YOUR GUIDE TO WELCOMING AMERICAN EXPRESS® CARDS ON VERIFONE VX680, V240M AND V200C 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.

VX680   V240M   V200C

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

Option 1

- Push the **TMS** icon. 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.

Option 2

- Ensure that the terminal is on the main idle screen.
- Press the third icon along from the left.
- Enter Passcode **999999**.

Option 3

- Home screen layout changes on newer models.
- Push the * key or main logo at top of screen. This takes you to the main menu.
- Select supervisor option. If function required does not appear, go to admin menu.
- Enter Supervisor Password Default = **123456**, or **40415** Additional = **775150**, **166831** or **777777**
- Select TMS update option. You may scroll & press **1** for TMS Update.

STEP 2: LOGON

Option 1

- Ensure that the terminal is on the main idle screen.
- Press the icon on the far right labelled **LOG**.
- Enter the pass code **999999**.

*Once completed a slip of paper will print out which will display the acquirer name and **ENABLED** or **FAILED**.
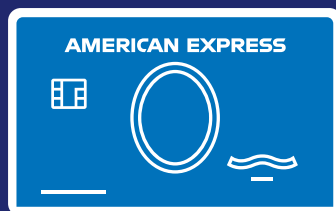
Option 2

- Push the * key or main logo at top of screen. This takes you to the main menu.
- Select **supervisor** option. If function required does not appear, go to admin menu.
- Enter Supervisor Password. Default = **123456**, or **40415** Additional = **775150**, **166831** or **777777**
- Select **logon** option.

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.

AMERICAN EXPRESS

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.

AMERICAN EXPRESS DON'T *do business* WITHOUT IT ™

⚖️

RECONCILIATION

Option 1

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.

Option 2

1. Push the ***** key or main logo at top of screen. This takes you to the main menu.
2. Select **REPORTS** option.
3. Enter Supervisor Password.
   Default =**123456**, or **40415**
   Additional = **775150**, **166831** or **777777**
4. Choose **ALL** to reconcile for all acquirers or **ONE** for selective banking.

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.**