

Power On/Off	Manual Sale	Debit Sale
<p>For the Vx610 only</p> <ul style="list-style-type: none"> › Press + at the Same Time to Power On. › Press to Power Off. <p>NOTE: If the Power cord is attached—Power is On constantly. The Power Cord has to be removed for the On/Off functions to work.</p>	<ul style="list-style-type: none"> › Press › Account # + › Press › Exp Date + <ul style="list-style-type: none"> - "CARD PRESENT" If Present, Press - "IMPRINT CARD" Imprint, Then Press › Amount + › V-Code* + <p><small>If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.</small></p> › Zip Code + › If Customer Copy Set to Confirm: To Print Customer Copy, Press 	<ul style="list-style-type: none"> › Swipe Card › Or Press Then Swipe or Insert Card › Press › Amount + <ul style="list-style-type: none"> - Enter Cash Back \$\$ + › CUSTOMER: Press On PIN Pad to Confirm \$\$ › CUSTOMER: Key PIN # + › If Customer Copy Set to Confirm: To Print Customer Copy, Press
Credit Card Sale		
<ul style="list-style-type: none"> › Swipe or Insert Card › Or Press Then Swipe or Insert Card › Press › Amount + › If Customer Copy Set to Confirm: To Print Customer Copy, Press 		
Credit Card Refund	Off-Line Sale	Void
<ul style="list-style-type: none"> › Press / Until You Reach Option › Press <ul style="list-style-type: none"> - Password + › Swipe or Insert Card › Press › Amount + › If Customer Copy Set to Confirm: To Print Customer Copy, Press 	<ul style="list-style-type: none"> › Press / Until You Reach Option › Press › Swipe or Insert Card › Press › Amount + › Approval Code + › If Customer Copy Set to Confirm: To Print Customer Copy, Press 	<ul style="list-style-type: none"> › Press / Until You Reach Option › Press <ul style="list-style-type: none"> - Password + › To Void Last Transaction Press › Or to Void Any Transaction Press › To Retrieve Any Transaction by Invoice # Press › Or to Retrieve by Account # Press › To Confirm Void Press

NOTE:

Enter **Password** When Prompted

- › Terminal will prompt for clerk ID and invoice # if those options are activated.

*NOTE: The V-Code is often requested for manually entered transactions. This code can be found on the back of the card as the last three digits on the right side of the signature panel, directly below the mag stripe.

**Press next until proper merchant # displays, then press select, or enter merchant # and press enter.

Reprint

- ▶ Press **Reprint**
- ▶ To Print Last Transaction
Press **Last Receipt**
- ▶ Or to Print Any Trans. in Batch
Press **Any Receipt**
- ▶ Then **Invoice** +

Totals Report

- ▶ Press **Reports**
- Password +
- ▶ To Print Totals by Card Type
Press **Totals Report**

Detail Report

- ▶ Press **Reports**
- Password +
- ▶ To Print Detail Summary
Press **Detail Report**

Phone Order

- ▶ Press **↓ / More**
Until You Reach Option
- ▶ Press **Phone Order**
- ▶ **Account #** +
- ▶ Press **Credit**
- ▶ **Exp Date** +
- ▶ **Amount** +
- ▶ **V-Code*** +
- If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.
- **Street Address** +
- NOTE: Use numbers only to enter street address
- ▶ **Zip Code** +
- ▶ If Customer Copy Set to Confirm:
To Print Customer Copy,
Press **Yes**

Batch Review

- ▶ Press **↓ / More**
Until You Reach Option
Then Press **Batch Review**
- Password +
- ▶ Select Search Method to Retrieve Ticket
Then Press
- ▶ Enter Data as Requested
Then Press **Clrk** **Amt** **Acct** **Inv**
- ▶ Transaction Displays
Select Option
Press
- ▶ **ADJUSTMENT OPTIONS:**
Select Appropriate Edit Function
Press **Adj** **Void** **Prev** **Next**
- ▶ Enter New Data as Requested
Then Press **Amt** **Tip** **Clrk** **Appv**
- ▶ **VOID OPTION:**
Voids the Transaction

Balance/Settle

- ▶ Press **Settle**
Until You Reach Option
- Password +
- ▶ If Totals Option is Set to "Confirm" the Terminal Will Display Totals
Press to Confirm Totals
- ▶ Or: If Totals Option is Set to "Enter", You Must Manually Enter Totals
Sales Totals +
- ▶ **Refund Totals** +
- ▶ **Grand Totals** +

- Manual Shift Change

- ▶ Press **1**
- ▶ To Increment Shift
Press **Yes**

NOTE:

Pressing the 3 key from the main menu will advance the paper.

- Optional Prompts

For Multi Merchant: Press next until proper merchant # displays, then press select, or enter merchant # and press enter.

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