



V240m Quick Reference Guide




Turning on

Either connect to power or press the button with the green circle  for 5 seconds until the screen lights up.



Turning off

Unplug the power cord and press the button with the red cross  for 5 seconds until the screen changes and gives you four options. Select Shutdown by touching the screen.

Purchase

1. Enter in the purchase price on the screen and press ENTER 
2. Present customer card,
3. Customer selects account and enters PIN.


Purchase with cash

1. Press # then select 3, enter the purchase amount then press ENTER 
2. Enter cash out amount,
2. Press ENTER 
3. Present customer card,
4. Customer selects account and enters PIN.

Log on

Press # on the screen then select Log On.

Settlement

1. Touch # on the screen, then # again, select Settlement.
2. Touch Cutover and then ENTER 

Process a Refund

1. Press # then # again, select Refund,
2. Swipe merchant card then type in the Merchant Pin and press ENTER ○
3. Type in Refund amount and press ENTER ○
4. Customer swipe card,
5. Customer enters their account and pin number,
6. Transaction complete.

Card Not Present Transaction

1. Type in the purchase amount then press ENTER ○
2. At the Present Card screen start typing the card number then press ENTER ○
3. Type in Expiry Date then press ENTER ○
4. Select Yes or No to answer CSC number is available,
5. Type in the CSC Number and press ENTER ○
6. If no CSC number available select reason why unavailable,
7. Select Credit, terminal will then process and display the result.

Replacing Paper

