

VX 680 quick guide... at your fingertips

Record your merchant ID here: _____

Record your terminal ID here: _____

Turning your device on/off

- TURN ON THE DEVICE; Hold down the GREEN button on the keypad for 10 seconds.
- TURN OFF THE DEVICE: Hold down the RED button on the keypad for 2 seconds.
- PLEASE NOTE: the terminal cannot be powered off whilst it is sitting on a powered base or connected directly to power.

Menu

Battery indicator

3.5" Color touch screen

Enter amount

Contactless card screen

Power charging port

Swipe

Logging on

1. To LOG ON, select the MENU button on screen.
2. Select 10. LOGON and press ENTER – a receipt will be printed letting you know if your logon was successful. If not, please contact our Merchant Help Desk on **1800 334 702**.

Need help?

For detailed instructions refer to the User Manual at www.bendigobank.com.au/merchantsupport or get in touch:

Merchant Help Desk
(For terminal troubleshooting)

1800 334 702
24 hours a day
7 days a week

Merchant Services
(For transaction enquiries)

1300 132 741
8:30am – 5pm AEST
weekdays

Cancel

Clear

ENTER/OK

Common functions...

Sales

- Touch the screen or press ENTER
- Enter the amount then press ENTER
- For **cash out** (not available for 'Contactless' or 'Credit'):
 - Enter the amount then press ENTER or just press ENTER to skip
- For **tipping**:
 - Enter Server ID then press ENTER
 - Add tip amount then press ENTER, or just press ENTER to skip
 - Confirm new transaction value, then YES or NO
- Contactless: hold card over screen until four green lights show
- For **Chip or magnetic stripe cards**: insert or swipe card and select account
- Follow prompts on screen

Refunds

- Press the 3 Dots on screen (MENU Button) to bring up the menu.
- Select 3. REFUND and press ENTER
- Enter the REFUND password
- Enter AMOUNT you wish to refund and press ENTER
- Present card and follow prompts on screen

Pre-settlement

- Press the 3 dots on screen (MENU Button) to bring up the menu
- Select 22. SUBTOTALS REPORT and press ENTER

Manual settlement

- Press the 3 Dots on screen (MENU Button) to bring up the menu.
- Select 11. SETTLEMENT and press ENTER
- Enter SETTLEMENT password and press ENTER
- Confirm by pressing YES

Reprinting receipts

- Press the 3 Dots on screen (MENU Button) to bring up the menu.
- Select 20. REPRINT LAST RECEIPT or 21. REPRINT ANY RECEIPT and press ENTER
- Enter the AUTH ID, STAN, AMOUNT or TIME which will appear on the original transaction and press ENTER
- Once transaction found press ENTER
- Press YES to print customer receipt or NO to skip

Replacing receipt paper

1. Lift tab on back of device and pull cover up.
2. Lay the new receipt roll in the printer with the paper being fed from the bottom of the roll.
3. Close the printer cover. Ensure the cover clicks into place and the paper has been thread through the gap between the cover.
4. Press the 3 Dots on screen (MENU Button) to bring up the menu. Select 10. LOGON and press ENTER. If nothing prints on receipt then remove receipt paper, turn roll over and try again.