

VERIFONE Terminal Activation



If your terminal has been provided by GLOBAL PAYMENTS, the following instructions apply to models:

- VX520 Evolution – Rigger IV
- VX675
- VX820 Evolution



If your terminal has been provided by CHASE, the following instructions apply to models:

- VX520 Evolution
- VX820 Evolution



If your terminal has been provided by MONERIS, the following instructions apply to models:

- VX520 Evolution and PetroTrack



If your terminal has been provided by FISERV, the following instructions apply to models:

- VX680 (GPRS/3G)

VERIFONE Terminal Activation

In order to complete the activation of the DataCandy application on your payment terminal, you will need the Initialization Code and Merchant Password that were provided to you by DataCandy.

NOTE 1 : After 40 seconds of inactivity, the terminal times out and you are taken back to the **DATA CANDY** menu.

ACTIVATION

1. From the main menu, select **DATA CANDY** and press **OK** (green button).
2. If prompted, enter **SUPER PASSWORD (1234)**.
3. The screen will display Empty Employee List and press **OK**.
4. Select **ADMIN** and press **OK**. (If **ADMIN** is not displayed, select the **DOWN ARROW** or **MORE** to scroll down through of the menu).
5. Enter the **ADMIN PASSWORD (12345)** and press **OK**.
6. Select the **INIT** menu and press **OK**.
7. Select **ACCESS KEY** and press **OK**. See the section **ENTERING ALPHA VALUES** to see how to enter letters.
8. Enter the Access Key provided to you and press **OK**.
9. Select **MERCHANT ID** and press **OK**.
10. Enter the Merchant ID provided to you and press **OK**.
11. Select **MERCHANT PASS** and press **OK**.
12. Enter the Merchant Password provided to you and press **OK**.
13. You are now ready to start using your terminal for gift or loyalty card transactions.

An **EMPLOYEE ID** must be set in order for transactions to be accepted. It is recommended that you customize the employee list, assigning one ID to each of your employees. See the section **MANAGING EMPLOYEE IDs** to learn how.

If no **DEFLT EMPLOYEE** is set, the prompt for **EMPLOYEE ID** and **EMPLOYEE PASSWORD** will be displayed at each transaction. To see how to set a default employee, see the section **MANAGING EMPLOYEE IDs**.

VERIFONE Terminal Activation

ENTERING ALPHA VALUES (LETTERS)

If your terminal doesn't have an alpha button at the top of the keypad:

- Press the number key containing the alpha letter you want to use as many times as necessary.

If your terminal has an **alpha** button at the top of the keypad:

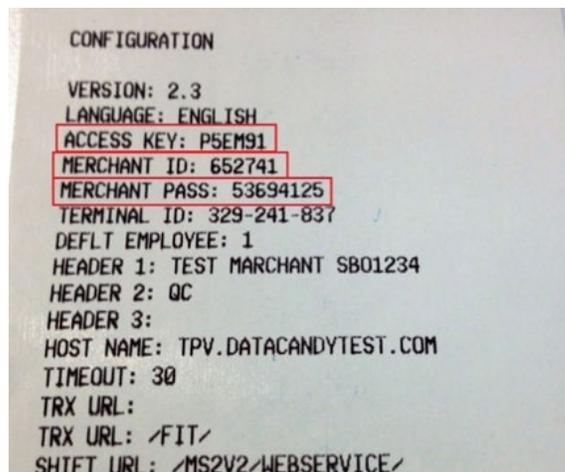
- Press the number key containing the alpha letter you want to use.
- You will see a number in the terminal display screen.
- Press the **alpha** button.
- The number in the terminal display will change to a letter.
- Press the alpha button until the desired letter is displayed.

VALIDATING CONFIGURATION

Once you are finished with the activation process, here is a way to verify that you have entered the correct information.

Review the Configuration Receipt. One may have already printed when your terminal timed out. If this is not the case, press the **CANCEL** (red) button until one is printed.

Compare the values on the Configuration Receipt (only the 3 fields highlighted in the image) with the values provided by DataCandy.



VERIFONE Terminal Activation

MANAGING EMPLOYEE IDs

1. From the main menu, select **DATA CANDY** and press **OK**.
2. If prompted enter **SUPER PASSWORD (1234)** and press **OK**.
3. Skip **SWIPE CARD** by pressing the **CANCEL** (red) button to access to the **DATA CANDY** menu.
4. Select **ADMIN** and press **OK**. (If **ADMIN** is not displayed, select the **DOWN ARROW** to scroll down through of the menu).
5. Enter the **ADMIN PASSWORD (12345)** and press **OK**.
6. Select the **CONFIG** menu and press **OK**.
7. Select **EMPLOYEE LIST** and press **OK** (If **EMPLOYEE LIST** is not displayed, select the **DOWN ARROW** to scroll down through of the menu). This menu will allow you to:

Adding a new EMPLOYEE ID

- a. Select **ADD**.
- b. Enter the **EMPLOYEE ID** and press **OK**.
- c. Enter the **EMPLOYEE PASSWORD** and press **OK**.
- d. Repeat these steps as necessary.

NB: To hide the screen keyboard, press the down arrow.

Removing a new EMPLOYEE ID

- a. Choose the **EMPLOYEE ID** you want to remove.
- b. Select **REMOVE**.