



Verifone V200c Payment Terminal

Getting Started Guide

WELCOME!

Thank you for ordering your **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 e-mail.

INSTALLATION AND ACTIVATION

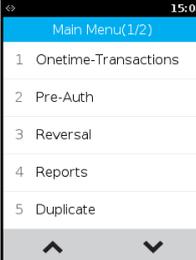
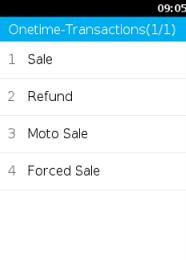
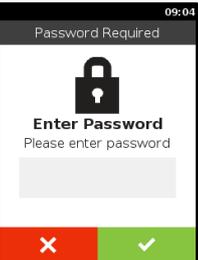
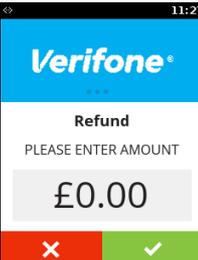
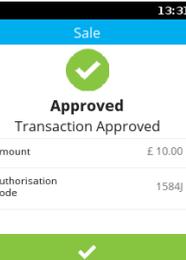
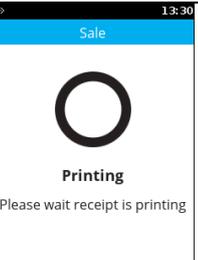
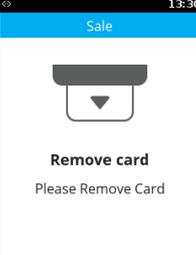
	<ol style="list-style-type: none"> 1. Turn the V200c over. 2. Remove the backplate by lifting the tab. The backplate will separate from the device. 3. Plug the power supply into the power slot.
	<ol style="list-style-type: none"> 4. Plug the Ethernet / CAT5 cable into the LAN port. Plug the other end of the Ethernet cable into the router or your LAN port. 5. Re-attach the backplate so that the cables match the photo shown. 6. Plug the power supply unit into the main socket. The V200c will start booting up
	<ol style="list-style-type: none"> 7. When you see the "Terminal Locked" screen, key in your Merchant Number as the password and press the green [ENTER] key 8. Press the green [ENTER] key twice more until the Sale Screen is displayed.

Your V200c terminal is now ready to take payments.

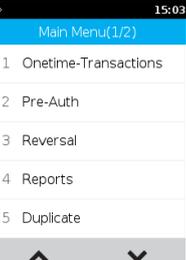
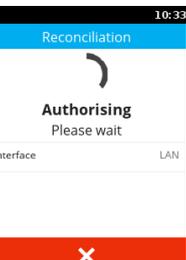
PERFORMING A SALE

	<ol style="list-style-type: none"> 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
	<ol style="list-style-type: none"> Present, insert or swipe the payment card, or, key 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
	<ol style="list-style-type: none"> If 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.
	<ol style="list-style-type: none"> 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 REFUND

				<ol style="list-style-type: none"> 1. Touch the main logo at the top of the screen. This will show the main menu, select Onetime Transactions then Select Refund 2. Enter the Supervisor password 3. Enter the refund amount and press [ENTER] key 
				<ol style="list-style-type: none"> 4. Present, insert or swipe the payment card, or, key enter the card number for MOTO. 5. You will need to retain the first receipt for your records. 6. If selected, the second receipt is to be given to the customer.
				<ol style="list-style-type: none"> 7. If the customer's payment card was inserted, it can now be removed. 8. The terminal will return to the main screen.

PERFORMING A RECONCILIATION

			<ol style="list-style-type: none"> 1. Touch the main logo at the top of the screen. 2. Select Reports from the menu and enter the Supervisor password. 3. Select the acquirer/s to reconcile.
			<ol style="list-style-type: none"> 4. The terminal will connect to each of the selected acquirers in turn and transmit your totals. 5. A report will be printed for your records.