

# YOUR GUIDE TO WELCOMING AMERICAN EXPRESS® CARDS ON VERIFONE (VX) MODEL TERMINALS

All you have to do is check your terminal is as ready as you are.

This guide will help you start [welcoming new customers](#) as soon as possible.

If at any point you need extra assistance, give us a call on [0800 032 7216](#), [select option 2](#) and we can guide you through the set-up process.



## STEP 1: DOWNLOAD

- Push the **TMS** button. This is the 3rd from the left, OR 2nd from the right, OR directly next to Alpha on the right hand side.
- Enter the Pass Code **123456** (default).
- Terminal will display “**Start TMS**”.
- Choose **YES** / Enter if required.

## STEP 2: LOGON

- Push the **LOGON** button. This is under the screen on the farthest right hand side (two along, on the right hand side of **ALPHA**).
- Terminal will display “Logon Process or Resume Self Install” and prompt for the Pass Code.
- Enter **123456** (default) and press **ENTER**.

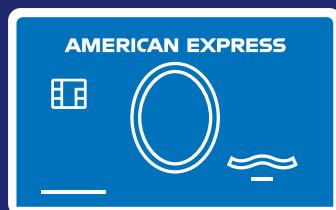
\*Once back on the ready screen the terminal may start to make a short TMS call. This is normal and the terminal will revert back to the start screen after another 60 seconds.

## STEP 3: TEST PAYMENT

- Choose **SALE** (or CNP option).
- Key in the Amex dummy Card number: **37 999 999 999 999 4** (check the terminal is asking for the Card number first, as opposed to the Sale amount).
- Key in Expiry date **12/18**. Expiry date will always be the current year.
- Terminal will display “Is customer present” – press **ENTER**.
- Key in correct **TEST AMOUNT** and press **ENTER**.
- Press **ENTER** to confirm.
- If terminal asks for a security code, input **0000**.
- If asked for address details, use the building number for **1 John Street** and the numbers within post code **BN88 1YR**.
- Terminal will display “Test Complete” / “Init Complete”, Not Authorised.

## This is your American Express Test Card

Card No - 37 999 999 999 999 4  
Expiry Date - 12/calendar year\*  
Please keep these details safe.



### TEST TRANSACTION AMOUNTS:

Barclays (BARC)	£850.01
WorldPay/Cardsave/Handepay (SMS)	£900.01
LTSB/Cardnet/FDGL (LTSB)	£955.01
Clover/Payment Sense/Merchant Rentals (FDMS/HBOS)	£470.01
Allied Irish (AIB)	£440.01
Rapyd (Valitor/Chip&Pin)	£325.01
TakePayments	£505.01
Pax	£200.01



Your terminal is now set up and ready to accept American Express Cards.



**DON'T do business WITHOUT IT™**

\*Please use the calendar year of your test transaction.

We're here to help Monday to Friday, 8am to 6pm, and Saturday and Bank Holidays (excluding Christmas Day and New Year's Day), 9am to 5pm. Please have your Merchant Account details to hand and be prepared to answer some security questions before we can discuss your Account. Because we want to make sure we're doing a good job, we may monitor or record our calls. American Express Payment Services Limited. Registered Office: Belgrave House, 76 Buckingham Palace Road, London SW1W 9AX, United Kingdom. Registered in England and Wales with Company Number 06301718. American Express Payment Services Limited is authorised in the United Kingdom by the Financial Conduct Authority under the Payment Services Regulations 2017 with Reference Number 484347 for the provision of payment services.



## PLEASE REMEMBER TO SET THE DATE AND TIME ON YOUR DEVICE PRIOR TO USE.

- Scroll down the menu by pressing the 1st button under the screen on the **LEFT**.
- Select **SUPERVISOR MODE** (usually **F3**).
- Enter the Pass Code **123456** (default).
- Terminal automatically displays up with Date and Time.
- Key in month/day/year Press **ENTER**.
- Key in the Time and press **ENTER**.
- Finally cancel back to the main screen.



## RECONCILIATION

1. Press F3 to select "**REPORTS**".
2. Enter Pass Code **999999**.
3. Press F2 for "**RECONCILIATION**".
4. Choose **ALL** to reconcile for all acquirers or **ONE** for selective banking.
5. If choosing **ONE**, use the Down Arrow to select **AMEX** and press **ENTER**.

If you have been unable to activate using our set-up guide, please contact your terminal provider for assistance.

If you experience non set-up related problems, view our [Common Errors and Issues guide](#).