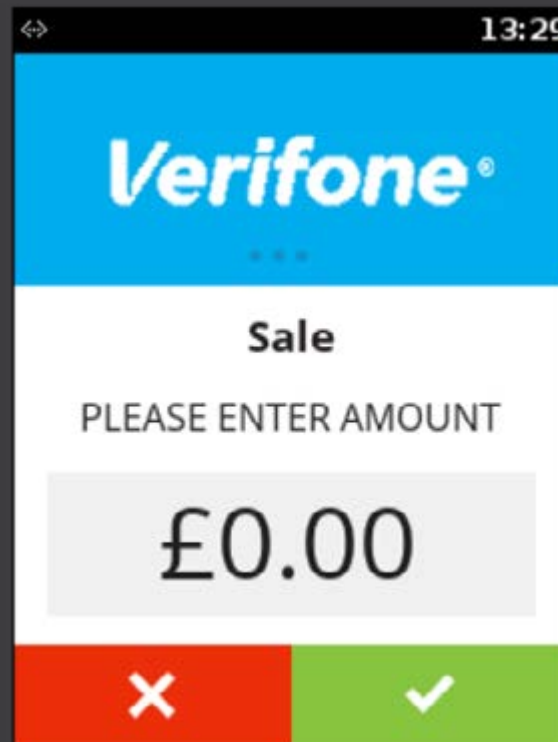
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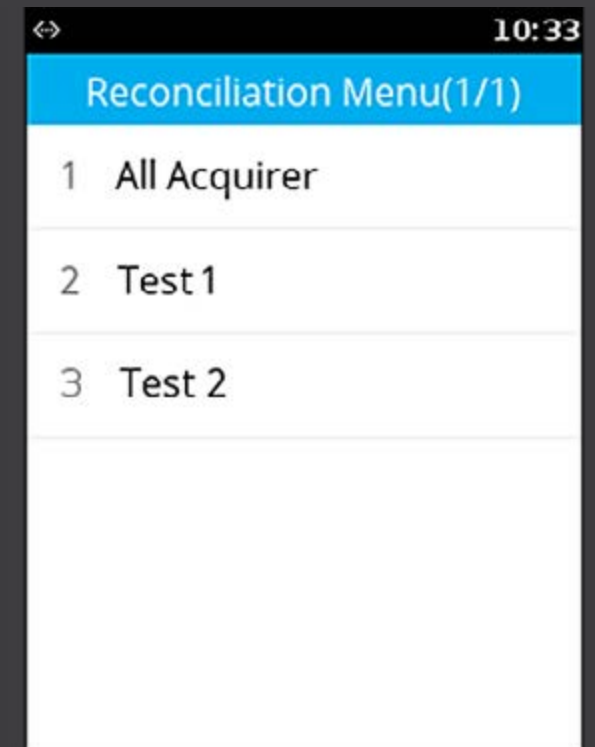


Touch the main logo at the top of the screen.

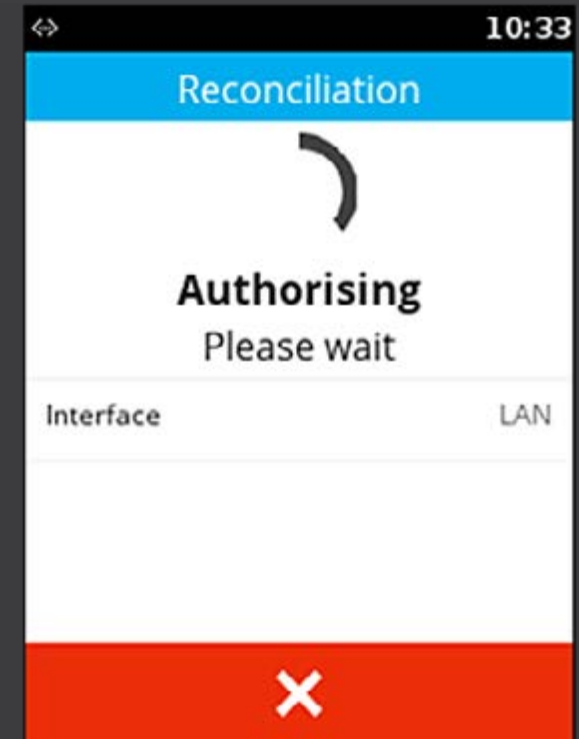
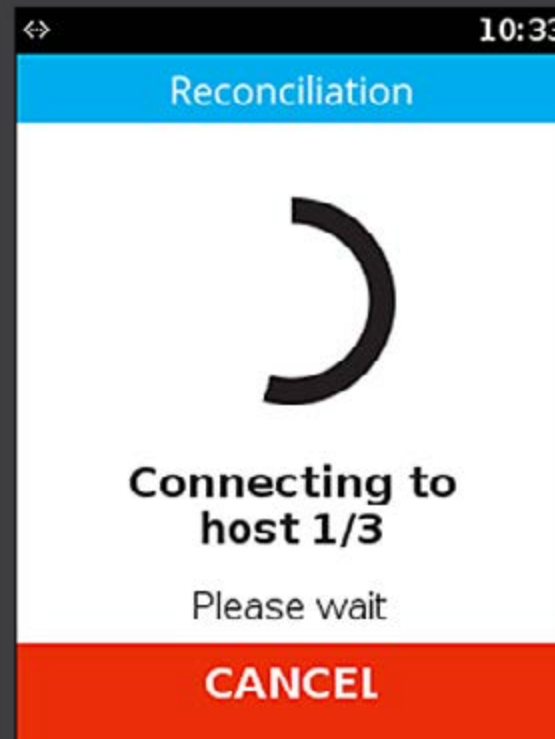
Select **Reports** from the menu and enter the Supervisor password.



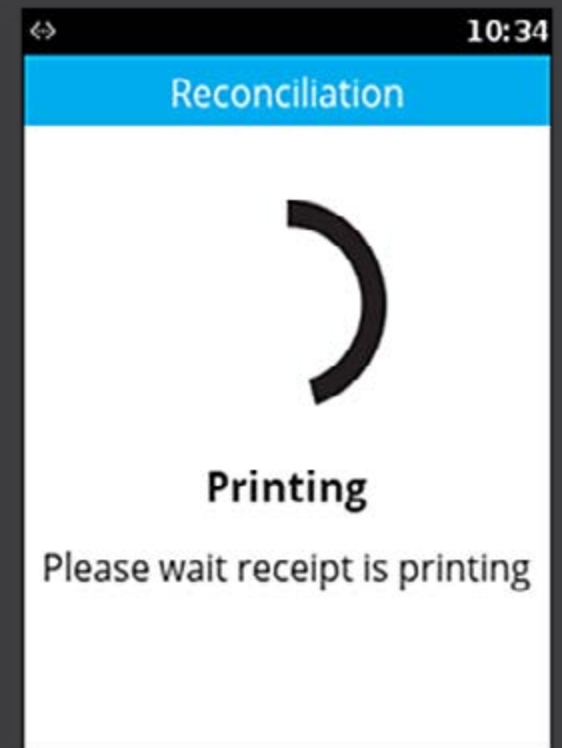
Select the acquirer/s to reconcile.



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



A report will be printed for your records.



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