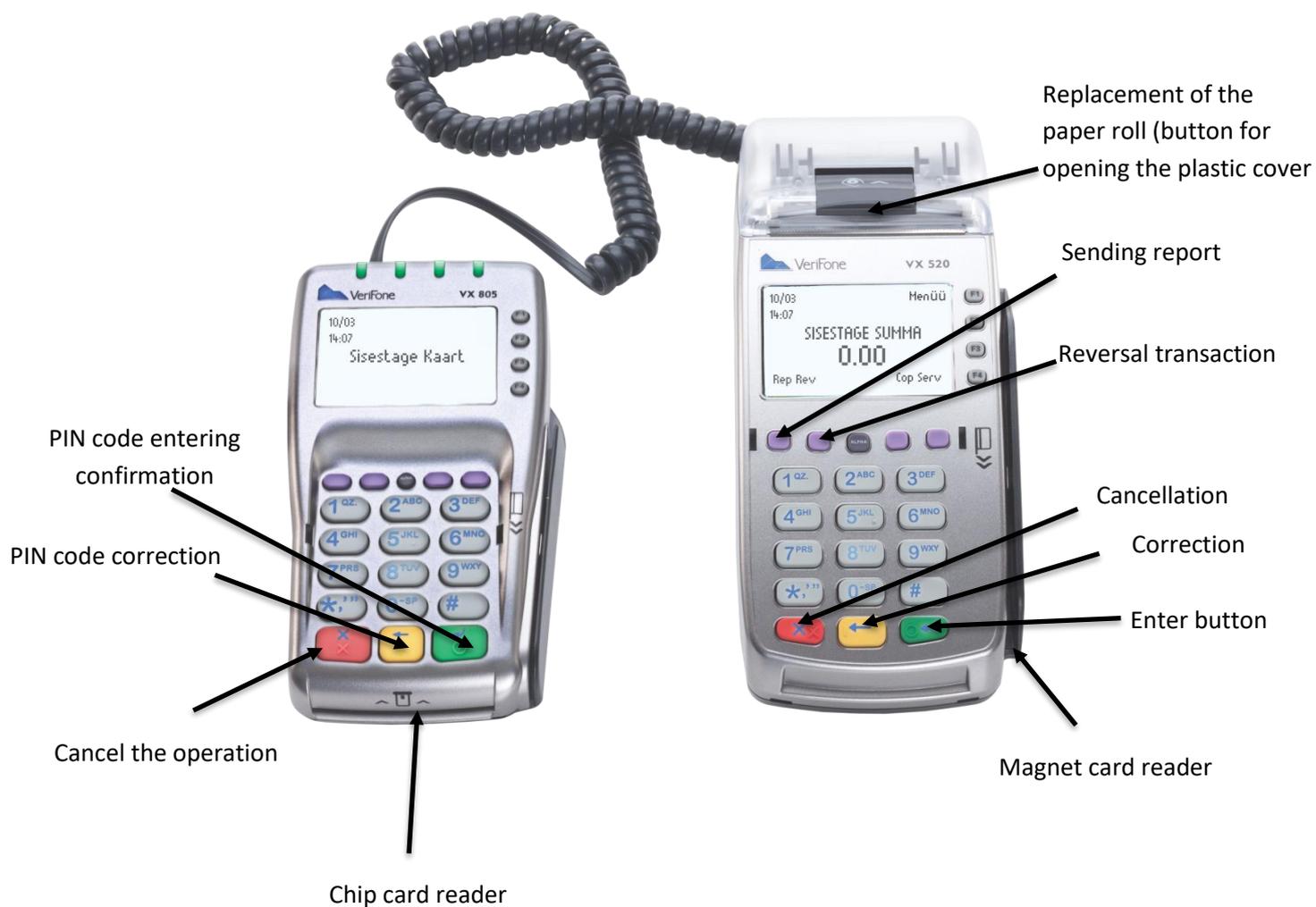


Operating Instructions of Verifone VX 520 Payment Terminal

Key Assignment



Chip card payments

Text on the
Seller's terminal

10/06	Menüü	F1
11:22		F2
Sisestage summa		F3
0.00EUR		F4
Rep	Rev	Cop
		Serv



Text on the
Client's terminal

10/06	Menüü
11:22	
Sisestage kaart	

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

Text on the
Seller's terminal

Sisestage kaart

Text on the
Client's terminal

Sisestage kaart
0.01EUR

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

Text on the
Seller's terminal

PIN-i
Sisestamine

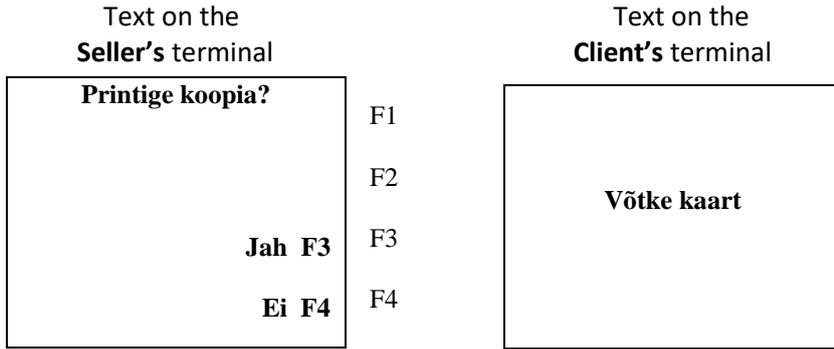
Text on the
Client's terminal

Müük
0.01 EUR
Sisestage PIN:

If the terminal asks for the PIN code the customer shall enter the PIN code using the PINPAD keys. After PIN code was entered, client have to confirm it with the GREEN button. If the customer made a mistake with the PIN code, he can correct it with a YELLOW „clear“ button, or cancel the payment with a RED button. After customer confirmed the PIN code, the terminal starts processing the transaction. As a result of successfull transaction, the terminal prints out 2 receipts. The second one comes out automatically in 20 secs, but if you would like to get it faster, press the green button or F3 button on the right side of a screen. If the client doesn't need the receipt, press the red button.

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.



The first receipt is always for a seller, the second one is for a buyer.
 If customer couldn't pay with a chip card and the message "Kasuta magnetkaarti" has appeared on the terminal screen, follow the section "Magnet card payment"

NB! The card owner must be identified in accordance with the bank card acceptance requirements.

Verifone

POINT PB TERMINAL ← Merchant's name

TALLINN, KAUBA 1 ← Outlet's address

REG.NR.:11060344 ← Registration code of the merchant

Term.:MLS20016 ← Terminal identification number

Kuupäev: 01/09/2016 Aeg: 16:34:54

Kassa:111 ← Receipt number

Kviitung: 52 ← Card type

A0000000041010 - DEBIT MASTERCARD

MC DEEBET ← Card number (last 4 card's numbers are shown)

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KAARDIMAKSE KVIITUNG

Müük ← Transaction type

SUMMA: 150.00 EUR ← Sum of transaction

Auto.kood: 1609411:1 ← Type of receipt

TVR:000000000 TSI:E800 AIP:3900

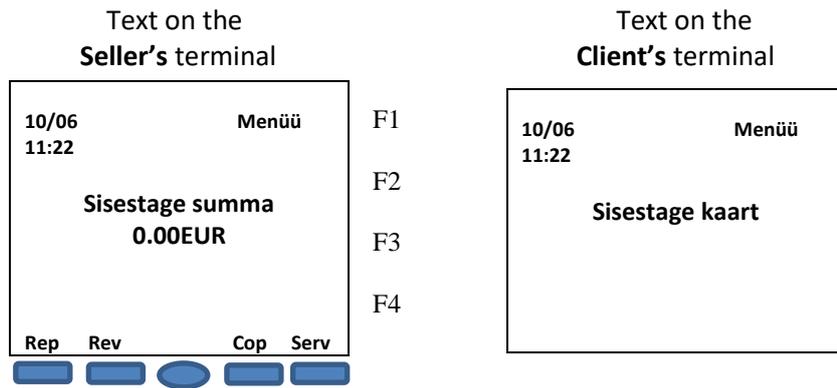
TC: E321DF63AF435D24 CID:40 CVMR:440302

Appl.:MultiPOINT 03.20.072.00450 002f4 ← Authorization code

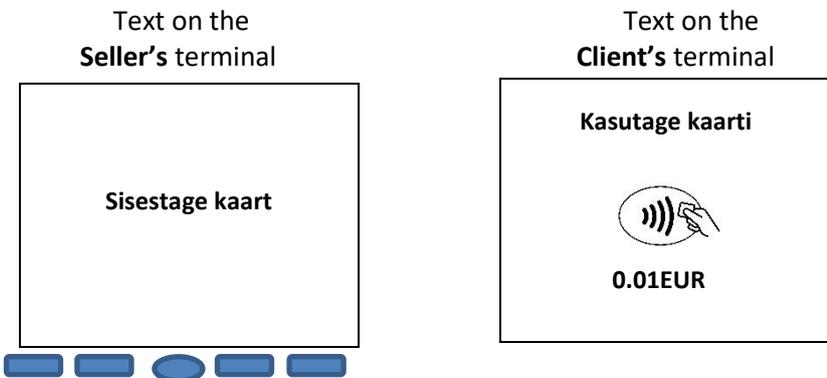
PIN KONTROLLITUD ← Confirmation, that the transaction with a chip card was successful

Contactless card payment

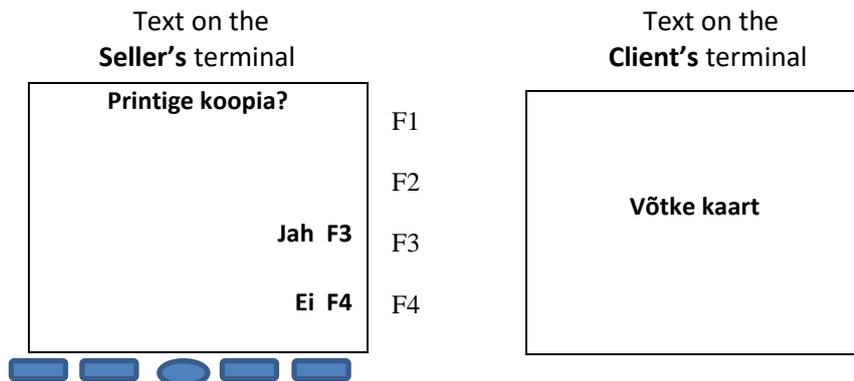
Contactless card allows you to make payments, wicj sum is less than 25 eur. (including 25€), without PIN code entering.



- In order to make a contactless transaction, enter the sum and press the green button. The „contactless emblem“ will appear on the screen.
- YELLOW button is for correcting the sum. RED one is for cancellation.

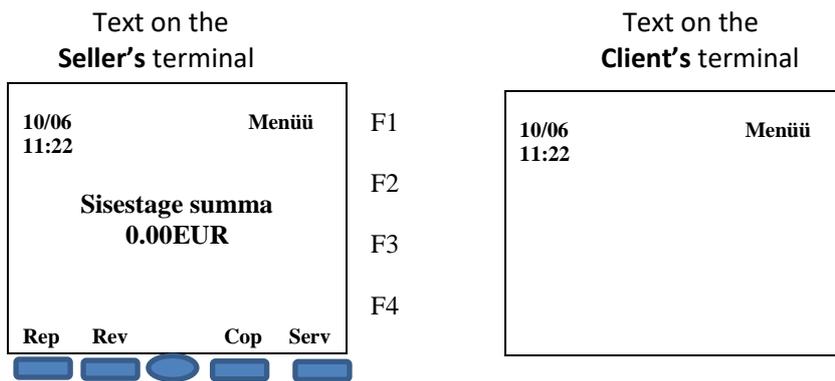


- Ask the client to put his payment card on a terminal's screen and hold it until it peeps.
- The card is read out when all 4 indicators (located above the screen) are lit.
- Terminal connects to the bank.
- Terminal prints out the receipt, where you can find the sum of the transaction and the description of a payment method - „Contactless“. (in case of a successful transaction)

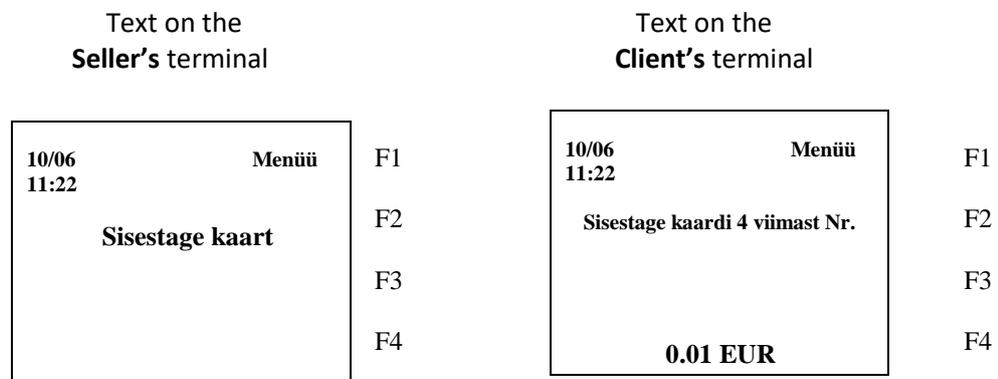


- The second receipt (customer's one) is printed in 20 seconds or you can get it faster by pressing the green button or F3 button on the right side of a screen. If client doesn't require the receipt, press the RED button.
- The first receipt is always for seller, the second one is for a buyer.
- Where for some reason authorization of the payment terminal fails, the error message is printed out along with the error code and explanation.

Magnet card payments



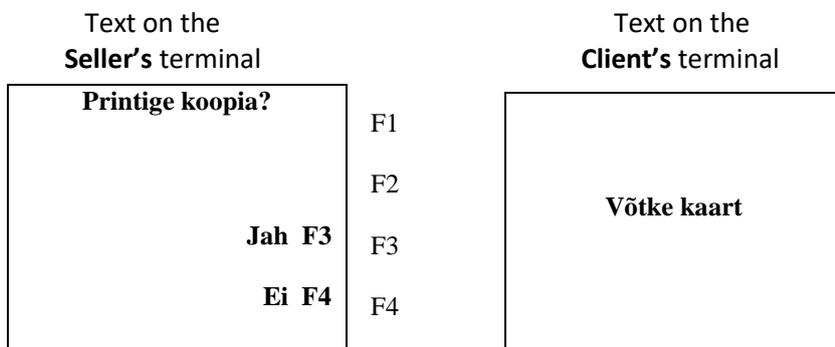
Enter the sum of the transaction as a final sum (for instance sum is 15€, you insert 1500). Then press the green button (Enter). Yellow button is for correcting the sum. Red one is for transaction cancellation.



Swipe 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.

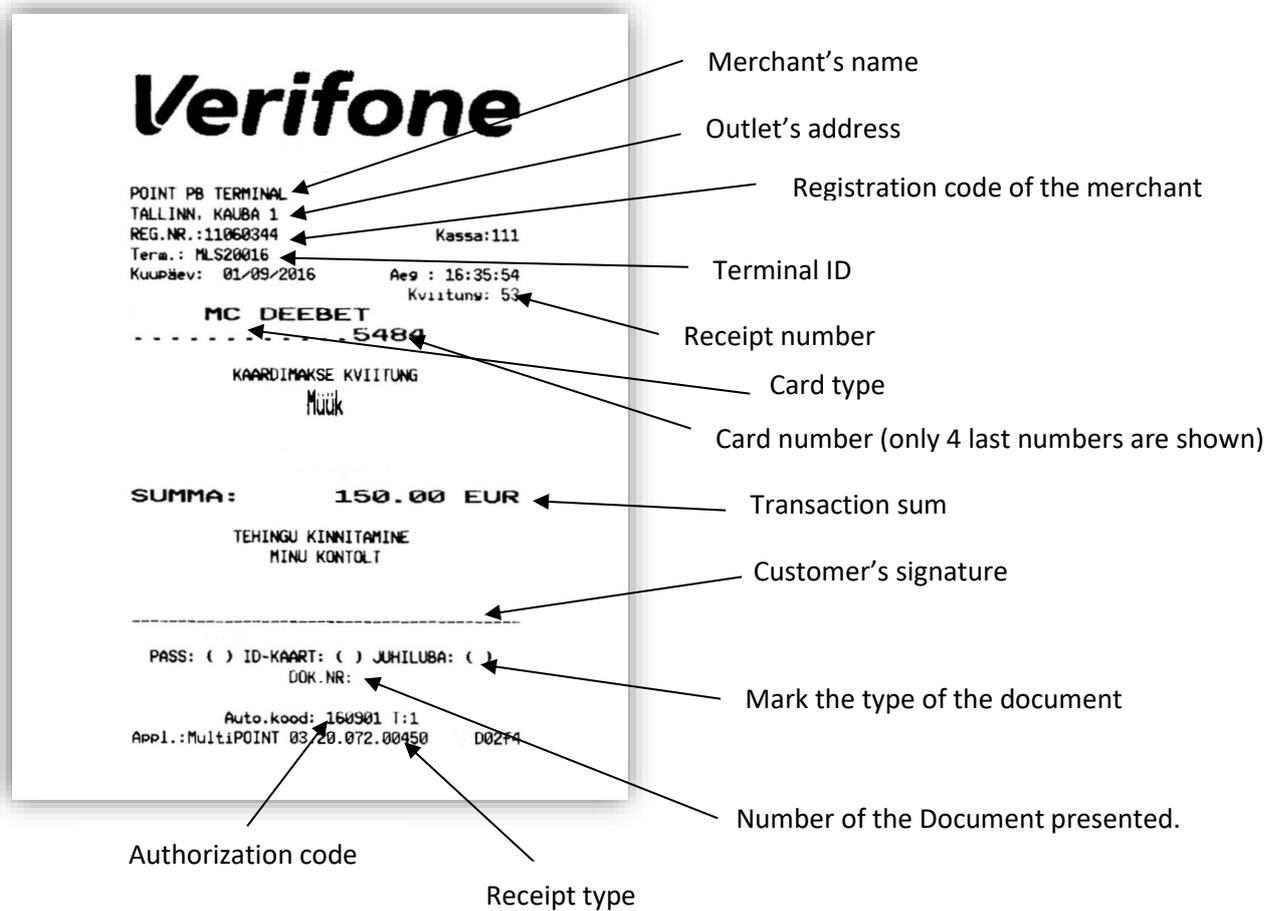
As a result of successful transaction terminal prints 2 receipts out. After the first receipt was printed, tear it off.



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

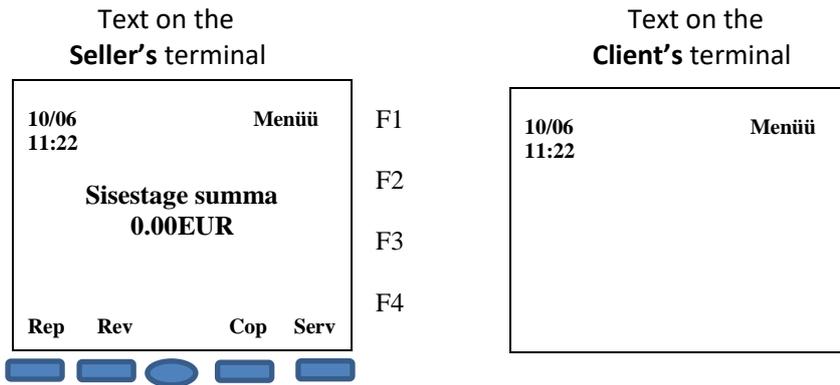
The second one is printed in 20 seconds or you can get it faster by pressing the green button or F3 button on the right side of a screen. If customer doesn't need the receipt, press the red button.

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), The type of identification document (mark it manually), the document's number.

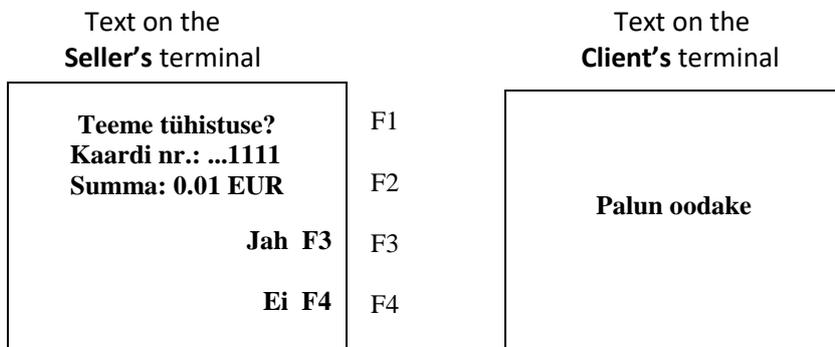
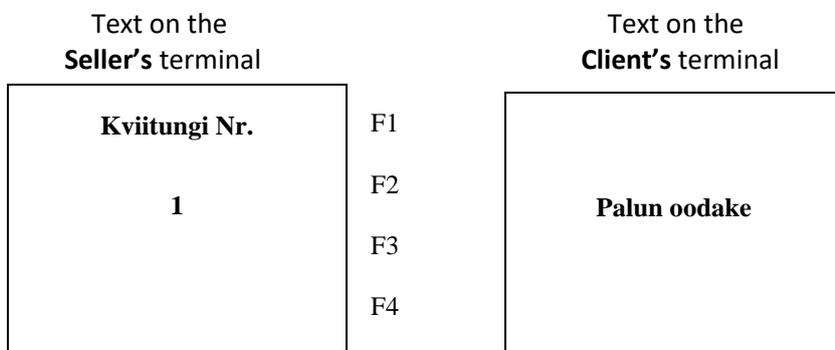


Void transaction

In order to reverse the transaction press the «REV» button.



Insert the receipt number, which you want to cancel and press GREEN button.
NB! Terminal automatically inserts the last transaction receipt number.



For transaction cancellation press F3 button.
To cancel the reversal press F4 button.

In case the transaction was made with a chip card:
Put the card into the customer's terminal

In case the transaction was made with a magnet card:
Swipe the magnetic card through the magnet card reader.

Text on the
Seller's terminal

Printige koopia?	F1
	F2
Jah F3	F3
Ei F4	F4

Text on the
Client's terminal

Võtke kaart

In a result of successful transaction cancelation, the first receipt is printed, tear it off. Terminal prints the second receipt if you press GREEN button. In order to decline printing of the second receipt, press F4 button.

Reversal transaction made with a chip card

Verifone

POINT PB TERMINAL
TALLINN, KAUBA 1
REG.NR.:11060344
Term.: MLS20016
Kassa:111
Kuupäev: 01/09/2016 Aeg : 16:36:56
Kviitung: 55
A0000000041010 - DEBIT MASTERCARD
MC DEEBET
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KAARDIMAKSE KVIITUNG
Müügi tühistus

SUMMA: -150.00 EUR

Auto.kood: 160901 T:1
TVR:0000000000 TSI:E800 AIP:3900
TC: E321DF63AF435024 CID:40 CVMR:440302
Appl.:MultiPOINT 03.20.072.00450 D02F4

Reversal transaction made with a magnet card

Verifone

POINT PB TERMINAL
TALLINN, KAUBA 1
REG.NR.:11060344
Term.: MLS20016
Kassa:111
Kuupäev: 01/09/2016 Aeg : 16:36:36
Kviitung: 54
MC DEEBET
-----5484

KAARDIMAKSE KVIITUNG
Müügi tühistus

SUMMA: -150.00 EUR

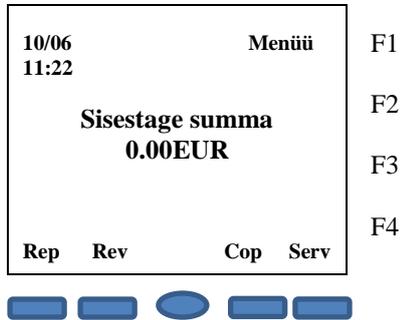
Auto.kood: 160901 T:1
Appl.:MultiPOINT 03.20.072.00450 D02F4

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.

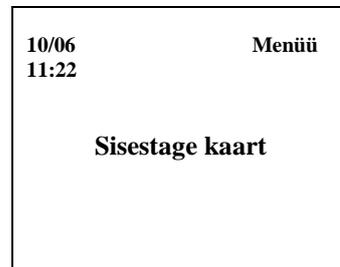
A copy of a receipt

In order to get the copy, press the button „COP“.

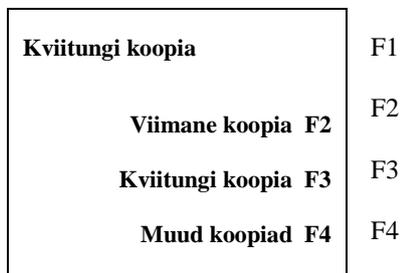
Text on the
Seller's terminal



Text on the
Client's terminal



Text on the
Seller's terminal



Copy of the last receipt:

> press „F2“

Copy of the other receipt (by it's number):

> press „F3“
> enter your check number
> press GREEN button

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.

If automatic sending was :

Try to send transactions manually or wait for the next automatic session.

Report sending:

1. Press the «REP» button.

Text on the
Seller's terminal

Saatmisaruanded	
	Saada F2
Tehingute kaupa F3	
	Register F4

2. To send collected transactions to the bank, press „F2“.

To get the transaction's report only for yourself (without sending them to the bank) press „F4“.

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

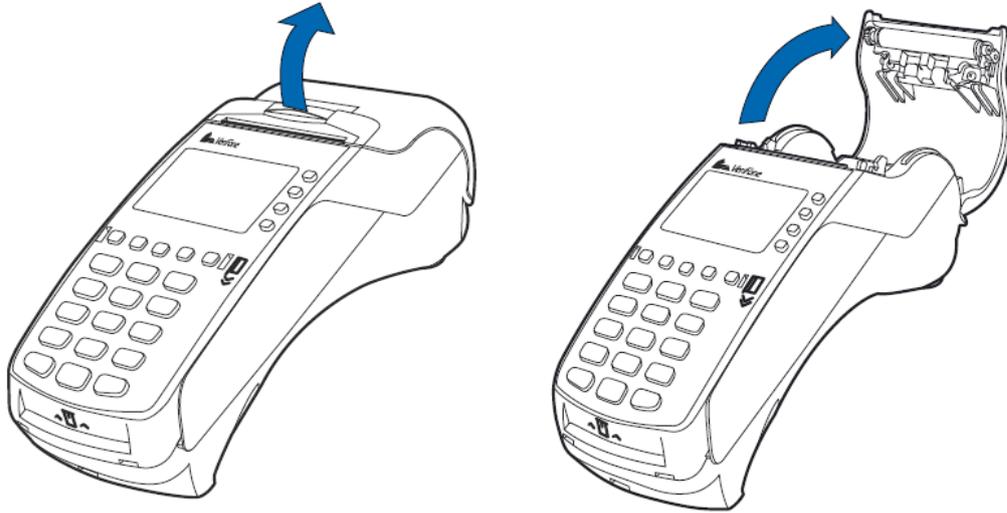
POINT PB TERMINAL		
TALLINN, KAUBA 1		
REG.NR.:11060344	Kassa:111	
Tera.: MLS20016		
Kuupäev: 01/09/2016	Aeg : 16:37:14	
Saatmisaruande periood:		
01/09/2016 16:30:50 - 01/09/2016 16:37:14		
SAATMISARUANNE 090102		
KAARDI TUUP		

MC DEEBET		
	LOENDATUD	SUMMA
Müük	3	300.01
Tühistus	2	-300.00
	-----	-----
KOKKU	5	0.01

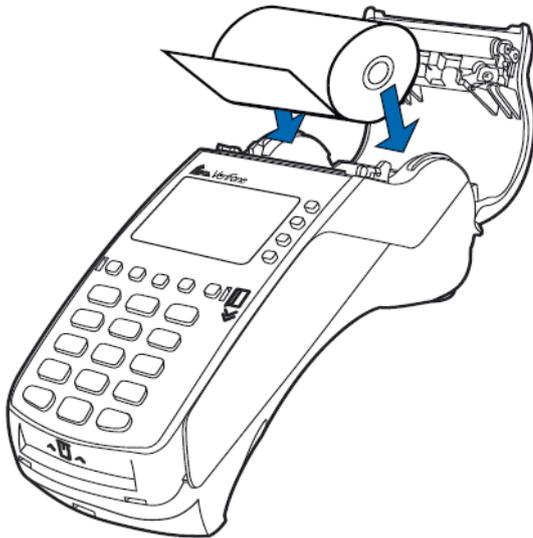
Kõik kaardid		
	LOENDATUD	SUMMA
Müük	3	300.01
Tühistus	2	-300.00
	-----	-----
KOKKU	5	0.01
Tehingud saadetud		
AppI.:MultiPOINT 03.20.072.00450 D02F4		

Paper roll replacing

To replace the paper roll, push a black key so it's shown on the picture.
Remove the empty paper sleeve from the printer.



Open the new paper roll and put it inside the way it's shown on picture below. Paper must run from below. Pull a little bit paper out of terminal.



Close the paper roll cover slightly pressing until it clicks. Tear off any excess paper.