



VX 680 Series APACS 40 Quick Install Guide



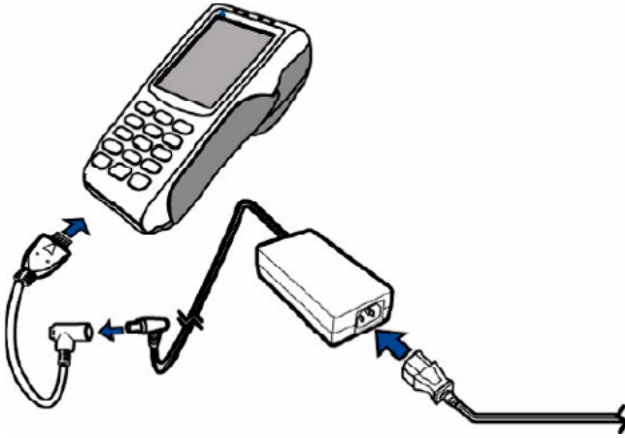
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Installing Your Terminal

1. Carefully unpack the VX680 terminal and all parts.
2. Assemble the three-piece power cable and connect it to the VX680 (as per the diagram below). VeriFone recommend that you charge the battery for a minimum of six hours before first use.



3. Hold down the green ENTER button to turn on the terminal.

Changing Manager Password

When you power up the VX680 terminal for the first time you will be prompted to create a new manager password. As a security measure you will be required to enter this in order to access various functions on the terminal.

The process to change the password is as follows:

1. 'Change manager password' will be displayed on the screen.
2. Key in a six digit numerical password of your choice and press the green ENTER button.
3. 'Retype password' will now be displayed. Type in your chosen password again and press ENTER.
4. The terminal will now reboot and the main screen will be displayed.

If you forget your Manager password then please contact the VeriFone helpdesk on:

0845 0761145

Sale Transaction

1. Insert a card into the terminal's smart card reader.
2. Key in the transaction amount and press ENTER.
3. The terminal will prompt to 'Present/Insert Card'
4. Hand the terminal to the cardholder to enter their PIN.
5. The terminal will now contact the acquirer's Host system to obtain an AUTH code.
6. A Merchant receipt copy will be printed, tear receipt and press ENTER to print a customer copy.

Refund Transaction

1. Select REFUND
2. Key in your Manager password when prompted and press ENTER.
3. Type in the Refund amount and press ENTER.
4. Insert card into the terminal's smart card reader.
5. The terminal will now communicate with the acquirer's Host system and obtain an AUTH Code.
6. A Merchant receipt copy will be printed, tear receipt and press ENTER to print a customer copy.

Reconciliation

1. Select 'Reports'
2. Key in your Manager password when prompted and press ENTER.
3. Choose 'Reconciliation'.
4. Select 'All'
5. The terminal will now contact the acquirer's Host system to reconcile the totals.
6. A report will be printed showing the transaction totals for the current session.
7. Press the red CANCEL button to return to the main screen.

