

User guide for POS terminals:
Verifone V200C & V240M
Basic Edition



**TRANSACTION
REPORT**

BATCH refers to the transaction report of the particular day. To print the BATCH:

1. Select –BATCH.
2. Select –DETAIL.
3. Enter your terminal's password and press the green key.

BATCH TRANSMISSION

1. Select –BATCH.
2. Select –TRANSMIT BATCH.
3. Enter your terminal's password and press the green key.
4. Select –TRANSMIT BATCH.
5. Keep the batch printout for your records.

Note: It is strongly recommended that transactions are being left to automatically get transmitted at the preset time and not transmitted manually.

Scan the QR code for the
extended edition of the user
guide which includes
additional functions



INSTALLATION / TURN-ON THE TERMINAL	<p>To turn on the Verifone V200 TCP/IP terminal:</p> <ul style="list-style-type: none"> – Remove the cover at the back of the terminal. – Plug in the power cable to the first position from the left. – Plug in the network cable in the position next to the power cable. – Press the green key continuously for 3 seconds. <p>To turn on the Verifone V240 GPRS terminal:</p> <ul style="list-style-type: none"> – Plug in the power cable to the first position from the left. – Press the green key continuously for 3 seconds.
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SALE WITH CARD	<ol style="list-style-type: none"> 1. Enter the amount and press the green key. 2. – If the card only has a magnetic stripe, swipe it through the slot on the side of the terminal. Give the first printed receipt to the customer for signature. Verify that the signature matches with the one on the card. <ul style="list-style-type: none"> – If the card has a chip, insert it into the slot on the front of the terminal. If the terminal prompts for the PIN, pass the terminal over to the customer to enter it. – If the card is contactless, the customer has to tap it on the contactless symbol, at the top of the terminal. If the terminal prompts for the PIN, pass the terminal over to the customer to enter it. 3. Keep the first printed receipt and press the green key to print your customer's receipt. <p>If during the transaction the terminal displays the message DUPLICATE TRANSACTION CONTINUE Y/N? it means that the particular card transacted on the specific terminal once again during the course of the particular day, for the same amount. To accept and proceed with this transaction press the green key=Y and to cancel press the red key=N.</p>
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VOID TRANSACTION	<ol style="list-style-type: none"> 1. Select –VOID. 2. Enter your terminal's password and press the green key. 3. Enter the transaction number you wish to cancel (located on the receipt, underneath JCCLink, within brackets on the right) and press the green key. 4. Swipe the card through the slot on the side of the terminal or insert it into the slot on the front of the terminal or tap it on the contactless symbol, at the top of the terminal. <p>If the card is not present, enter its number and press the green key. Then enter the card's expiration date and press the green key. Repeat the entering of the card's number and expiration date followed by the pressing of the green key at the end.</p>
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RE-PRINT RECEIPT	<p>In case you wish to re-print the last transaction's receipt (eg when you run out of printing paper while printing the last transaction):</p> <ol style="list-style-type: none"> 1. Select –DUPLICATE. 2. Press the green key to print the customer's receipt. <p>Note: The receipt of the last transaction can only be re-printed once.</p>
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RETURN OF AMOUNT	<ol style="list-style-type: none"> 1. Select –RETURN 2. Enter your terminal's password and press the green key. 3. Enter the amount and press the green key. 4. – If the card only has a magnetic stripe, swipe it through the slot on the side of the terminal. <ul style="list-style-type: none"> – If the card has a chip, insert it into the slot on the front of the terminal. – If the card is contactless, the customer needs to tap it on the contactless symbol, at the top of the terminal. – If the card is not present, enter its number and press the green key. Then enter the card's expiration date and press the green key. Repeat the entering of the card's number and expiration date followed by the pressing of the green key at the end. 5. Keep the first printed receipt and press the green key to print your customer's receipt. <p>Note for DCC transactions: If the original transaction was performed in a foreign currency (DCC), then during the refund process the terminal will prompt the user to select the original currency used as well as the exact exchange rate used in that particular transaction. These details can be found on the original transaction receipt.</p>
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