

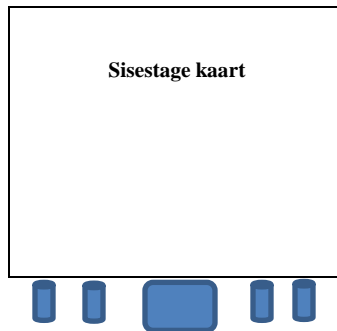
Operating Instructions of Verifone VX 675 Payment Terminal



Chip card payments



Enter the sum of the transaction as a final sum (for instance customer have to pay 15€, so you insert 1500). Then press a GREEN button (Enter). YELLOW button is for correcting the sum. RED is for a transaction cancellation.



Ask the customer to insert his card to the chip card reader.



If the terminal asks for the PIN code the customer shall enter the PIN code using the PINPAD keys. After PIN code is entered, client have to press the green button. If the customer made a mistake with the PIN code entering, he can correct it with a yellow „clear“ button, or cancel the payment with a red button. After PIN code was entered, the terminal starts processing the transaction. In a result of successful transaction, the terminal prints the first receipt out. The second one comes out if you press the green button. If customer doesn't need the receipt, press the red button.

The first receipt is always for seller, the second one is for a buyer.

Where for some reason authorization of the payment terminal fails, the error message with a code and it's explanation is printed out.

NB! Make sure, that the receipt doesn't contain any error messages.

Contactless card payment

Contactless card allows you to make payments, which sum is less than 25 eur. (including 25€), without PIN code entering.



- In order to make a contactless transaction, enter the sum and press the green button. The „contactless emblem“ will appear on the screen.



- Ask the client to put his payment card on the terminal's screen and hold it until you hear the signal.
- The card is read out when all 4 indicators (located at the top of the screen) are lit.
- Terminal connects to the bank.
- Terminal prints out the receipt, where you can find the sum of the transaction and the description of a payment method - „Contactless“. (in case of a successful transaction)
- You can print the second receipt (for client) if you press the green button. If customer doesn't need the receipt, press the red button.
- The first receipt is always for seller, the second one is for a buyer.
- In case of unsuccessful transaction, terminal will print the receipt with an error message, error code and error explanation.

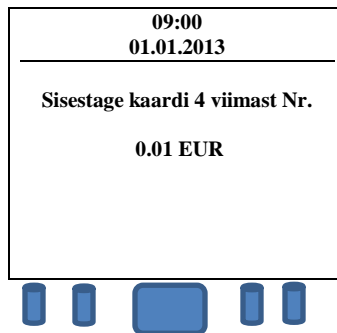
Magnet card payments



Enter the sum of the transaction as a final sum (for instance sum is 15€, you insert 1500). Then press the green button (Enter). Yellow button is for correcting the sum. Red one is for cancellation.



Carry the magnetic card through the magnet card reader.



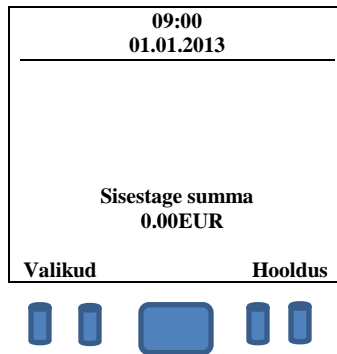
Enter 4 last customer's card numbers and press the GREEN button. Terminal connects to the bank.

As a result of successful transaction terminal prints the first receipt out. The second one comes out if you press the green button. If customer doesn't need the receipt, press the red button.

The first receipt is always for a seller, the second one is for a buyer.

The card owner must be identified in accordance with the bank card acceptance requirements. The receipt must contain customer's signature (check the conformity with the signature on the card's back side)

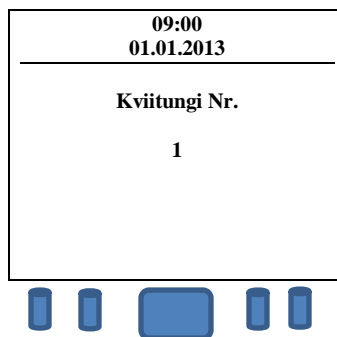
Reverse transaction



Press the first from the left button (located under the terminal's screen).



Press number "3" on the terminal keyboard.



Terminal automatically inserts receipt number of the last transaction.
In order to cancel the other transactions (which was made the same day), insert the right receipt number with a terminal keyboard and press GREEN button.



For the transaction cancellation, press the GREEN button, If receipt data (check Nr, sum) is wrong, press the RED button.

If terminal asks for a card, then ask a customer to insert his card into the terminal.

If the transactions was made with a magnet card, carry the customer's card through the reader.



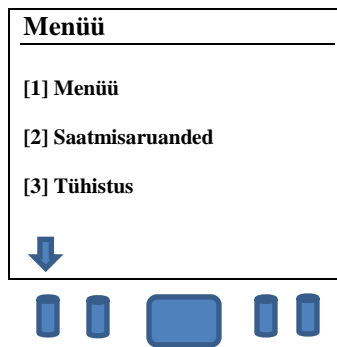
In a result of successful transaction cancellation, the first receipt is printed -> tear it off. Terminal prints the second receipt if you press the green button.

The „Reverse“ function is available only for the „today's“ transactions (which are not sent to the bank) and only the entire sum can be cancelled. If the terminal shows the message „TEHINGUT EI LEITUD“ (the transaction not found). In this case the transaction is no longer in terminal's memory and can't be cancelled.

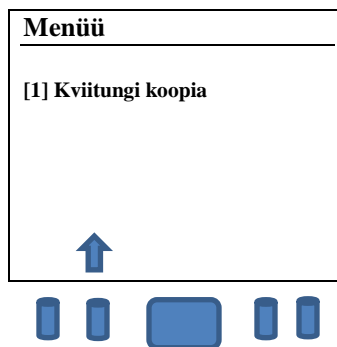
A copy of a receipt



Where necessary the terminal can print a copy of the receipt.
Press the first from the left button (located under the terminal's screen).



Press the same button one more time.



Press number "1" on the terminal keyboard.



Keyboard number „1“ – copy of the last receipt.

Keyboard number „2“ – copy of the other receipt. (Seller have to insert the receipt number)



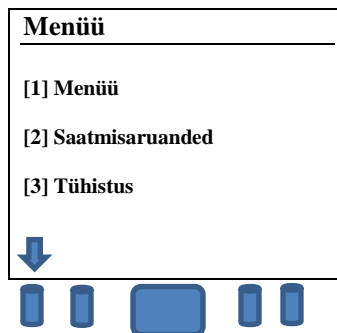
Terminal automatically shows the last receipt number from his memory. If you need to get copy of the other receipt, you have to insert the receipt number manually.

Finishing the day. Sending transactions.

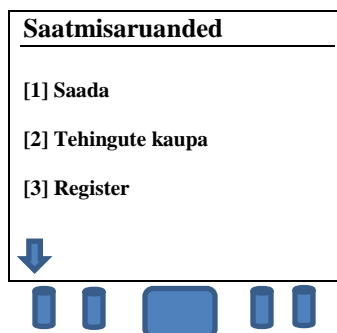
During the day terminal collects all the transactions into its memory and once a day (automatically or manually) sends them to the bank. Automatic sending works only, if the terminal is connected to the power socket and turned on. After the sending session, terminal prints the sending report. If the session was unsuccessful, you can wait for the next session (in 24h) or try to send it manually.



Press the first from the left button (located under the terminal's screen).



Press number "2" on the terminal keyboard.



To send collected transactions to the bank, press „1“ on the terminal keyboard.

To get the transactions report only for yourself (without sending them to the bank) press number „3“ and then „1“.

The sending report includes: a number of transactions completed, the total amount of money was sent. If the sending was successful, a confirmation message „Tehingud saadetud“ will be printed on the check.