

xln | pay

Getting started with your Verifone v240m pay terminal

Thank you for ordering the Verifone v240m 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 e-mail.



- Power-up and Activation
- Adding Wi-Fi
- Performing a Sale
- Performing a Refund
- Performing a Reconciliation



Power-up and Activation



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Plug the power supply into the power slot of the V240m base unit.



Place the V240m terminal onto the base unit, and switch the power on.



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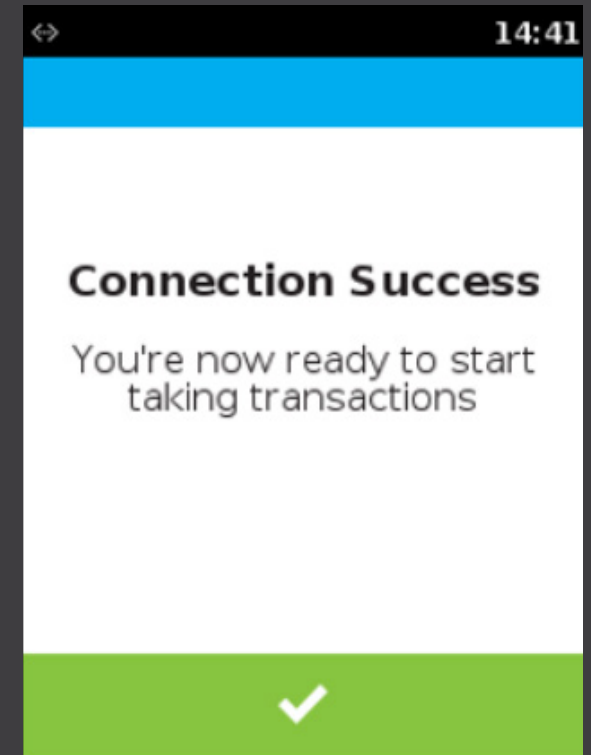
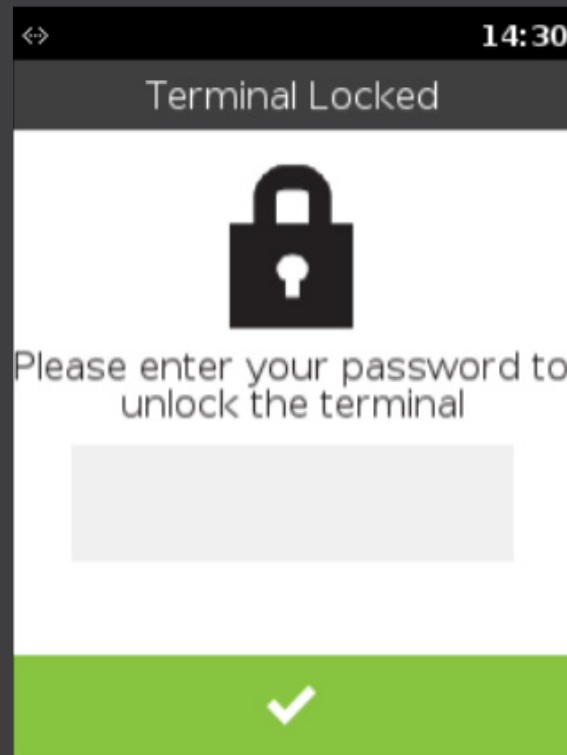


The V240m will initialise.



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.



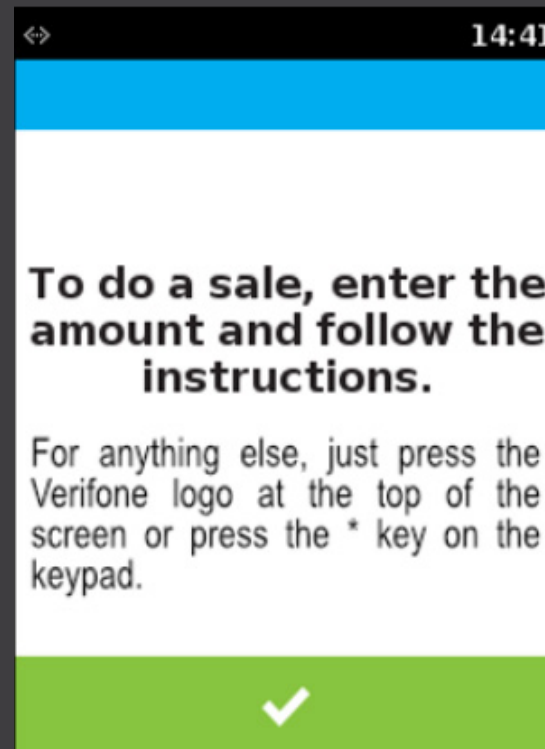
You are now ready to take payments.

Your V240m terminal is pre-configured to use either the 3G mobile network or Bluetooth for communications.

This will allow you to authorise sales immediately.

You can also enable Wi-Fi as the primary communications method. This will allow the device to use Wi-Fi in preference to 3G or Bluetooth.

To enable Wi-Fi, please follow the steps in the ADDING Wi-Fi section [here](#).



Adding Wi-Fi



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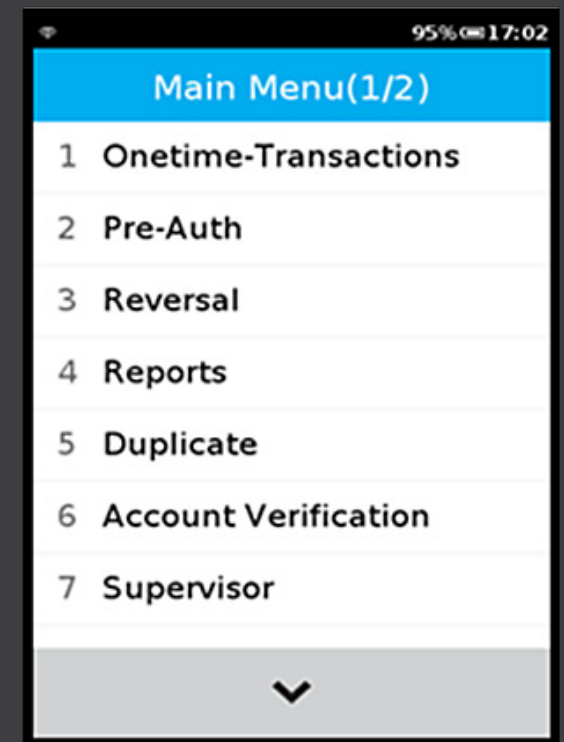
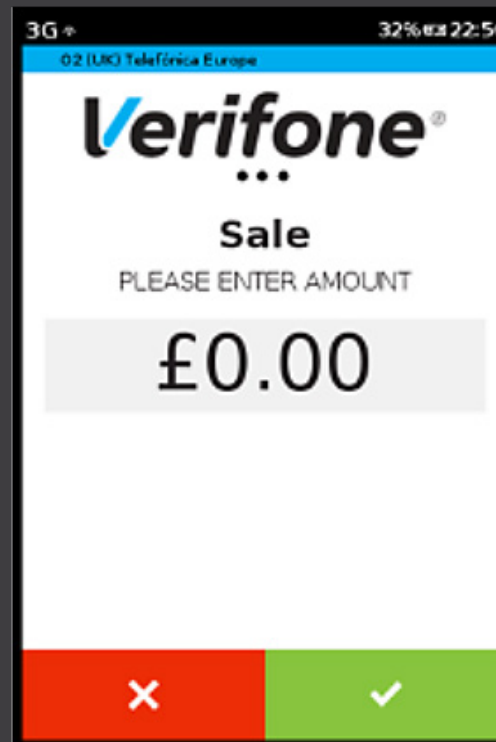
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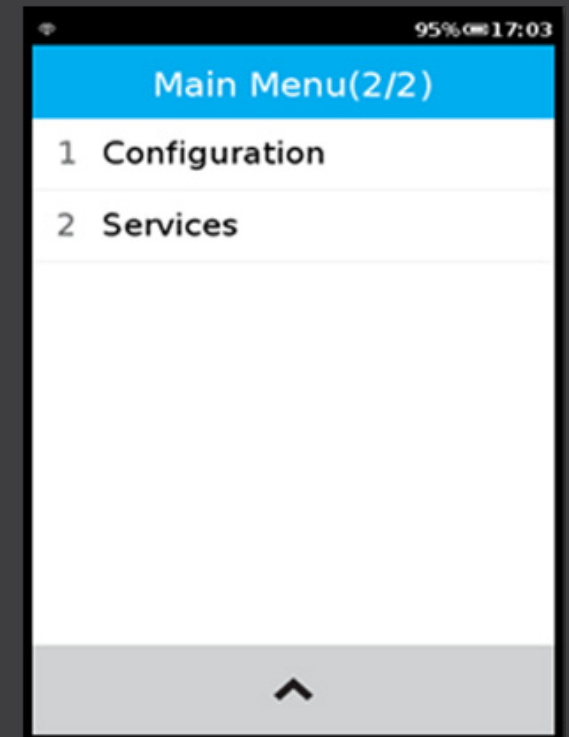


Press the main logo at the top of the screen.

On **Main Menu (1/2)**, press the down arrow.

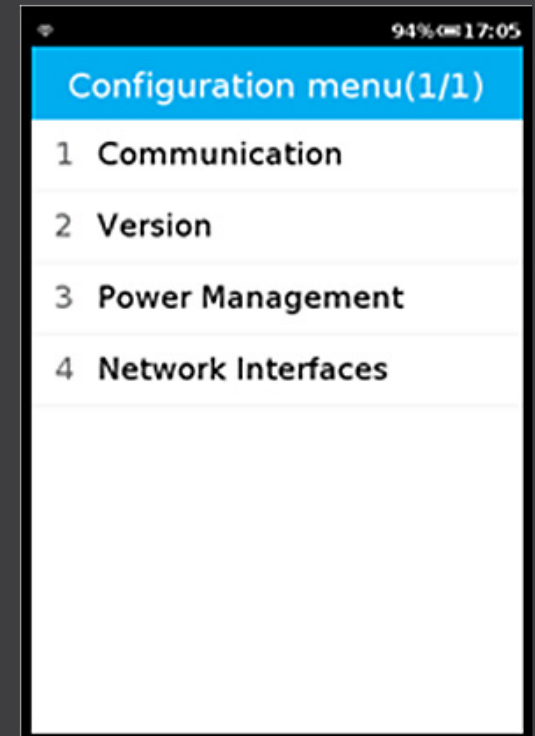
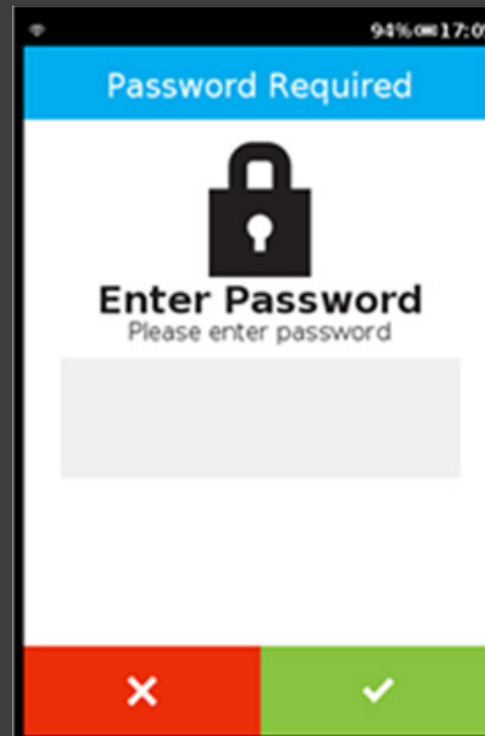


Press **1** on the keypad or select **Configuration** on screen.



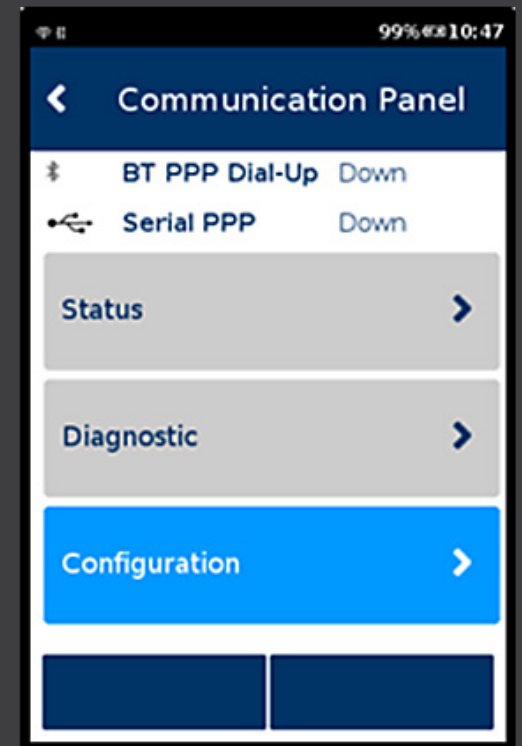
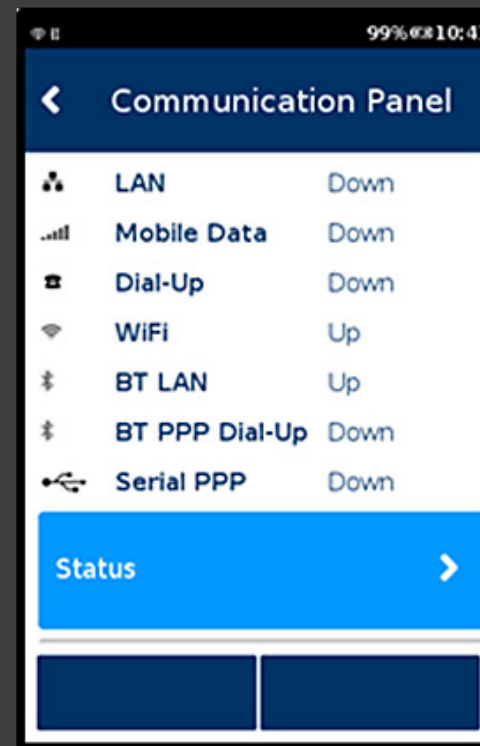
Enter the supervisor password
(default 1234).

Press **1** on the keypad.



You should now see the
Communication Panel.

Drag the screen downwards
(as per a smartphone) and touch
Configuration.

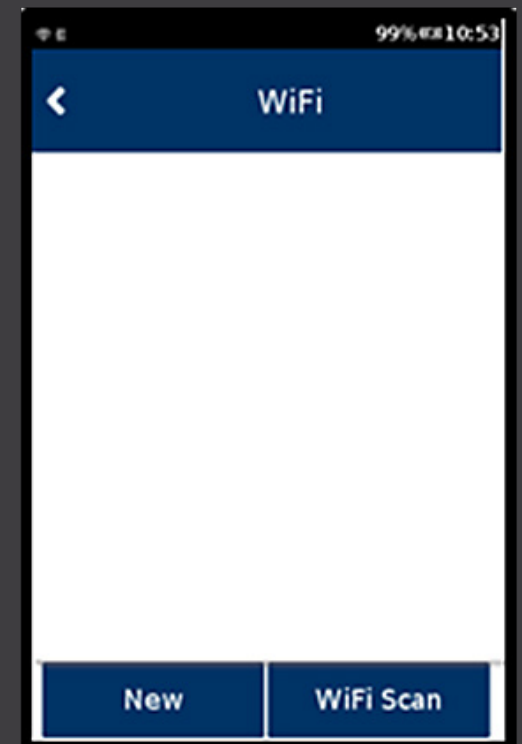
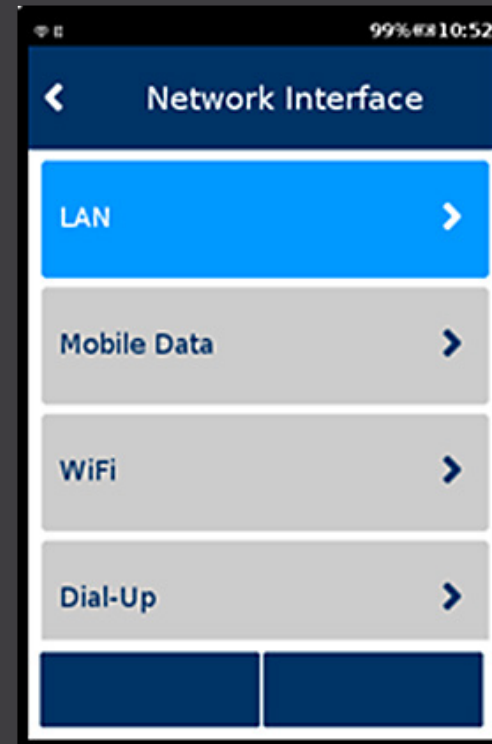


Select **Network Interface**.

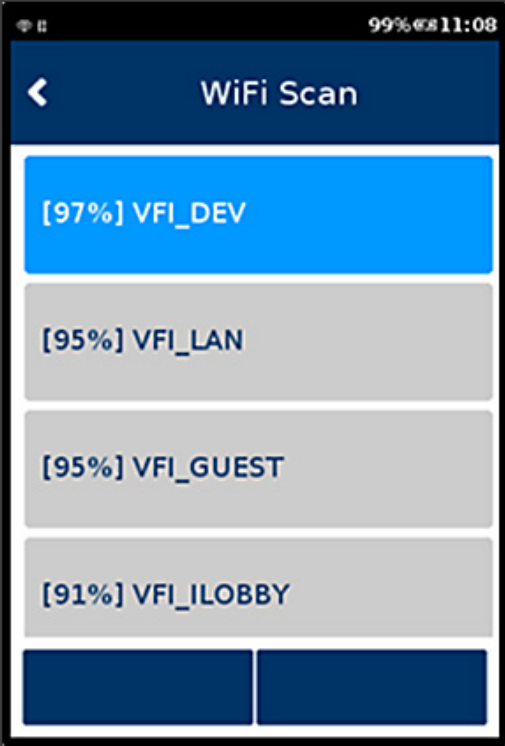


Select **WiFi**.

Select **WiFi Scan**.

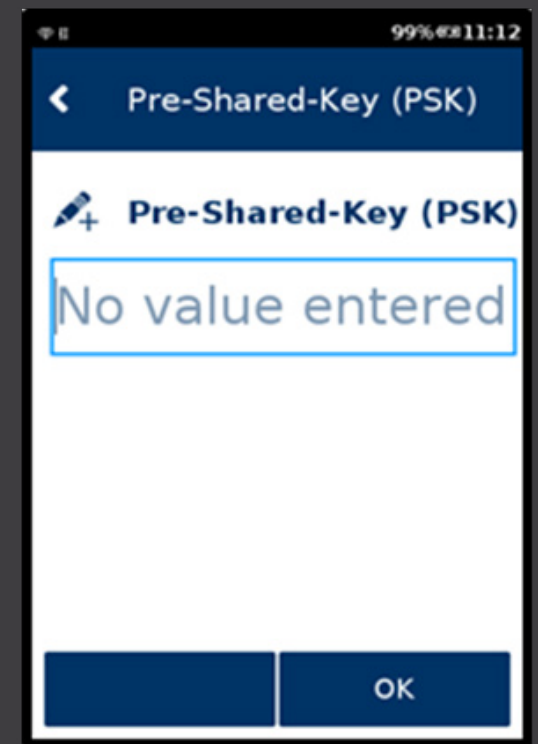
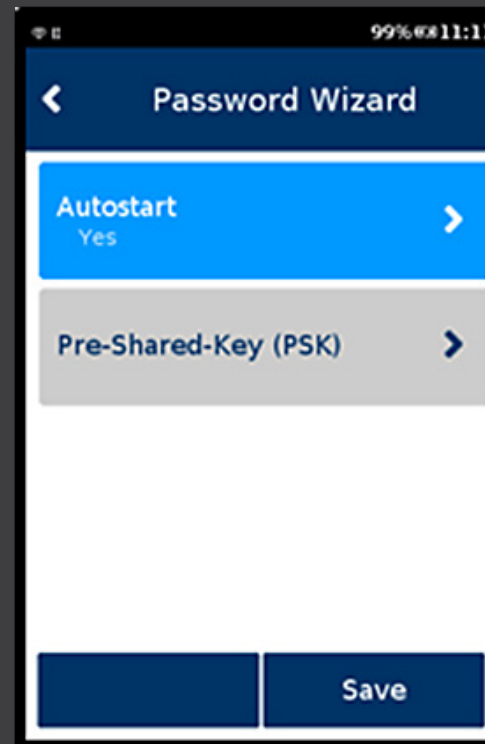


Select your desired network from the list of detected networks.

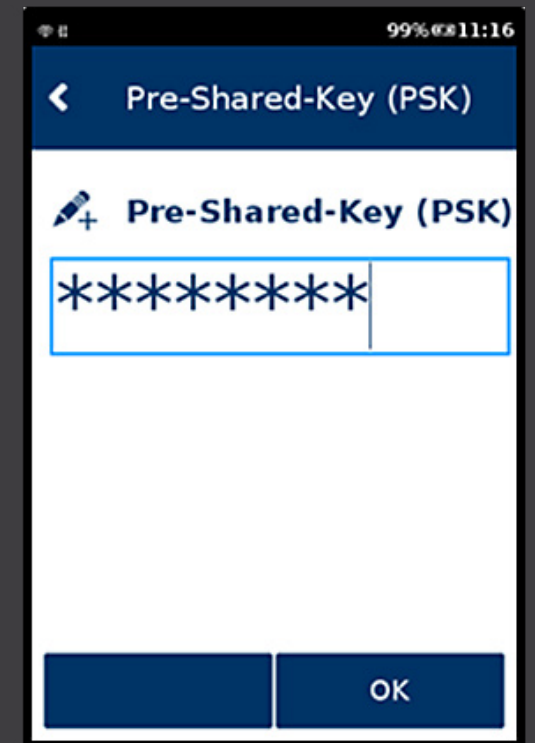


Select **Add**.

Select **Pre-Shared-Key (PSK)**.




Enter the **Wi-Fi password / key**.
Select **OK**.



99% 11:16

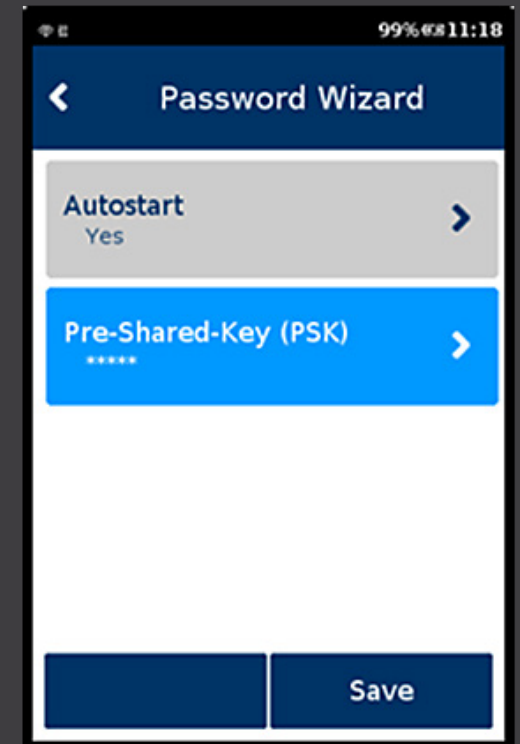
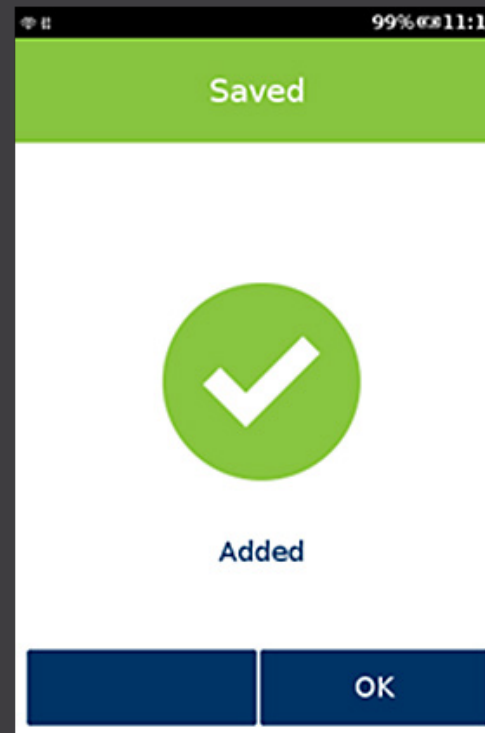
< Pre-Shared-Key (PSK)

 Pre-Shared-Key (PSK)

OK

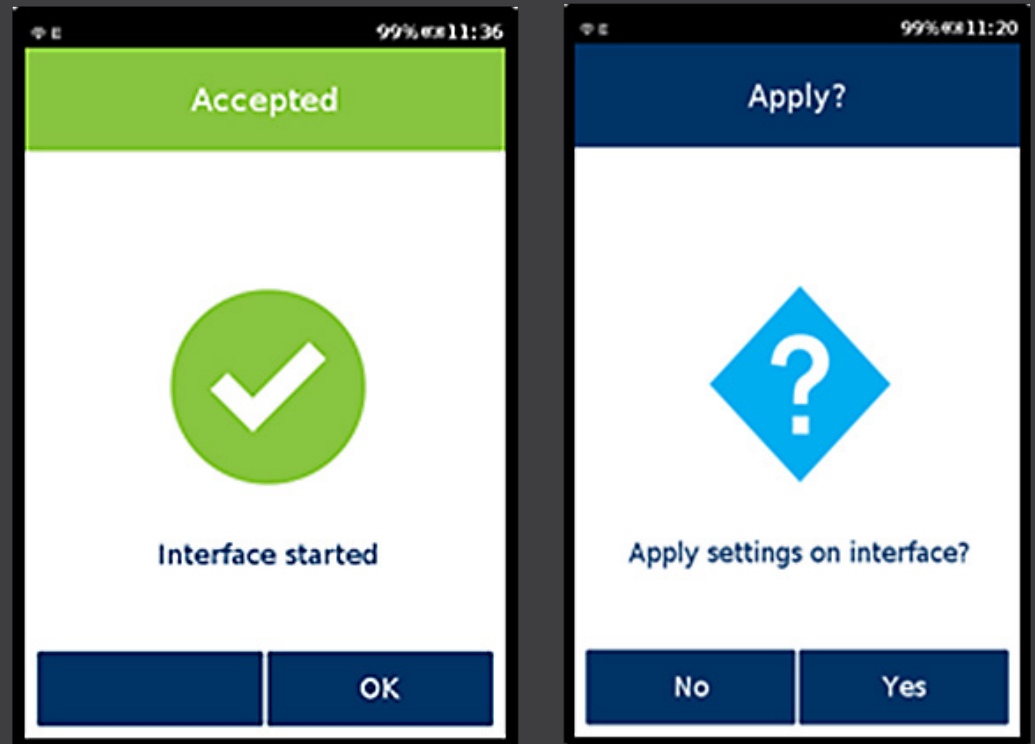
Select **Save**.

Select **OK**.



Select **Yes**.

Select **OK**.



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Press the **RED** Cancel button 6 times until you reach the Sale screen.

Wi-Fi should now be set up.

For details on other transactions, reports and general functionality of the device, please refer to the full user manual.



Performing a Sale



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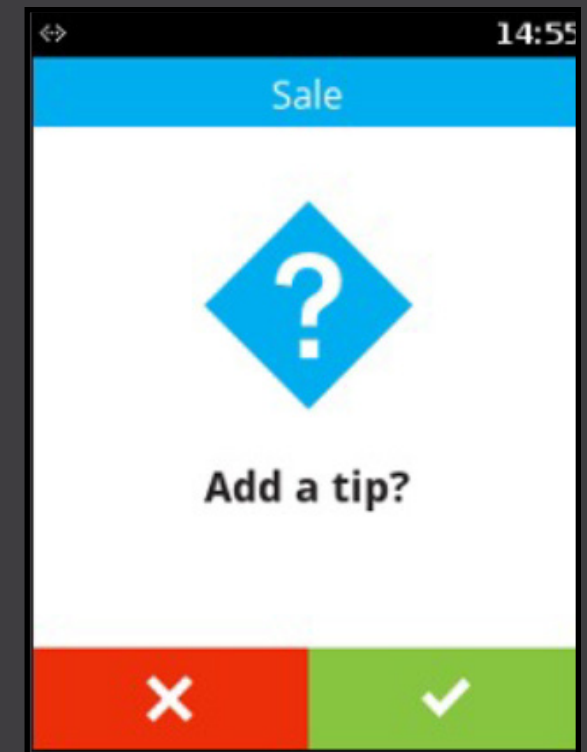
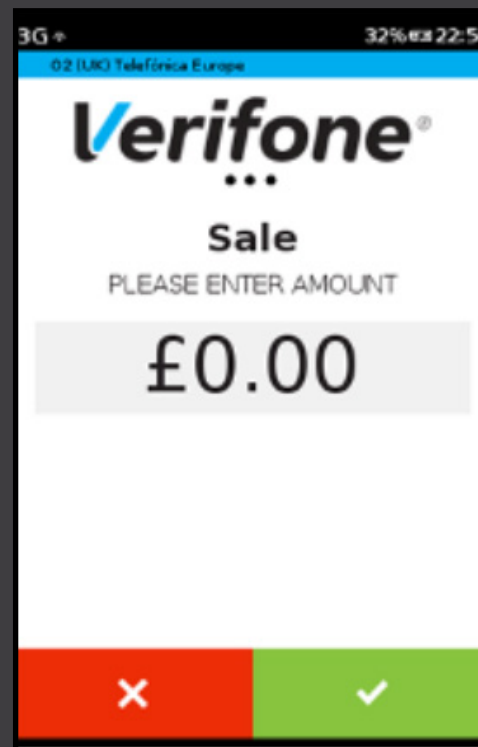
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While the terminal is on the main screen, key in the amount for the sale and press **[ENTER]** key.

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

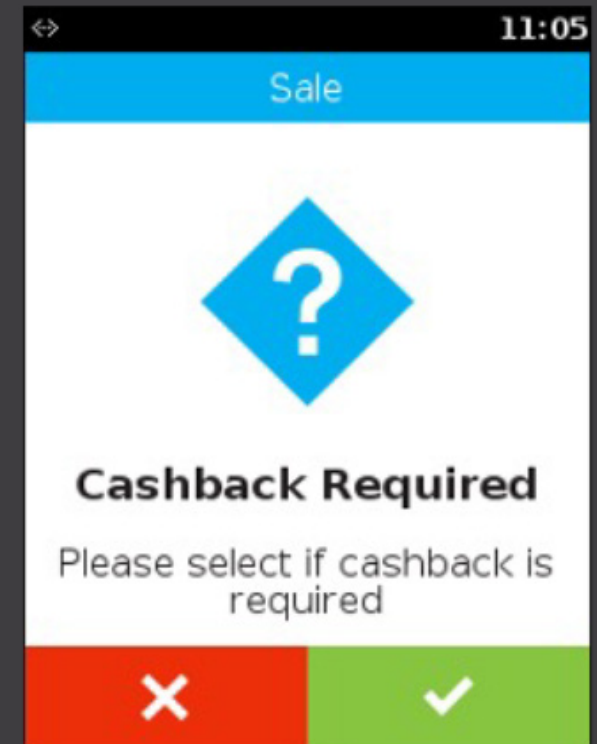
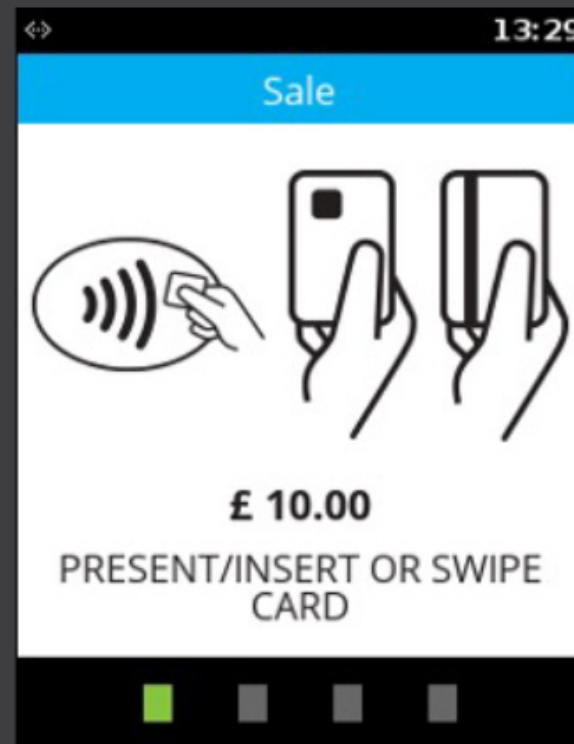
✕

✓



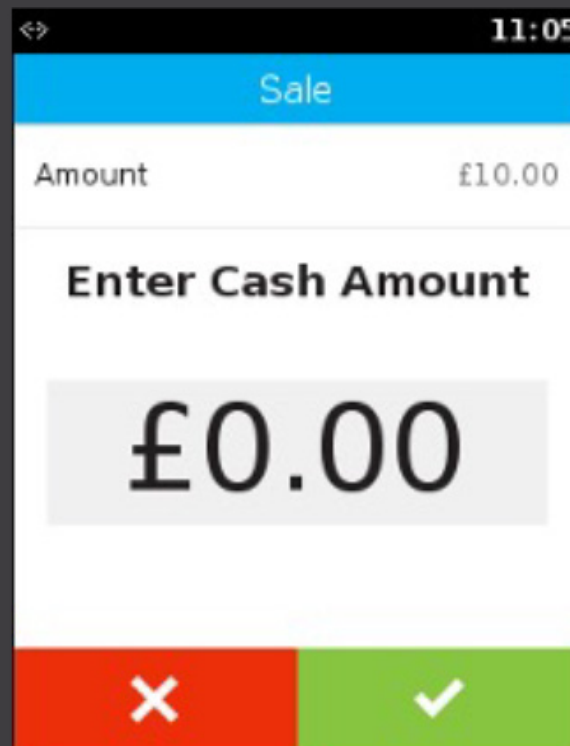
Present, insert or swipe the payment card, or, manually enter the card number for MOTO.

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



11:05

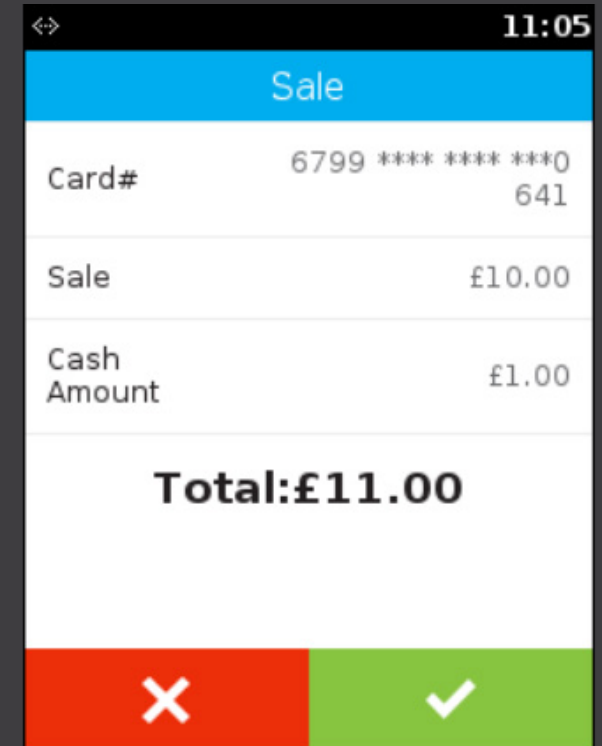
Sale

Amount £10.00

Enter Cash Amount

£0.00

X ✓



11:05

Sale

Card# 6799 **** * 641

Sale £10.00

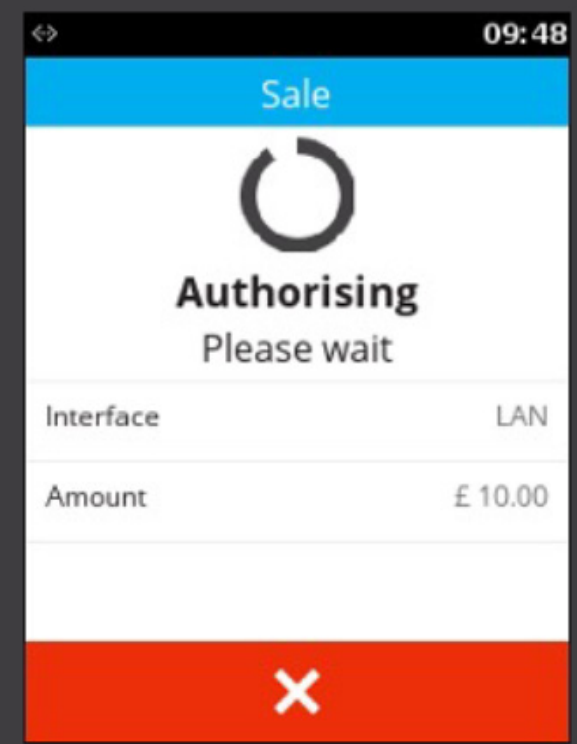
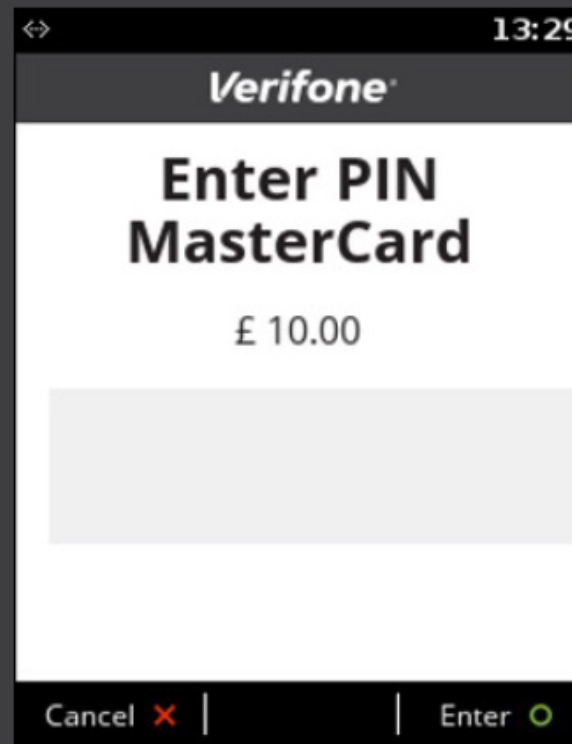
Cash Amount £1.00

Total:£11.00

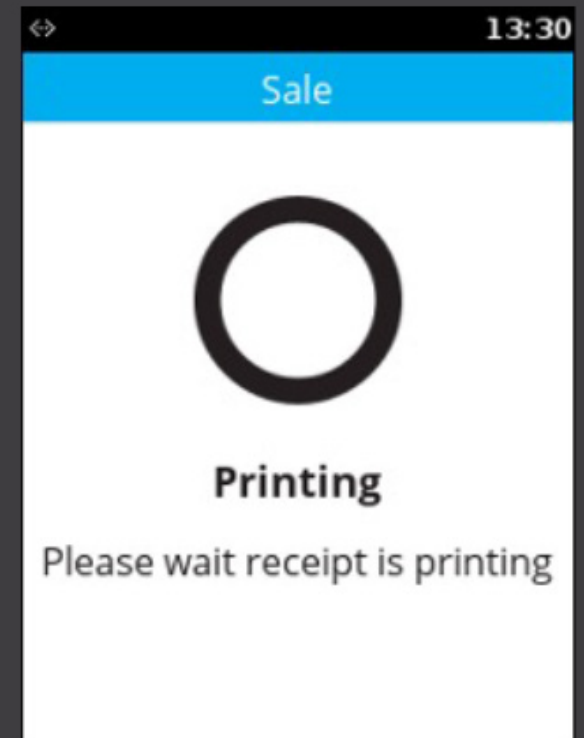
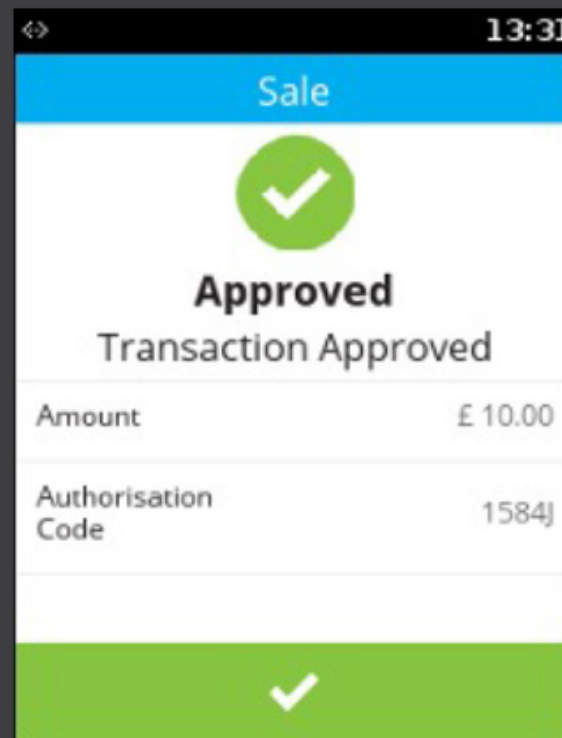
X ✓

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.

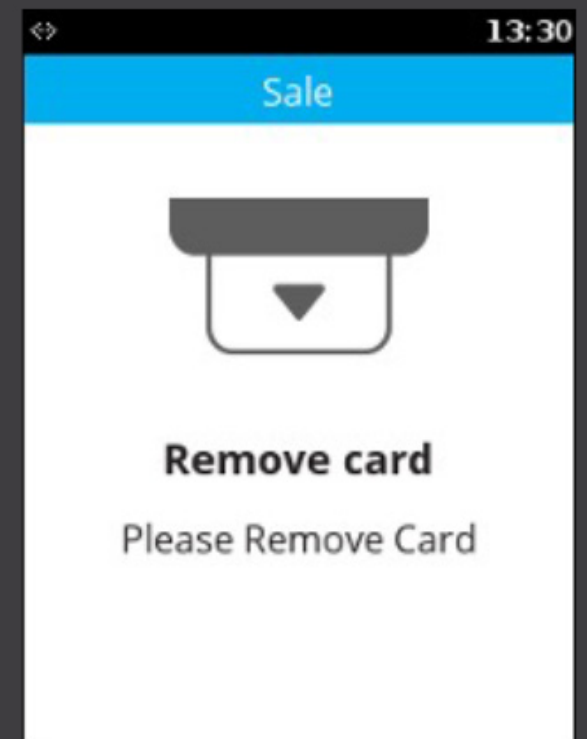
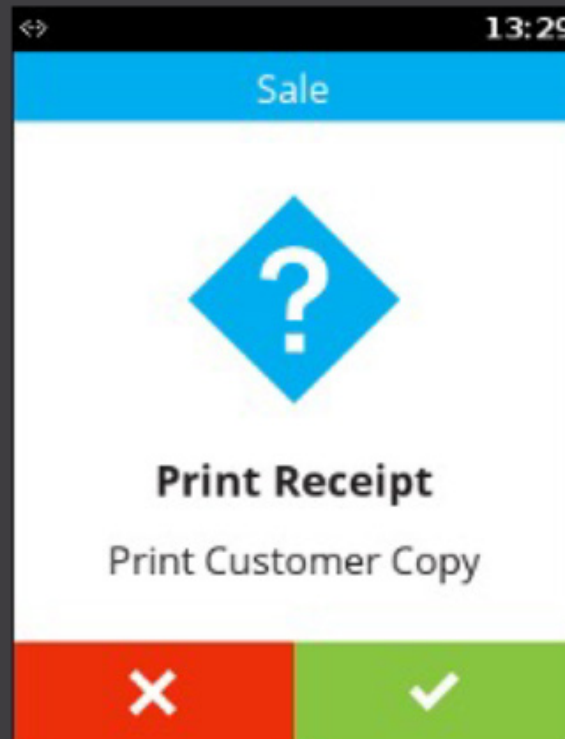


You will need to retain the first receipt for your records.

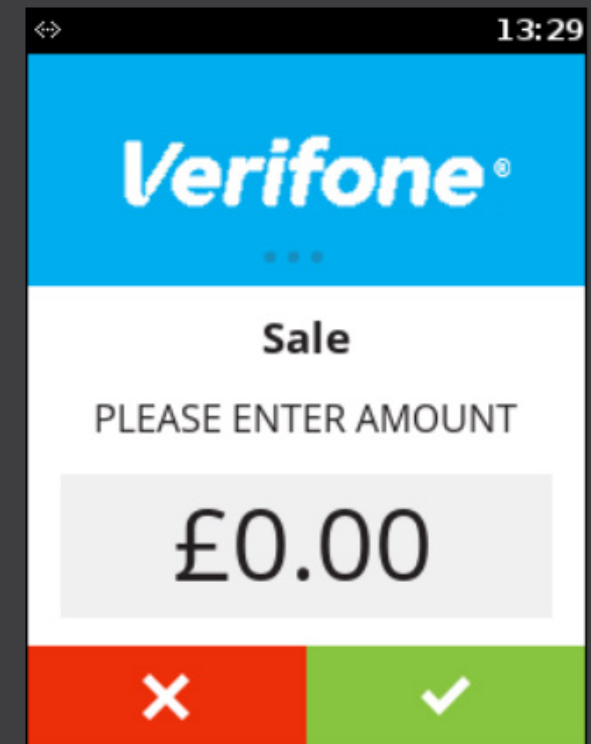


If selected, the second receipt is to be given to the customer.

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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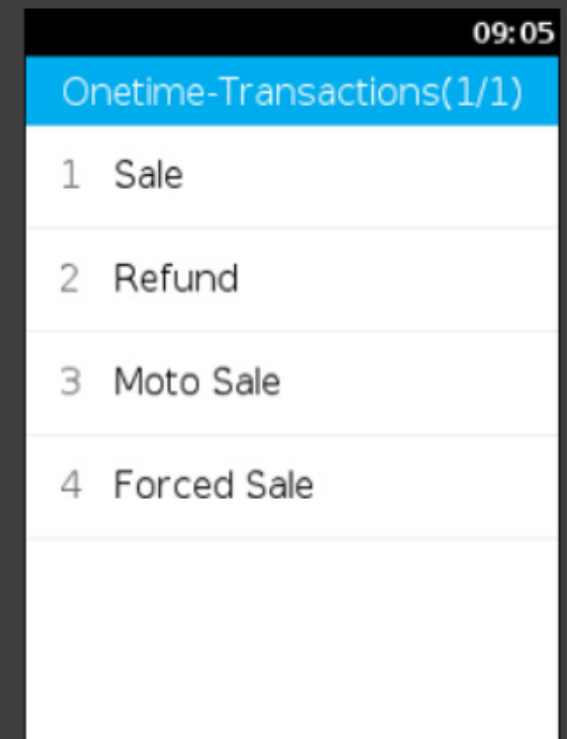
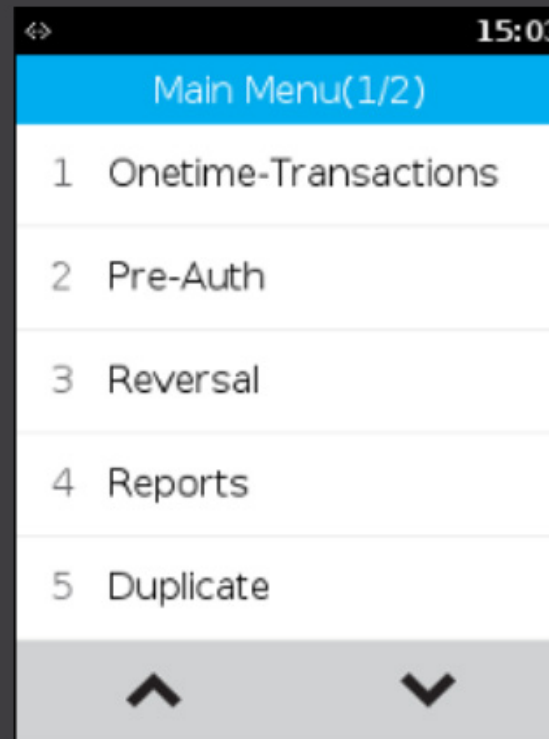
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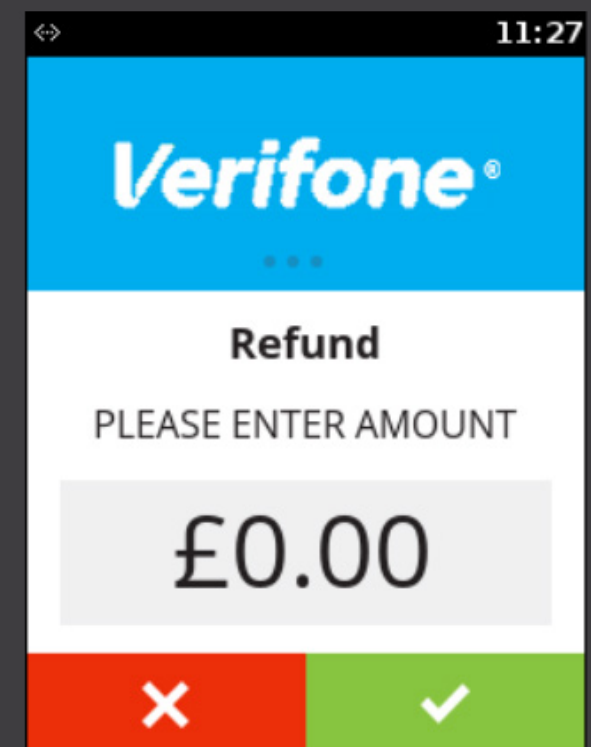
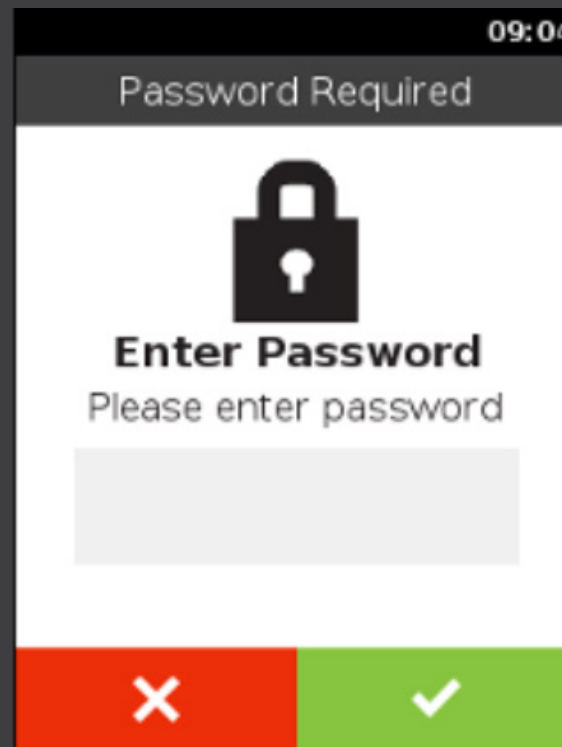


Touch the main logo at the top of the screen.

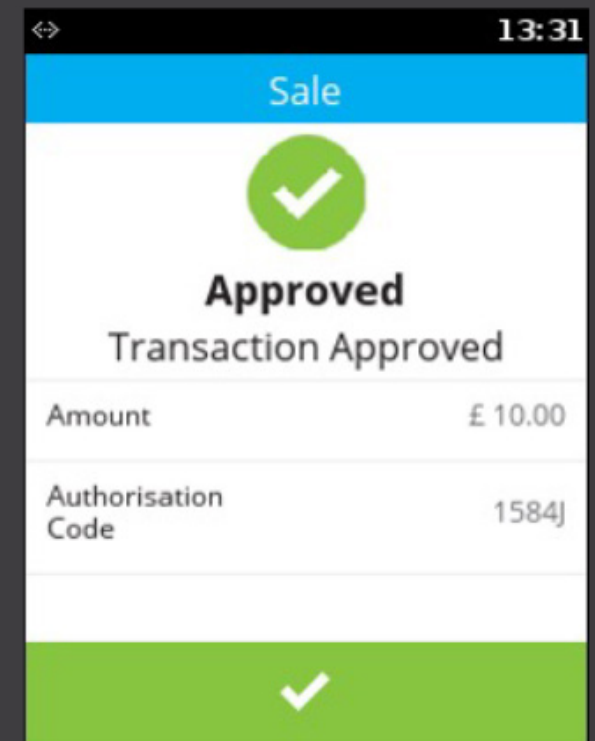
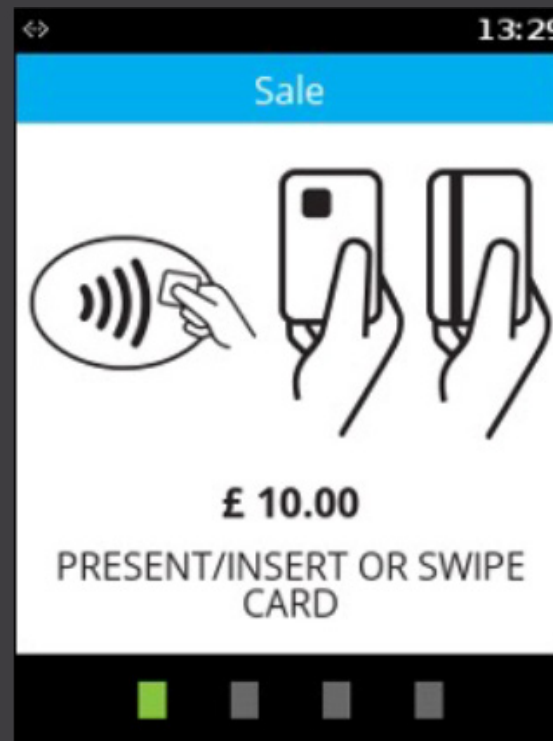
From the main menu, select **Onetime Transactions** and then select **Refund**.



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

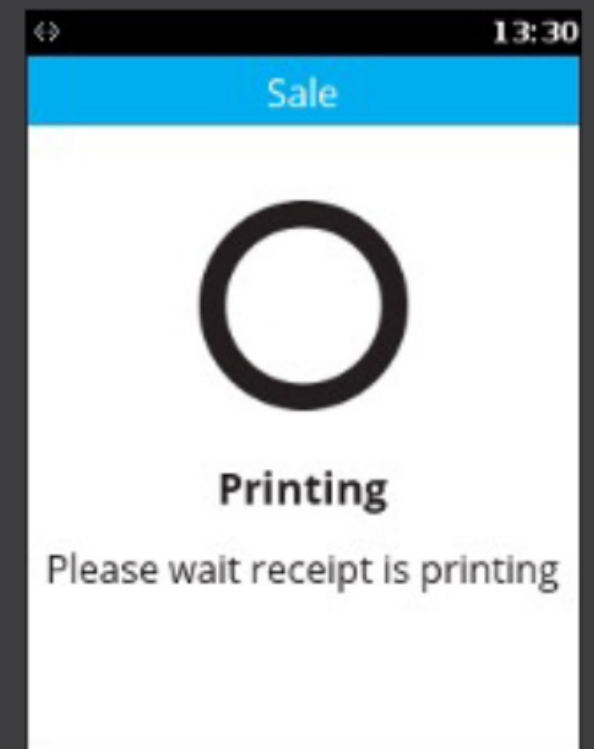
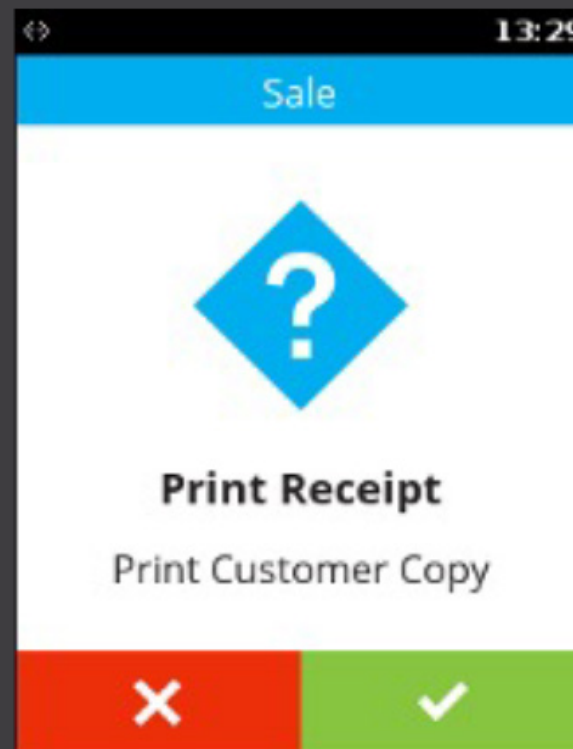


Present, insert or swipe the payment card, or, manually enter the card number for MOTO.



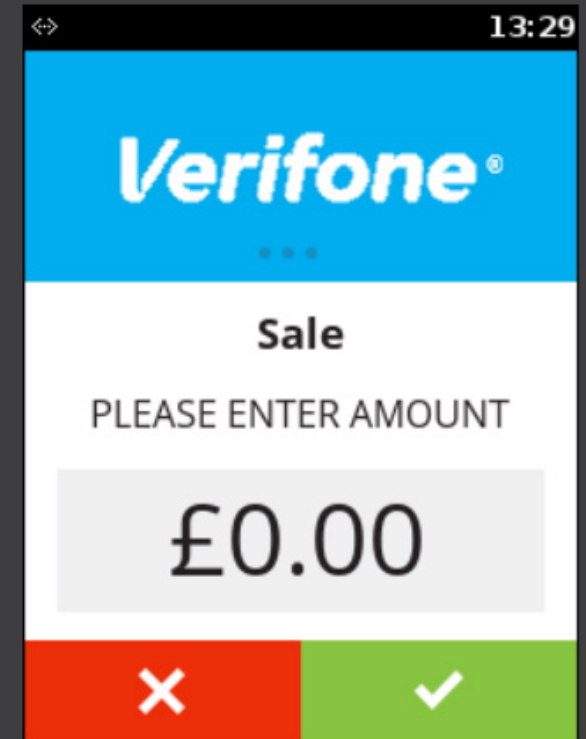
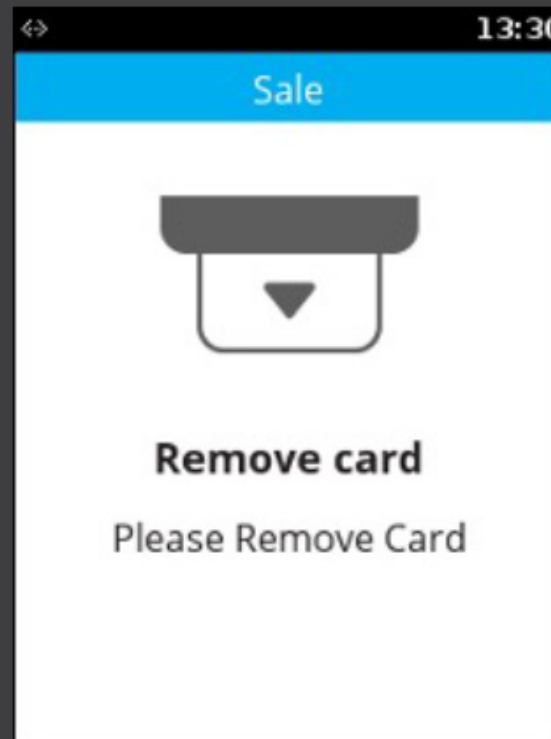
You will need to retain the first receipt for your records.

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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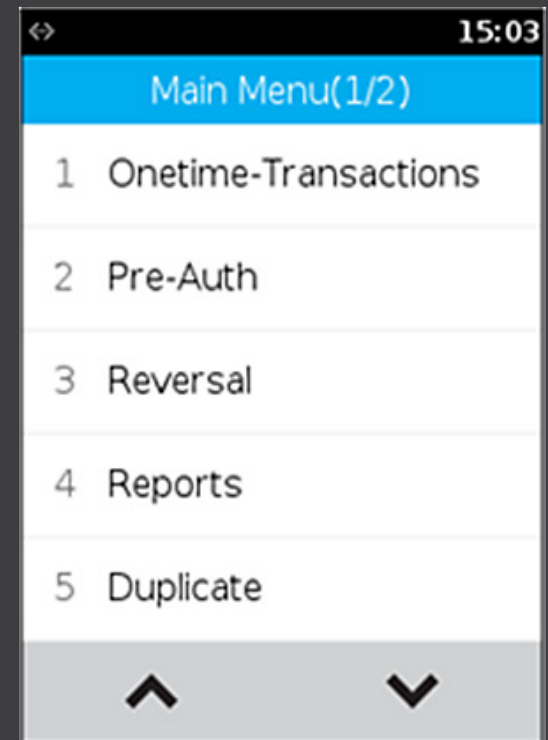
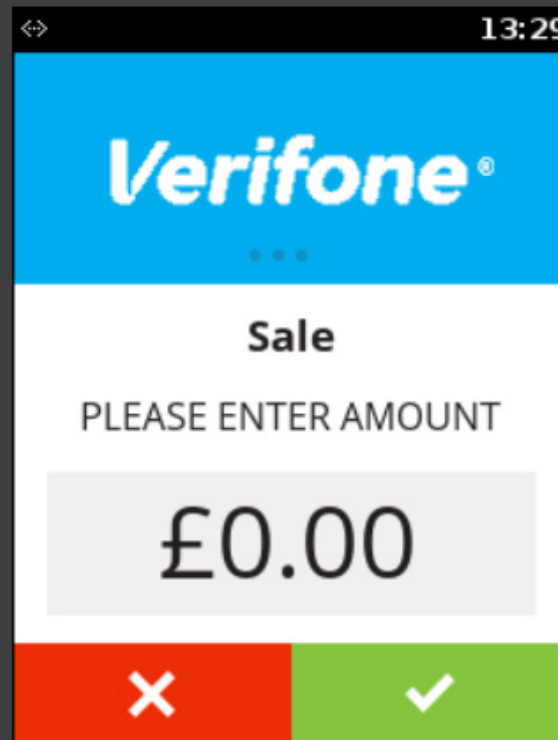
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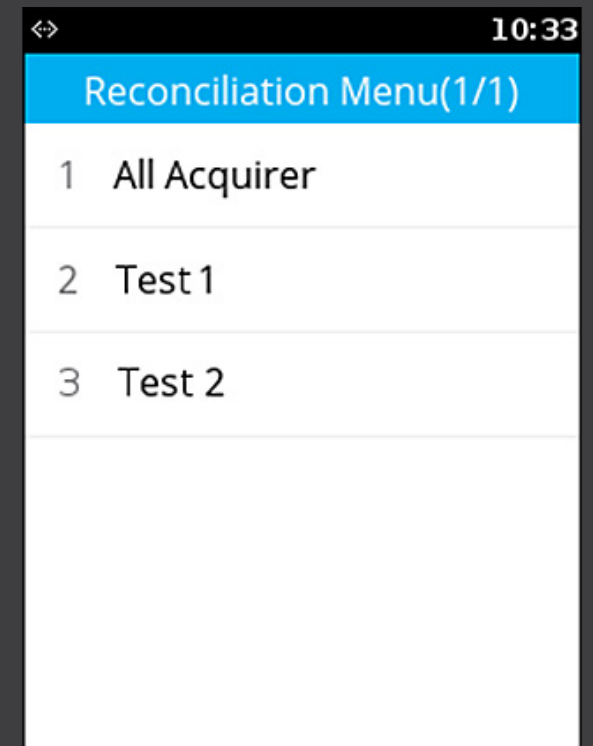


Touch the main logo at the top of the screen.

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



Select the acquirer/s to reconcile.



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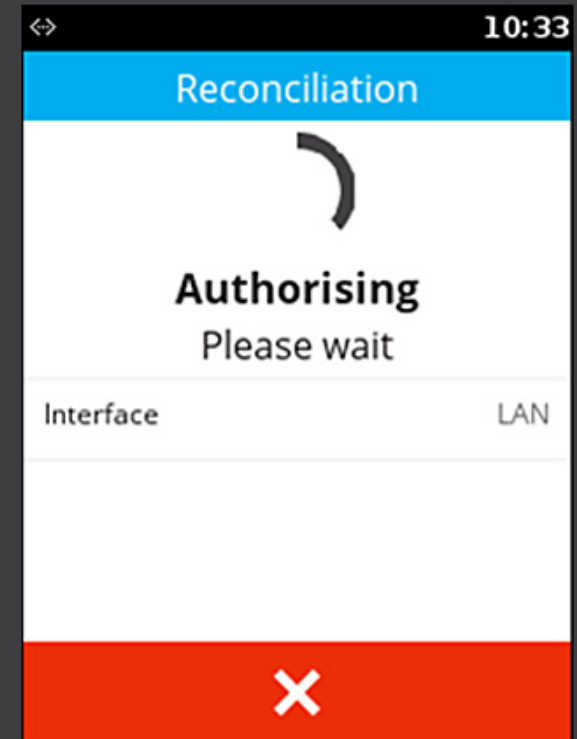
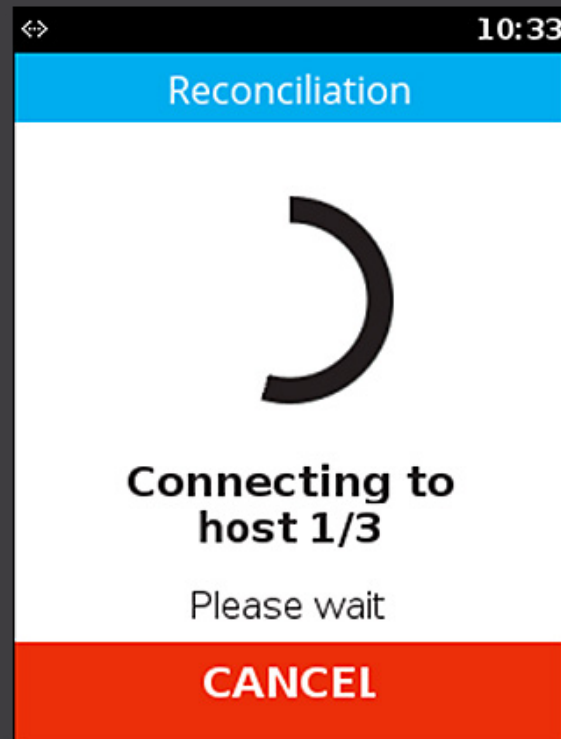


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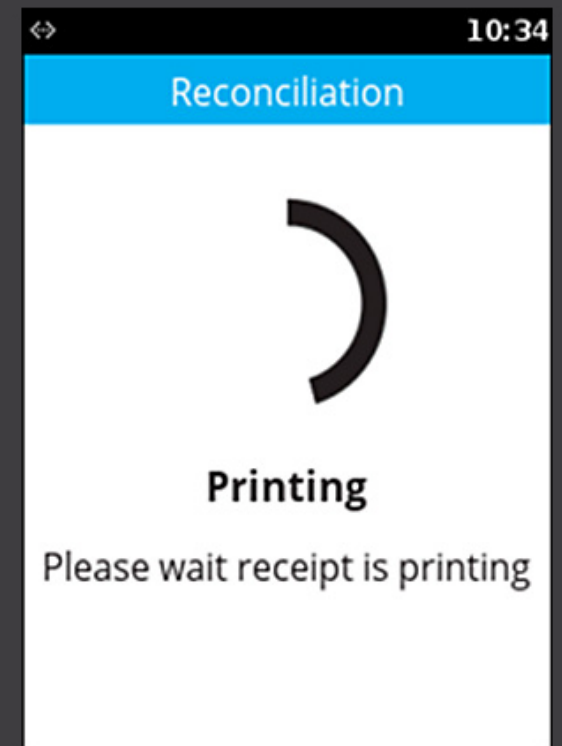
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The terminal will connect to each of the selected acquirers in turn and transmit your totals.



A report will be printed for your records.



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