



## POS USER MANUAL

**iŞBANK**

**იშბანკი**

# VERIFONE VX 675 Terminal User Manual

## Interface





**Ensure the VX675 is fully charged**

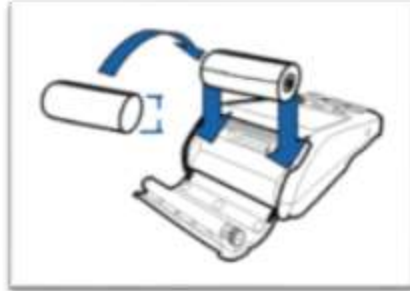
To fully charge the Terminal, leave plugged into the powered USB cable until the LED indicator remains lit.

### Replace paper rolls -VX675

- ✓ Gently pull the latch located on the top of the terminal to unlock the paper roll cover



- ✓ Remove any partial roll of paper in the printer tray
- ✓ Loosen the glued leading edge of the new paper roll and unwind it past any glue residue
- ✓ Drop the paper roll into the tray, ensuring the paper feeds from the bottom of the roll



- ✓ Pull paper up past the glue residue
- ✓ Close the paper rollover gently, allowing a small amount of paper to extend outside the printer door
- ✓ Tear the paper off against the serrated plastic strip in the printer



## EMV (Chip) Transaction

- ✓ Hold "Enter" until the terminal displays the start-up screen
- ✓ Insert the chip card (front side POS terminal) into the terminal and allow it to read the card
- ✓ Enter the amount and press "Enter" button
- ✓ Client enters the PIN code of the Card and presses "Enter" button



Do NOT remove the card until prompted to do so or the transaction will be void.

- ✓ After the authorization is approved, the terminal displays Approved and the card may be removed
- ✓ After each transaction, at least 2 receipts are printed:
  - A merchant receipt
  - A Cardholder receipt

 **In case of card payment through Chip field and without PIN code - Client's signature on the payment receipt is required**

## Magnetic Stripe Transaction

- ✓ Hold "Enter" until the terminal displays the start-up screen
- ✓ Swipe the magnetic stripe card through the reader on the right side of the terminal
- ✓ Enter the amount and press "Enter" button



- ✓ After Client enters the PIN code of the Card and presses "Enter" button
- ✓ After authorization approval, Approved message appears on the terminal signifying that the transaction is complete.
- ✓ After each transaction, at least 2 receipts are printed:
  - A merchant receipt
  - A Cardholder receipt



**In case of card payment through Magnetic field and without PIN code - Client's signature on the payment receipt is required.**

## Contactless card transaction

- ✓ Hold "Enter" until the terminal displays the start-up screen
- ✓ Enter the amount and press "Enter" button
- ✓ Read contactless card, by attaching the card to the terminal screen



- If the amount is less than 40 GEL - transaction will be executed without entering the PIN code
  - If the amount is more than 40 GEL - Client Enters the PIN code of the Card and presses the "Enter" button
- 
- ✓ After each transaction, at least 2 receipts are printed:
    - A merchant receipt
    - A Cardholder receipt

**Make a VOID (return) – This transaction can be made only on the same day and only with the Customer's card**

- ✓ Press the RED "Cancel" button or right button of the joystick
- ✓ Enter admin PIN password – 1234 and press the "Enter" button
- ✓ Select sequence NO and press "Enter" button
- ✓ «VOID USING MAGNETIC STRIP» or «Present Card» screens will appear
- ✓ Read magnetic strip (right side POS terminal) or chip (front side POS terminal) or read contactless card, by attaching the card to the terminal screen
- ✓ The Client should Enter the PIN code of the Card and press the "Enter" button
- ✓ Check the amount and press the "Enter" button
- ✓ The first receipt of the merchant. The second receipt of the Cardholder

**In case of card payment through Magnetic field and without PIN code - Client's signature on the payment receipt is required.**

**Activated contactless settings setup (It is necessary to do every time after changing the language POS)**

- ✓ Press "Cancel" button + 9 (at the same time)
- ✓ Select 4 –SERVICE MENU and press "Enter" button
- ✓ Enter admin PIN password 23646 and press "Enter" button
- ✓ Select 7 – Contactless setting and press "Enter" button
- ✓ Select 1 – Setup and press "Enter" button
- ✓ Select 1 – Active and press "Enter" button
- ✓ 'PP1000SE' screen will appear and start loading the parameters

**Make End of the Day Report (this report is done at the end of the day)**

- ✓ Press the down button of the joystick
- ✓ Enter admin PIN password – 1234 and press "Enter" button

**Make Brief or Detailed transaction reports**

- ✓ Press the up button of the joystick
- ✓ Select 2 – EOD Menu and press "Enter" button
- ✓ Select 2 (Group balancing) , 3 (Brief report) or 4 (Detailed report) and press "Enter" button
- ✓ Enter admin PIN password – 1234 and press "Enter" button

## POS language change

- ✓ Press the up button of the joystick
- ✓ Select 5 - System menu and press the "Enter" button
- ✓ Enter admin PIN password and press the "Enter" button (password contains 3 digits which is the day number of how many days passed from the beginning of the year) for example today 30.03.2018 – password 089
- ✓ Select 18 – LANGUAGE and press the "Enter" button
- ✓ Select the desired language and press the "Enter" button

## Restart POS terminal

- ✓ Press "Enter" button + 7 (at the same time)
  - ✓ Enter admin PIN password 12345
  - ✓ Select 1 – Restart and press "Enter" button
- or:
- ✓ Press "Quick Info" button
  - ✓ Enter admin PIN password and press "Enter" button (password contains 6 digits, year/month/day) for example today 30.03.2018 – password 180330

## Parameter Update

- ✓ Press the up button of the joystick
- ✓ Select 3 - Other and press "Enter" button
- ✓ Select 3 - Parameter update and press "Enter" button
- ✓ POS parameters has been updated

## APN error (sim-card error) 1005 error

- ✓ Press "Cancel" button + 9 (at the same time)
- ✓ Select 4 –SERVICE MENU and press "Enter" button
- ✓ Enter admin PIN password 23646 and press "Enter" button
- ✓ Select 1 – General Settings and press "Enter" button
- ✓ Select 1 – GPRS and press "Enter" button
- ✓ Select 1 – APN and press "Enter" button
- ✓ «ENTER APN» screen will appear. «isbank» should be entered
- ✓ «ENTER USER NAME» screen will appear. «isbankgprs» should be entered
- ✓ In «ENTER USER PASSWORD» screen is19240826bank should be entered
- ✓ Then the POS terminal will restart

## SUPPORT

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